

**CITY OF BERKLEY PUBLIC NOTICE
REGULAR CITY COUNCIL MEETING
Monday, October 20, 2025
7:00 P.M. – City Hall
248-658-3300**

**CALL 40th 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, October 6, 2025, and the City Council Work Session on Monday, October 6, 2025.
2. **WARRANT LIST:** Matter of [approving](#) Warrant List No. 1415.
3. **MOTION NO. M-96-25:** Matter of [approving](#) a budgeted purchase of a new Continental Cargo 10' Value Hauler Trailer from Truck and Trailer Specialties, Inc. of Howell, MI, in the amount of \$5,900. This purchase is budgeted under account number 101-441-982-000 (General Fund) Equipment-Landscape trailer.
4. **MOTION NO. M-97-25:** Matter of [approving](#) an interlocal agreement with Oakland County Animal Shelter for services and disposal and authorizing the Mayor to sign the agreement.
5. **MOTION NO. M-98-25:** Matter of [approving](#) the appointments to various boards and commissions and hereby waving any conflicting provisions and adopted policy for reasons stated in the staff memo.
6. **PROCLAMATION NO. P-27-25:** Matter of proclaiming October 28, 2025 as [First Responders Day](#).
7. **PROCLAMATION NO. P-28-25:** Matter of proclaiming November 2025 as [Men's Health Awareness Month](#).

Regular Agenda

1. **RECOGNITIONS/PRESENTATIONS:** Matter of receiving any recognitions or presentations from the Consent Agenda.
2. **PRESENTATION:** Matter of receiving a [presentation](#) on the Communication Preferences Survey Results from the Communications Director.
3. **PRESENTATION:** Matter of receiving a [presentation](#) on the Strategic Framework Quarterly Report: Q3 from the City Manager's Office.
4. **MOTION NO. M-99-25:** Matter of [authorizing](#) the City Manager to enter into an agreement with Spalding DeDecker for Engineering Related Services.
5. **ORDINANCE NO. O-09-25:** Matter of [considering](#) the first reading of an ordinance of the City Council of the City of Berkley, Michigan to amend Section 114-27 Authorization and Establishment of Workforce Housing Exemption of Article III, Workforce Housing PILOT of Chapter 114 Taxation, of the City of Berkley Code of Ordinances to clarify that annual shelter rent payments less than 10% are permitted, as authorized by provisions of the State Housing Development Authority Act of 1966, Public Act 346 of 1966. MCL 125.1401, et seq.

6. **MOTION NO. M-100-25:** Matter of (approving or denying or postponing) a Workforce Housing Payment in Lieu of Taxes (PILOT) for The Columbia.
7. **RESOLUTION NO. R-19-25:** Matter of recognizing that the City's designated official newspaper, the "Daily Tribune," is ceasing publication as of October 30, 2025, and that, therefore, until further notice, the City hereby designates the "Oakland Press" as the City's official newspaper, effective October 31, 2025, for the publication of the City's notices, ordinances, and other pertinent items.

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 by noon on the day of the meeting. Emails sent prior to the deadline will be a part of the meeting record but will 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, OCTOBER 6, 2025 BY MAYOR DEAN

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

OTHER STAFF PRESENT:

City Manager Crystal VanVleck
City Attorney Lisa Hamameh
City Clerk Victoria Mitchell
Deputy City Clerk of Public Services Shawn Young
Director of Community Development Kristen Kapelanski
Finance Director Carl Johnson

APPROVAL OF AGENDA

Mayor Pro Tem Gavin 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.

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, September 22, 2025, City Council Work Session on Monday, September 22, 2025, and the Special City Council meeting on Monday, September 29, 2025.

MOTION NO. M-89-25: Matter of approving a budgeted purchase of two new Exmark Lazer X-series 820 KAW EFI 72" mowers and accessories from Weingartz, of Utica, MI, in the amount of \$33,750.94. This purchase is budgeted under account number 101-441-982-000 (Ball Field Equipment).

MOTION NO. M-90-25: Matter of approving the 2025-26 Winter Maintenance Agreement between the Road Commission for Oakland County and the City of Berkley. The City will be reimbursed a total of \$12,947.94, which will be paid in two installments, \$6,473.97 due in December 2025 and \$6,473.97 due in March 2026.

MOTION NO. M-91-25: Matter of approving the purchase of rock salt for winter maintenance activities utilizing the Farmington Hills/MITN Cooperative Purchasing Program for the 2025-26 season.

MOTION NO. M-92-25: Matter of awarding the contract for the Library study room construction project to Christopher Grey Remodeling & Design, LLC, at the cost of \$31,000, as well as \$3,500 for construction contingencies. This is a budgeted expense from account 101-267-976-271, Library building improvements.

PROCLAMATION NO. P-25-25: Matter of proclaiming October 2025 as Berkley Area Chamber of Commerce Month.

PROCLAMATION NO. P-26-25: Matter of proclaiming October 2025 as National Breast Cancer Awareness Month.

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

Nays: None

Absent: Black

Motion Approved.

REGULAR AGENDA

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

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

Councilmember Baker read P-26-25 in its entirety.

MOTION NO. M-93-25: Matter of designating Saturday, December 6, 2025, for the Annual Holiday Parade and Tree Lighting Ceremony in Berkley. The approval is conditional upon the submission of required items and documents prior to the event dates.

Councilmember Patterson moved to approve Motion No. M-93-25

Seconded by Baker

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

Nays: None

Absent: Black

Motion Approved.

MOTION NO. M-94-25: Matter of postponing consideration of M-94-25, a Workforce Housing Payment in Lieu of Taxes (PILOT) for the Columbia, to City Council's next regular meeting on October 20, 2025.

Councilmember Hennen moved to approve Motion No. M-94-25

Seconded by Mayor Pro Tem Gavin

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

Nays: None

Absent: Black

Motion Approved.

MOTION NO. M-95-25: Matter of approving PSU-04-25 at 3462 Greenfield Rd. with the following findings: The proposed plan meets the standards of approval in Chapter 138, Section 10.03 and will not have negative impacts related to and/or is compatible with the following:

- o Compatibility with adjacent uses;

- o Compatibility with the Master Plan;

- o Traffic impacts;

- o Impacts on public services;

- o Compliance with zoning standards; and

- o Impact on the overall environment.

Councilmember Patterson moved to approve Motion No. M-95-25

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

RESOLUTION NO. R-17-25: Matter of adopting a resolution approving amended investment policy.
Mayor Pro Tem Gavin moved to approve Motion No. R-17-25
Seconded by Councilmember Hennen
Ayes: Baker, Gavin, Hennen, Patterson, Vilani and Dean
Nays: None
Absent: Black
Motion Approved.

COMMUNICATIONS:

COUNCILMEMBER HENNEN

- The Tree Board is making plans around outreach and education, and this season's new street trees will be planted in late November or early December. Their next meeting will be Monday, October 27th at 7 PM
- The Zoning Board of Appeals will have four cases to hear on Monday, October 13th at 7 PM. His next Talk with Dennis office hours will be Tuesday, October 14th from 6 to 8 PM at the Library. Come and ask your questions or share your concerns.

COUNCILMEMBER BAKER

- The Downtown Development Authority Board meets next on Wednesday, October 8th, starting at 8:15 AM. Please come in and engage in the discussion.
 - It's officially Bookley month here in the city, which is awesome. One of the events coming up this week, on Thursday October 9th, is a Witches Night Out. There'll be trolleys and all sorts of fun stuff. The shops will be open late.
 - The pocket park at Dorothea will be activated and there will be a Dorothea Night Market there, which will be really fun and exciting, too.
 - For more information, visit downtownberkeley.com.
- The Historical Committee meets next Tuesday and as part of Bookley Month, please enjoy the Roseland Park Cemetery Tour coming up on Saturday, October 18th. It's during the day, so you don't have to worry too much, and there'll be folks stationed throughout the cemetery to talk about some of the famous people that it's their permanent residence now. There'll be a map and all this kind of really fun stuff. So come check that out. For more information on that and other great things going on, you can visit berkeleyhistory.com or for the cemetery tour in particular, you can also see downtownberkeley.com for that.
- The Berkley Days Committee met last week and they're cooking up some terrific ideas. He said that he popped in and said hi to the team. They're zooming in on a particular set of dates for the 100th anniversary of Berkley Days, which technically will be on September 11th of 2026, because on that day 100 years prior was the actual very first parade celebrating the paving of Coolidge Highway, which was named after the president at the time.
- Dr. Seuss once wrote, "The more that you read, the more things you will know, and the more that you learn, the more places you'll go." Berkley, this is also National Library Month. Just wanted to congratulate our library and all the amazing staff that work there, all the people that support it. Please know that our library doesn't discriminate on the books it carries. There's equal opportunity to access all of the books. You may have read about other libraries and institutions choosing not to make some material available, and I'm really happy that we have open access to all books, which encourages empathy, critical thinking, and informed discussions. So please be sure to put a bookmark in your book when you reach out and hug somebody you love. Thank you.

MAYOR PRO TEM GAVIN

- The next meeting for the Parks and Recreation Advisory Board will be October 9th at 7 PM at the Community Center.
- The next meeting of the Library Board will be Wednesday, October 15th at 7 PM at the Library.

COUNCILMEMBER VILANI

- The Environmental Advisory Committee will next meet on October 16th at 6:30 PM on the second floor of the Public Safety Building.
- From our Berkley Area Chamber, it is almost time for the Berkley State of the City, coming up on October 24th at 8 AM; it will be held at the American Legion. Those who attend will be able to hear updates on current accomplishments and what's coming up in the next year from Berkley, Huntington Woods, Oak Park, the Berkley School District, the DDA, and the Chamber. They will also be honoring the Business of the Year and the Businessperson of the Year who have been supporting our community. Tickets are \$30 and seating is limited, so please get those tickets now.

COUNCILMEMBER PATTERSON

- The Beautification Committee met.
 - They're still working on their Adopt-a-Garden. Hopefully, they'll have a program launch for spring, and they're also working on their Holiday Luminary Project. It might be a little bit different this year. They're planning on doing it in Bacon Park, having it in a central location, hopefully to get enough of those luminaries to light up the park.
- The Planning Commission met. Council just approved the project, so that's what they heard and did a public hearing on.

CITY MANAGER VANVLECK

- Gave an update on the Parks and Recreation Master Plan update process. A survey is available online and on our Facebook pages. It closes on October 12th, so it's really important that everybody responds to that. She said that she thinks we have very limited space here in the city, so understanding what people's priorities are for how we use that space is really important. She stated that it's really important that as we plan out the next five years, we have an understanding of the community as a whole and how they want to use that space. Respond to the survey by October 12th.
- Stated that in coordination with the Night Market the City will be doing an engagement. A few individuals from the city will be at Coffee and Bark with some materials and the survey, ways to get to the survey, and then just be there to speak about what people want to see in the future; it's kind of a small informal focus group. She said that they will probably be there around 4:00 PM for a few hours, and then the next and last open house is being held on October 23rd at the Community Center from 7 to 8 PM.

CITY ATTORNEY LISA HAMAMEH

- No update.

MAYOR DEAN

- This past Saturday, the Legion hosted a recognition dinner for the DPW, highlighting all the work that they do. She said that she also wanted to highlight the changes in leadership that they've experienced and how they've adapted. She said that she thinks it's nice to see Adam grow into his role. Shawn, it's great to see you grow into yours, separate yet still connected, too. Expressed her gratitude to the men and women of the Department of Public Works for everything that they do all year round—while we're sleeping, while it's raining, while it's snowing—they're out there getting it done.
- Recognized the League of Women Voters and thanked them again for their candidate forum on September 24th. It was held here in Council Chambers, and it's just another way to be informed

about the candidates. Visit their website, the League of Women Voters Oakland, and see the recording of the candidate forum here. It will assist you in making your choices this November 4th.

- Pointed out that, separate from the League, our Public Safety Department was well represented at the incident in Grand Blanc. The Oakland County Fire and Law Enforcement, Oak Tech, and the Oakland County Incident Management Team were involved from its inception. She thanked specifically PSO Justin Dulong, the Incident Management Team, Lieutenant Corey Miller, Michigan Task Force One, and Chief Kane Oak for responding to the scene and offering their assistance.
- She said her next stop on the Mayor's Road Show is Bombshell Treat Bar on Saturday, October 18th from 6 to 8 PM. Come before dinner—eat dessert first. Come after dinner—have dessert. She said that she is really looking forward to having conversations, listening to your concerns, and hearing your questions, and answering them to the best of my ability.

ADJOURNMENT:

Councilmember Patterson moved to adjourn the Regular Meeting at 7:46 p.m.

Seconded by Councilmember Vilani

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

Nays: None

Absent: Black

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 5:30 PM ON MONDAY, OCTOBER 6, 2025 BY MAYOR DEAN

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

OTHER STAFF PRESENT:

City Manager Crystal VanVleck
City Clerk Victoria Mitchell
City Attorney Lisa Hamameh
Finance Director Carl Johnson
Deputy City Manager of Public Services Shawn Young
Community Development Director Kristen Kapelanski
Downtown Development Authority Director Nate Mack

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None.

REGULAR AGENDA

DISCUSSION: Matter of reviewing the PILOT application for the Columbia Berkley LLC.

City Manager VanVleck introduced the item and stated that this is the second work session for the PILOT. PILOT stands for payment in lieu of taxes. The application was received from the Columbia project and reviewed by staff.

City Manager VanVleck reviewed highlights from the staff memo regarding the PILOT:

- The City Council considered a PILOT application for The Columbia at a work session on September 22nd. At that work session, the Council asked the applicant to provide additional options for their consideration, particularly with regard to the percent of annual shelter rent paid in lieu of taxes and the unit breakdown of units at varying Annual Median Incomes (AMI) (80%, 100%, etc.)
- The parameters of the initial application, including the offered public benefits and term requests, remain the same.
- Tables were provided showing:
 - The value of the abatement in all jurisdictions
 - The breakdown in current revenue, with no abatement and with a PILOT ranging from 1-4 percent
 - An increase in the annual shelter rent payment
 - With an adjustment in the number of units proposed at the varying AMI levels

- With the AMI unit breakdown associated with each percent increase in the provided shelter rent payment.

Mr. Wayne Wudyka reviewed the economic benefit of the Columbia Berkley LLC project and suggested the Council look to their Hudson Valley Project for further details.

Mr. Wudyka was accompanied by Max Langenbach and Jake Austermann from Plante Moran and Michael Ferlito, the general contractor.

Mr. Wudyka reviewed the community benefits associated with the Columbia, including funding for Coolidge Highway streetscaping. Director Kapelanski provided the scope of the Coolidge streetscaping project, followed by questions and discussions from Council regarding the project and how it fits into the City's strategic plan. Director Kapelanski said the project is a good match, and Mr. Wudyka agreed it is a great investment.

Mr. Wudyka discussed his concerns with the timing of local approval/non-approval in relation to the MEDC guidelines. City Manager VanVleck stated she was also in communication with the MEDC regarding the timing.

City Attorney Hamameh reviewed points of clarification that she had with the Columbia application, including a question about the co-working space included in the plans. This was discussed and clarified.

A lengthy conversation took place, looking at the different PILOT percentages/units, and with the help of the Plante Moran consultants, modeling what those PILOT percentages would look like. Councilmembers expressed their individual thoughts on the project/application.

Mr. Wudyka stated he was under the impression that the focus of this work session was to discuss the tax analysis.

City Manager VanVleck said she would like to gain knowledge on what PILOT model the Council prefers.

More discussion took place reviewing the differing rental models at the different PILOT percentages. Pluses and minuses of a PILOT program were discussed.

A discussion took place on how to communicate what a PILOT program is.

City Manager VanVleck asked for feedback from councilmembers on what percentage model they were leaning toward. The majority of councilmembers in attendance were leaning toward the 2 percent PILOT model.

Councilmembers asked that additional models be provided to them showing additional data points and for the tables modeled that evening.

Demand for affordable housing was discussed.

It was discussed that it did not seem the application was ready for a vote at the regular council meeting beginning at 7 p.m.

ADJOURNMENT:

Councilmember Patterson moved to adjourn the meeting at 6:48 PM

Seconded by Councilmember Vilani

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

Nays: None

Absent: Black
Motion Approved.

ATTEST:

Bridget Dean, Mayor

Victoria Mitchell, City Clerk

DRAFT



CITY OF BERKLEY
WARRANT LIST
#1415
SEPTEMBER 2025

Check Date	Check #	Payee	Description	GL #	Amount
09/02/2025	79262	ICCA	CABLE FRANCHISE ADMIN FEE	101-250-923-000	11,981.74
09/03/2025	79263	A&M TOWING	VEHICLE SUPPLIES	101-345-781-000	185.00
09/03/2025	79264	ACR1.COM COMMERCIAL ROOFING	BBD24-0006 - PBR24-0032	101-000-283-000	500.00
09/03/2025	79265	ACUITY SPECIALTY PRODUCTS, INC.	VEHICLE SUPPLIES	101-443-781-000	442.07
09/03/2025	79266	ADN ADMINISTRATORS, INC.	CONSULTANT	101-191-817-000	1,189.50
09/03/2025	79267	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	101-172-732-000	95.27
			EQUIPMENT SUPPLIES	101-228-778-000	1.55
			MAINTENANCE SUPPLIES - DPW	101-267-776-441	39.04
			MAINTENANCE SUPPLIES - DPW	101-267-776-441	63.49
			BUILDING MAINTENANCE - DPW	101-267-931-441	29.92
			BUILDING MAINTENANCE - DPW	101-267-931-441	16.63
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	29.97
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	53.80
			VEHICLE MAINTENANCE	101-345-939-000	131.35
			PROGRAM SUPPLIES	101-430-758-000	354.19
			VEHICLE SUPPLIES	101-443-781-000	31.44
			VEHICLE SUPPLIES	101-443-781-000	113.00
			BUILDING IMPROVEMENTS - PARKS	208-267-976-208	6.35
			PROGRAM SUPPLIES	592-536-758-000	10.49
					976.49

09/03/2025	79268	ANGELA PETERS	DDA - EVENTS	248-724-817-004	360.00
09/03/2025	79269	ARMADILLO PRINTWEAR	CONTRACTUAL SERVICES	208-843-818-000	1,969.00
09/03/2025	79270	B&H PHOTO-VIDEO	EQUIPMENT SUPPLIES	101-228-778-000	202.91
			EQUIPMENT SUPPLIES	101-228-778-000	641.14
			SUPPLIES	101-345-728-000	641.14
			PROGRAM SUPPLIES	101-441-758-000	641.14
			PROGRAM SUPPLIES	101-745-758-000	641.13
					2,767.46
09/03/2025	79271	BARBARA BLANCHARD	BERKLEY CRUISEFEST EXPENSES	101-345-758-012	146.26
09/03/2025	79272	BIG D LOCK CITY	BUILDING MAINTENANCE - CITY HALL	101-267-931-101	775.00
			BUILDING MAINTENANCE - PUB SAFETY	101-267-931-345	4.00
			VEHICLE MAINTENANCE - DPW	101-345-939-002	126.00
					905.00
09/03/2025	79273	BILLINGS LAWN EQUIPMENT	VEHICLE SUPPLIES	101-443-781-000	697.71
09/03/2025	79274	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH CARE-BC/BS RETIREE-MED ADVANTAGE	101-254-716-600	15,038.59
			HEALTH CARE-BC/BS RETIREE-MED ADVANTAGE	101-355-716-600	12,583.31
					27,621.90
09/03/2025	79275	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH CARE-BC/BS RETIREE-MED ADVANTAGE	101-254-716-600	879.62
			HEALTH CARE-BC/BS RETIREE-MED ADVANTAGE	101-355-716-600	3,078.67
					3,958.29
09/03/2025	79276	BRENDEL'S SEPTIC TANK SERVICE, LLC	CONTRACTUAL SERVICES	208-751-818-000	155.00
			CONTRACTUAL SERVICES	208-751-818-000	175.00
			CONTRACTUAL SERVICES	208-751-818-000	145.00
			CONTRACTUAL SERVICES	208-751-818-000	620.00
			CONTRACTUAL SERVICES	208-751-818-000	145.00
			CONTRACTUAL SERVICES	208-751-818-000	145.00
			CONTRACTUAL SERVICES	208-843-818-000	2,575.00
					3,960.00

09/03/2025	79277	BRIAN LAPINE	CONTRACTUAL SERVICES	592-536-818-000	18.86
09/03/2025	79278	BRIDGET BOYDA-DEAN	MEETINGS & CONFERENCES	101-101-864-000	123.20
			MEETINGS & CONFERENCES	101-101-864-000	237.54
					360.74
09/03/2025	79279	CADILLAC ASPHALT, LLC	ROAD SUPPLIES	202-464-782-000	395.84
			ROAD SUPPLIES	203-464-782-000	169.65
					565.49
09/03/2025	79280	CARLESIMO PRODUCTS, INC.	PROGRAM SUPPLIES	202-469-758-000	1,000.00
			PROGRAM SUPPLIES	203-469-758-000	6,731.45
					7,731.45
09/03/2025	79281	CARLISLE / WORTMAN	ESCROW PLANNING - SITE PLAN REVIEWS	101-000-283-372	652.50
09/03/2025	79282	CBTS	SOFTWARE MAINT AND SUBSCRIPTIONS	101-228-760-000	208.22
09/03/2025	79283	CHRISTOPHER GREY REMODELING &	BUILDING MAINTENANCE - DPW	101-267-931-441	1,200.00
09/03/2025	79284	CINTAS	BUILDING MAINTENANCE - CITY HALL	101-267-931-101	140.66
			MEDICAL SUPPLIES	101-345-758-011	89.63
					230.29
09/03/2025	79285	CINTAS	BUILDING MAINTENANCE - DPW	101-267-931-441	36.06
09/03/2025	79286	CIVICPLUS	COMPUTER SOFTWARE	101-215-986-000	10,037.47
09/03/2025	79287	CMP DISTRIBUTORS, INC	OPERATING SUPPLIES	101-345-732-000	266.60
09/03/2025	79288	CMV LANDSCAPE & EQUIPMENT COMPANY	CONTRACTUAL SERVICES	203-468-818-000	2,595.00
			CONTRACTUAL SERVICES	203-468-818-000	1,240.00

			CONTRACTUAL SERVICES	203-468-818-000	280.00
			CONTRACTUAL SERVICES	203-468-818-000	1,674.00
			CONTRACTUAL SERVICES	203-468-818-000	793.00
			CONTRACTUAL SERVICES	592-536-818-000	8,688.00
			CONCRETE REPAIR	592-536-982-000	3,090.00
			CONCRETE REPAIR	592-536-982-000	25,961.00
			CONCRETE REPAIR	592-536-982-000	36,961.00
			CONCRETE REPAIR	592-536-982-000	2,000.00
					83,282.00
09/03/2025	79289	CONSUMERS ENERGY COMPANY	ROW BONDS - UTILITY COMPANIES	101-000-283-020	50,000.00
09/03/2025	79290	CONTRACTORS CONNECTION	PROGRAM SUPPLIES	208-843-758-000	756.00
			PROGRAM SUPPLIES	592-536-758-000	576.00
			PROGRAM SUPPLIES	592-536-758-000	432.00
			PROGRAM SUPPLIES	592-536-758-000	193.00
					1,957.00
09/03/2025	79291	DEALER AUTO PARTS SALES	VEHICLE MAINTENANCE - DPW	101-345-939-002	250.23
			VEHICLE SUPPLIES	101-443-781-000	595.49
			VEHICLE MAINTENANCE	208-751-939-000	37.40
					883.12
09/03/2025	79292	DEBORAH JOHNSON	DDA - EVENTS	248-724-817-004	127.50
09/03/2025	79293	DELL MARKETING LP	SUPPLIES	101-345-728-000	365.97
09/03/2025	79294	DEMCO	OFFICE SUPPLIES	101-790-728-000	333.06
			OFFICE SUPPLIES	101-790-728-000	98.51
					431.57
09/03/2025	79295	DINO-MITE CRUSHING & RECYCLING	CONTRACTUAL SERVICES	202-468-818-000	30.00
			CONTRACTUAL SERVICES	203-468-818-000	70.00
					100.00
09/03/2025	79296	DURST LUMBER & ACE HARDWARE	PROGRAM SUPPLIES	101-172-758-000	91.50
			MAINTENANCE SUPPLIES - CITY HALL	101-267-776-101	9.99

			MAINTENANCE SUPPLIES - CITY HALL	101-267-776-101	1.59
			MAINTENANCE SUPPLIES - DPW	101-267-776-441	32.99
			VEHICLE SUPPLIES	101-443-781-000	44.95
			PROGRAM SUPPLIES	202-475-758-000	5.69
			PROGRAM SUPPLIES	203-475-758-000	13.29
			MAINTENANCE SUPPLIES - PARKS	208-267-776-208	2.49
			EQUIPMENT SUPPLIES	208-751-778-000	16.90
			PROGRAM SUPPLIES	592-536-758-000	13.99
			EQUIPMENT	592-536-982-592	27.97
					261.35
09/03/2025	79297	ELISABETH CONGER	RENTED MATERIALS	101-790-978-001	158.65
09/03/2025	79298	ERIC REICHELT	PROFESSIONAL DEVELOPMENT	592-536-960-000	70.00
09/03/2025	79299	ETHAN GAYNOR	BUILDING PERMITS	101-001-478-000	50.00
09/03/2025	79300	FERGUSON WATERWORKS #3386	PROGRAM SUPPLIES	592-536-758-000	1,701.14
			PROGRAM SUPPLIES	592-536-758-000	1,551.71
					3,252.85
09/03/2025	79301	FERGUSON WATERWORKS #3386	PROGRAM SUPPLIES	592-536-758-000	250.00
09/03/2025	79302	FIRE DEFENSE EQUIPMENT COMPANY	MAINTENANCE SUPPLIES - DPW	101-267-776-441	43.96
09/03/2025	79303	FIRST SERVE	CONTRACTUAL SERVICES	208-803-818-000	2,128.00
09/03/2025	79304	GARRETT DOOR CO.	BUILDING MAINTENANCE - DPW	101-267-931-441	640.00
09/03/2025	79305	GFL ENVIRONMENTAL SERVICES USA INC.	FUEL & OIL	101-441-751-000	118.70
09/03/2025	79306	GREAT LAKES WATER AUTHORITY	NONRESIDENTIAL SURCHARGE	592-536-928-000	3,459.85
			NONRESIDENTIAL SURCHARGE	592-536-928-000	3,307.08
					6,766.93

09/03/2025	79307	GUNNERS METERS & PARTS INC.	PROGRAM SUPPLIES	592-536-758-000	452.00
09/03/2025	79308	HADROUT	WEBSITE MAINTENANCE	101-250-814-000	4,340.00
09/03/2025	79309	HENRY FORD HEALTH SYSTEM	PUBLIC SAFETY MEDICAL EXPENSES	101-345-835-000	1,117.00
			MEDICAL EXPENSES	101-441-835-000	283.00
			MEDICAL EXPENSES	592-536-835-000	283.00
					1,683.00
09/03/2025	79310	HOME DEPOT CREDIT SERVICES	PROGRAM SUPPLIES	592-536-758-000	69.97
09/03/2025	79311	HUNT SIGN CO LTD	PROGRAM SUPPLIES	208-843-758-000	649.80
09/03/2025	79312	IAN LA BELLE	DDA - EVENTS	248-724-817-004	300.00
09/03/2025	79313	INTEGRATED SUPPLY NETWORK	TOOLS	592-536-787-000	349.41
09/03/2025	79314	J.H. HART URBAN FORESTRY	CONTRACTUAL SERVICES	202-468-818-000	1,705.07
			CONTRACTUAL SERVICES	202-468-818-000	2,161.43
			CONTRACTUAL SERVICES	202-468-818-000	2,931.44
			CONTRACTUAL SERVICES	203-468-818-000	3,978.50
			CONTRACTUAL SERVICES	203-468-818-000	5,043.34
			CONTRACTUAL SERVICES	203-468-818-000	6,840.04
					22,659.82
09/03/2025	79315	JACK DOHENY COMPANY	VEHICLE MAINTENANCE	592-536-939-000	8.63
			VEHICLE MAINTENANCE	592-536-939-000	93.92
			VEHICLE MAINTENANCE	592-536-939-000	102.51
					205.06
09/03/2025	79316	JESSICA JANSEN	DDA - EVENTS	248-724-817-004	430.00
09/03/2025	79317	JOHNSON CONTROLS, INC.	HEAT/COOLING	101-265-976-002	17,969.75
			BUILDING MAINTENANCE - PUB SAFETY	101-267-931-345	595.06

					18,564.81
09/03/2025	79318	KATE WAGNER	DDA - EVENTS	248-724-817-004	127.50
09/03/2025	79319	KIMBALL MIDWEST	VEHICLE SUPPLIES	101-443-781-000	225.30
09/03/2025	79320	KONICA MINOLTA BUSINESS SOLUTIONS	SOFTWARE MAINT AND SUBSCRIPTIONS	101-228-760-000	201.53
			OFFICE EQUIPMENT RENTAL	101-228-946-000	556.27
			OFFICE EQUIPMENT MAINTENANCE	101-790-934-000	59.65
					817.45
09/03/2025	79321	LERETA, LLC	SUNDRY REVENUE	101-001-672-001	19,351.54
09/03/2025	79322	LIFE SKILLS VILLAGE	DDA - EVENTS	248-724-817-004	51.00
09/03/2025	79323	LINKEDIN	PROFESSIONAL DEVELOPMENT	101-270-960-000	3,822.00
09/03/2025	79324	MACQUEEN EMERGENCY	VEHICLE SUPPLIES	101-443-781-000	3,409.98
09/03/2025	79325	MALONEY TRUCKING	DPW CONTRACTUAL	592-536-830-000	3,285.00
			DPW CONTRACTUAL	592-536-830-000	1,835.00
					5,120.00
09/03/2025	79326	MATTHEW PEASLEY	UNIFORMS-CLEANING & PURCHASES	101-345-744-000	130.00
09/03/2025	79327	MICHIGAN TOURNAMENT FLEET	BERKLEY CRUISEFEST EXPENSES	101-345-758-012	1,518.00
09/03/2025	79328	MISDU	PAYROLL DEDUCTIONS	101-000-231-000	105.98
			PAYROLL DEDUCTIONS	101-000-231-000	542.76
					648.74
09/03/2025	79329	MOBILE COMMUNICATIONS AMERICA, INC.	OPERATING SUPPLIES	101-790-732-000	3,406.08

09/03/2025	79330	MONA MARKABANI	DDA - EVENTS	248-724-817-004	120.00
09/03/2025	79331	Mortar City Masonry	BS24-0012 - PZC24-0118	101-000-283-000	200.00
09/03/2025	79332	MR. KABOB	BERKLEY CRUISEFEST EXPENSES	101-345-758-012	87.00
09/03/2025	79333	MSTS RECEIVABLES LLC	VEHICLE SUPPLIES	101-443-781-000	35.96
09/03/2025	79334	NATIONAL TRAILS	CONTRACTUAL SERVICES	208-754-818-000	525.00
			CONTRACTUAL SERVICES	208-754-818-000	745.00
			CONTRACTUAL SERVICES	208-754-818-000	525.00
			CONTRACTUAL SERVICES	208-754-818-000	745.00
			CONTRACTUAL SERVICES	208-754-818-000	745.00

					3,285.00
09/03/2025	79335	NELSON BROTHERS SEWER & PLUMBING	BUILDING MAINTENANCE - LIBRARY	101-267-931-271	155.00
			BUILDING MAINTENANCE - PUB SAFETY	101-267-931-345	230.00

					385.00
09/03/2025	79336	NYE UNIFORM	UNIFORMS-CLEANING & PURCHASES	101-345-744-000	161.00
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	411.00
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	124.50
			UNIFORMS-CLEANING & PURCHASES	101-430-744-000	100.00

					796.50
09/03/2025	79337	OAKLAND COUNTY	PROGRAM SUPPLIES	101-430-758-000	189.00
09/03/2025	79338	OAKLAND COUNTY CLERKS ASSOCIATION	PROFESSIONAL DEVELOPMENT	101-215-960-000	40.00
09/03/2025	79339	PITNEY BOWES GLOBAL FINANCIAL SERV.	OFFICE EQUIPMENT RENTAL	101-228-946-000	799.14
09/03/2025	79340	PITNEY BOWES INC.	OFFICE EQUIPMENT RENTAL	101-265-946-000	9.99
			OFFICE EQUIPMENT RENTAL	101-265-946-000	9.99
			POSTAGE-PRINTING-MAILING	592-536-730-000	74.52

			POSTAGE-PRINTING-MAILING	592-536-730-000	75.12
					169.62
09/03/2025	79341	POMP'S TIRE SERVICE, INC.	VEHICLE MAINTENANCE - DPW	101-345-939-002	947.14
			VEHICLE SUPPLIES	101-443-781-000	730.80
					1,677.94
09/03/2025	79342	RC TELCOM LLC	BUILDING MAINTENANCE - LIBRARY	101-267-931-271	264.00
			BUILDING MAINTENANCE - PUB SAFETY	101-267-931-345	263.00
			BUILDING MAINTENANCE -PARKS	208-267-931-208	263.00
					790.00
09/03/2025	79343	RED WING BUSINESS ADVANTAGE ACCOUNT	UNIFORMS-CLEANING & PURCHASES	101-345-744-000	313.48
09/03/2025	79344	RKA PETROLEUM COS, INC	INVENTORY - FUEL & OIL	101-000-110-002	1,678.35
09/03/2025	79345	ROAD COMMISSION FOR OAKLAND CO	EQUIPMENT MAINTENANCE	202-475-933-000	1,420.23
			EQUIPMENT MAINTENANCE	203-475-933-000	157.80
					1,578.03
09/03/2025	79346	ROSE PEST SOLUTIONS	BUILDING MAINTENANCE -PARKS	208-267-931-208	206.00
09/03/2025	79347	SCENA ROOFING & SHEET METAL	BUILDING MAINTENANCE - DPW	101-267-931-441	932.20
			BUILDING MAINTENANCE - DPW	101-267-931-441	500.00
					1,432.20
09/03/2025	79348	SOCRRA	RUBBISH COLLECTION	226-528-818-001	35,479.68
			TRASH DISPOSAL	226-528-818-003	1,001.49
			TRASH DISPOSAL	226-528-818-003	16,696.32
					53,177.49
09/03/2025	79349	STAPLES	EQUIPMENT SUPPLIES	101-228-778-000	246.95
09/03/2025	79350	STEVE YONO	DDA - EVENTS	248-724-817-004	306.00

09/03/2025	79351	STREET DUTY	EQUIPMENT	101-345-982-000	800.00
09/03/2025	79352	SUZANNE KINNEN	PROFESSIONAL DEVELOPMENT	101-790-960-000	296.80
			PROFESSIONAL DEVELOPMENT	101-790-960-000	46.50
					343.30
09/03/2025	79353	SWANK MOTION PICTURES, INC.	CONTRACTUAL SERVICES	208-844-818-000	525.00
09/03/2025	79354	THE LIBRARY NETWORK	DOWNLOADABLE CONTENT	101-790-731-001	8,378.08
			LIBRARY COOP	101-790-828-000	9,439.75
			LIBRARY COOP	101-790-828-000	1,031.51
			LIBRARY COOP	101-790-828-000	77.66
			LIBRARY COOP	101-790-828-000	287.74
					19,214.74
09/03/2025	79355	THE LIBRARY STORE	OFFICE SUPPLIES	101-790-728-000	48.15
09/03/2025	79356	TOADVINE BOOKS	PROGRAM SUPPLIES-CONTRIBUTIONS - LIBRARY	101-790-758-005	500.00
			BOOKS	101-790-978-000	21.59
					521.59
09/03/2025	79357	TOM JENKINS	DDA - EVENTS	248-724-817-004	127.50
09/03/2025	79358	TRUCK & TRAILER SPECIALTIES, INC.	EQUIPMENT	101-441-982-000	5,959.00
			VEHICLE SUPPLIES	101-443-781-000	89.20
					6,048.20
09/03/2025	79359	UNCLE ANDY'S PIZZA	BERKLEY CRUISEFEST EXPENSES	101-345-758-012	60.00
09/03/2025	79360	UNITED FACILITY SUPPLIES	MAINTENANCE SUPPLIES - CITY HALL	101-267-776-101	43.97
09/03/2025	79361	VERIZON WIRELESS	SOFTWARE MAINT AND SUBSCRIPTIONS	101-228-760-000	135.00
			TELEPHONE	101-228-853-000	2,213.62
					2,348.62

09/03/2025	79362	VESCO OIL CORPORATION	FUEL & OIL	101-441-751-000	159.00
09/03/2025	79363	WAGeworks, INC	CONSULTANT	101-191-817-000	** VOIDED **
09/03/2025	79364	WCA ASSESSING	CONTRACTUAL SERVICES	101-191-818-000	12,453.08
09/03/2025	79365	ZOE CARROLL	MEETINGS & CONFERENCES	101-790-864-000	12.60
09/03/2025	79366	VOID	** VOIDED **		** VOIDED **
09/03/2025	79367	VOID	** VOIDED **		** VOIDED **
09/03/2025	79368	VOID	** VOIDED **		** VOIDED **
09/03/2025	79369	VOID	** VOIDED **		** VOIDED **
09/03/2025	79370	VOID	** VOIDED **		** VOIDED **
09/03/2025	79371	VOID	** VOIDED **		** VOIDED **
09/03/2025	79372	VOID	** VOIDED **		** VOIDED **
09/16/2025	79373	4 WAY CEMENT INC	BS24-0016 - PZC24-0139	101-000-283-000	200.00
09/16/2025	79374	A & B ALARM SYSTEMS, INC.	BUILDING MAINTENANCE - DPW	101-267-931-441	279.00
09/16/2025	79375	ADVANCE RESTORATION LLC	BBD24-0005 - PBRA24-0032	101-000-283-000	500.00
09/16/2025	79376	AMAZON CAPITAL SERVICES	CITYWIDE SUPPLIES	101-172-728-001	17.78

OPERATING SUPPLIES	101-172-732-000	30.29
OPERATING SUPPLIES	101-172-732-000	170.91
OPERATING SUPPLIES	101-172-732-000	16.99
OFFICE SUPPLIES	101-191-728-000	3.14
EQUIPMENT SUPPLIES	101-228-778-000	18.61
SUPPLIES	101-345-728-000	9.99
SUPPLIES	101-345-728-000	82.45
SUPPLIES	101-345-728-000	282.00
SUPPLIES	101-345-728-000	26.59
SUPPLIES	101-345-728-000	58.64
SUPPLIES	101-345-728-000	84.60
SUPPLIES	101-345-728-000	138.61
MEDICAL EQUIPMENT	101-345-779-000	1,626.00
OFFICE SUPPLIES	101-441-728-000	7.25
OFFICE SUPPLIES	101-441-728-000	14.50
VEHICLE SUPPLIES	101-443-781-000	375.94
VEHICLE SUPPLIES	101-443-781-000	148.03
VEHICLE SUPPLIES	101-443-781-000	119.99
VEHICLE SUPPLIES	101-443-781-000	369.99
VEHICLE SUPPLIES	101-443-781-000	168.99
VEHICLE SUPPLIES	101-443-781-000	56.74
VEHICLE SUPPLIES	101-443-781-000	296.99
PROGRAM SUPPLIES	203-468-758-000	17.95
PROGRAM SUPPLIES	226-528-758-000	25.17
PROGRAM SUPPLIES	226-528-758-000	196.31
DDA - EVENTS	248-724-817-004	54.96
OFFICE SUPPLIES	592-536-728-000	7.25
PROGRAM SUPPLIES	592-536-758-000	80.96

		4,507.62

09/16/2025	79377	VOID	** VOIDED **		** VOIDED **
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09/16/2025	79378	ARMADILLO PRINTWEAR	UNIFORMS-CLEANING & PURCHASES	101-345-744-000	1,343.45
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09/16/2025	79379	ARS SERVICES INC	BBP25-0020 - PUT25-0029	101-000-283-000	** VOIDED **
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09/16/2025	79380	ASHLEE-MORGAN ELLER	DDA - EVENTS	248-724-817-004	360.00
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09/16/2025	79381	AT&T	TELEPHONE	101-228-853-000	901.49
			TELEPHONE	208-751-853-000	162.74

			TELEPHONE	208-751-853-000	47.45 1,111.68
09/16/2025	79382	AT&T	CONTRACTUAL SERVICES	101-228-818-000	400.47
09/16/2025	79383	BEST EQUIPMENT CO. INC	VEHICLE SUPPLIES	101-443-781-000	2,250.39
09/16/2025	79384	BIG D LOCK CITY	BUILDING MAINTENANCE - DPW MAINTENANCE SUPPLIES - PARKS	101-267-931-441 208-267-776-208	235.00 6.00 241.00
09/16/2025	79385	BRYX INC.	DATA PROCESSING	101-345-814-000	500.00
09/16/2025	79386	CAMELOT CLEANERS	PRISONER BOARD	101-345-753-000	38.25
09/16/2025	79387	CARDCONNECT	CONTRACTUAL SERVICES	208-751-818-000	25.00
09/16/2025	79388	CDW GOVERNMENT, INC.	SOFTWARE MAINT AND SUBSCRIPTIONS SOFTWARE MAINT AND SUBSCRIPTIONS MAINTENANCE SUPPLIES - CITY HALL	101-228-760-000 101-228-760-000 101-267-776-101	643.20 7,012.20 392.12 8,047.52
09/16/2025	79389	CHRISTIAN GABRAIL	DDA - EVENTS	248-724-817-004	306.00
09/16/2025	79390	CHYNA HARMON	PROFESSIONAL DEVELOPMENT	101-345-960-000	100.00
09/16/2025	79391	CINTAS	BUILDING MAINTENANCE - CITY HALL MEDICAL SUPPLIES	101-267-931-101 101-345-758-011	362.97 55.37 418.34
09/16/2025	79392	CINTAS	MAINTENANCE SUPPLIES - DPW BUILDING MAINTENANCE - DPW CONTRACTUAL SERVICES	101-267-776-441 101-267-931-441 208-751-818-000	296.90 539.05 193.34 1,029.29

09/16/2025	79393	CMV LANDSCAPE & EQUIPMENT COMPANY	CONTRACTUAL SERVICES	202-468-818-000	1,066.80
			CONTRACTUAL SERVICES	202-468-818-000	810.00
			CONTRACTUAL SERVICES	202-468-818-000	1,432.00
			CONTRACTUAL SERVICES	202-468-818-000	1,386.00
			CONTRACTUAL SERVICES	202-468-818-000	105.00
			CONTRACTUAL SERVICES	203-468-818-000	840.00
			CONTRACTUAL SERVICES	203-468-818-000	644.00
			CONTRACTUAL SERVICES	592-536-818-000	88.20
			CONTRACTUAL SERVICES	592-536-818-000	35.00
			CONTRACTUAL SERVICES	592-536-818-000	396.00
			CONCRETE REPAIR	592-536-982-000	945.00
			CONCRETE REPAIR	592-536-982-000	2,064.00
			CONCRETE REPAIR	592-536-982-000	540.00
			CONCRETE REPAIR	592-536-982-000	882.00
					11,234.00
09/16/2025	79394	COURTNEY CUTINO	DDA - EVENTS	248-724-817-004	120.00
09/16/2025	79395	CRYSTAL VANVLECK	MEETINGS & CONFERENCES	101-172-864-000	2,461.52
09/16/2025	79396	CUMMINS SALES AND SERVICE	VEHICLE MAINTENANCE	101-443-939-000	1,291.22
09/16/2025	79397	DAVID SMITH	CONTRACTUAL SERVICES	208-819-818-000	260.00
09/16/2025	79398	DEALER AUTO PARTS SALES	VEHICLE MAINTENANCE - DPW	101-345-939-002	576.20
			VEHICLE MAINTENANCE - DPW	101-345-939-002	277.38
			VEHICLE SUPPLIES	101-443-781-000	13.00
			VEHICLE SUPPLIES	101-443-781-000	341.44
					1,208.02
09/16/2025	79399	DENITA WALKER	BOOKS / PERIODICALS	101-790-731-000	120.00
09/16/2025	79400	DURST LUMBER & ACE HARDWARE	MAINTENANCE SUPPLIES - CITY HALL	101-267-776-101	6.99
			MAINTENANCE SUPPLIES - LIBRARY	101-267-776-271	8.99
			MAINTENANCE SUPPLIES - PUB SAFETY	101-267-776-345	31.76
			MAINTENANCE SUPPLIES - PUB SAFETY	101-267-776-345	8.58

			VEHICLE SUPPLIES	101-443-781-000	39.95
			VEHICLE SUPPLIES	101-443-781-000	21.56
			PLAYGROUND/ATHLETIC	208-751-750-000	55.15
			PLAYGROUND/ATHLETIC	208-751-750-000	78.03
			PLAYGROUND/ATHLETIC	208-751-750-000	27.98
			PROGRAM SUPPLIES	509-758-758-000	22.32
					301.31
09/16/2025	79401	EJ USA, INC.	PROGRAM SUPPLIES	202-469-758-000	1,154.75
			PROGRAM SUPPLIES	203-469-758-000	2,694.43
					3,849.18
09/16/2025	79402	EQUATURE	PROFESSIONAL DEVELOPMENT	101-325-960-000	745.00
09/16/2025	79403	EQUIPMENT DISTRIBUTORS	VEHICLE MAINTENANCE	101-443-939-000	2,450.00
09/16/2025	79404	ERC-LED, LLC	UTILITIES - LED CONVERSION	101-265-920-265	3,431.89
09/16/2025	79405	FIRE DEFENSE EQUIPMENT COMPANY	MAINTENANCE SUPPLIES - PUB SAFETY	101-267-776-345	43.96
09/16/2025	79406	FM CLARK PLUMBING INC	BSW25-0012 - PUT25-0035	101-000-283-000	332.00
09/16/2025	79407	FRONT LINE SERVICES, INC.	FIRE GEAR	101-345-744-002	547.95
			FIRE GEAR	101-345-744-002	593.23
			FIRE GEAR	101-345-744-002	12,183.00
					13,324.18
09/16/2025	79408	GUNNERS METERS & PARTS INC.	PROGRAM SUPPLIES	592-536-758-000	134.00
09/16/2025	79409	HAFELI, STARAN, & CHRIST, P.C.	CITY ATTORNEY	101-266-825-000	5,565.00
09/16/2025	79410	HENRY FORD HEALTH SYSTEM	PUBLIC SAFETY MEDICAL EXPENSES	101-345-835-000	969.00
09/16/2025	79411	HERSCH'S INC.	PROGRAM SUPPLIES	202-471-758-000	146.50

			PROGRAM SUPPLIES	203-471-758-000	146.50 ----- 293.00
09/16/2025	79412	HOME DEPOT CREDIT SERVICES	VEHICLE SUPPLIES	101-443-781-000	229.00
09/16/2025	79413	HOME DEPOT CREDIT SERVICES	MAINTENANCE SUPPLIES - CITY HALL	101-267-776-101	19.97
09/16/2025	79414	HOME DEPOT CREDIT SERVICES	MAINTENANCE SUPPLIES - CITY HALL	101-267-776-101	279.89
09/16/2025	79415	HOME DEPOT CREDIT SERVICES	MAINTENANCE SUPPLIES - DPW	101-267-776-441	133.22
09/16/2025	79416	HOME DEPOT CREDIT SERVICES	MAINTENANCE SUPPLIES - DPW	101-267-776-441	65.03
09/16/2025	79417	HONORS	OFFICE SUPPLIES	101-790-728-000	29.25
			OFFICE SUPPLIES	101-790-728-000	20.50 ----- 49.75
09/16/2025	79418	HUBBELL, ROTH & CLARK	CDBG EXPENSES-PROGRAM YEAR 2023-2024	275-902-818-046	** VOIDED **
09/16/2025	79419	HUNT SIGN CO LTD	ADVERTISING	101-441-901-000	145.50
			VEHICLE SUPPLIES	101-443-781-000	210.00
			PROGRAM SUPPLIES	202-475-758-000	1,628.10
			PROGRAM SUPPLIES	203-475-758-000	3,798.90 ----- 5,782.50
09/16/2025	79420	HYDROCORP	CROSS CONNECTIONS	592-536-822-000	1,769.00
09/16/2025	79421	INTERNATIONAL PLUMBING	PLUMBING PERMITS	101-001-481-000	495.00
09/16/2025	79422	J.H. HART URBAN FORESTRY	CONTRACTUAL SERVICES	202-468-818-000	3,210.58
			CONTRACTUAL SERVICES	202-468-818-000	5,651.50
			CONTRACTUAL SERVICES	202-468-818-000	1,962.41
			CONTRACTUAL SERVICES	203-468-818-000	7,491.34
			CONTRACTUAL SERVICES	203-468-818-000	13,186.84

			CONTRACTUAL SERVICES	203-468-818-000	4,578.94 36,081.61
09/16/2025	79423	JACK DOHENY COMPANY	VEHICLE MAINTENANCE	592-536-939-000	356.36
			VEHICLE MAINTENANCE	592-536-939-000	769.89
					1,126.25
09/16/2025	79424	JOHNSON HILL LAND ETHICS STUDIO	CONTRACTUAL SERVICES	208-751-818-000	1,074.00
09/16/2025	79425	KADI LEDGER	PROGRAM SUPPLIES-CONTRIBUTIONS - LIBRARY	101-790-758-005	75.00
09/16/2025	79426	KANOPY, INC.	DOWNLOADABLE CONTENT	101-790-731-001	272.00
09/16/2025	79427	KIMBALL MIDWEST	VEHICLE SUPPLIES	101-443-781-000	138.50
			VEHICLE SUPPLIES	101-443-781-000	163.82
			VEHICLE SUPPLIES	101-443-781-000	185.10
					487.42
09/16/2025	79428	KONICA MINOLTA BUSINESS SOLUTIONS	OFFICE EQUIPMENT RENTAL	101-441-946-000	55.19
			OFFICE EQUIPMENT MAINTENANCE	101-790-934-000	71.15
			OFFICE EQUIPMENT RENTAL	208-751-946-000	238.46
			OFFICE EQUIPMENT RENTAL	208-751-946-000	144.96
			OFFICE EQUIPMENT RENTAL	592-536-946-000	55.19
					564.95
09/16/2025	79429	LARRY'S WELDING SUPPLY	VEHICLE SUPPLIES	101-443-781-000	62.65
09/16/2025	79430	LAUREN DIAMOND	PROGRAM SUPPLIES-CONTRIBUTIONS - LIBRARY	101-790-758-005	36.99
09/16/2025	79431	LGC GLOBAL ENERGY FM, LLC	CUSTODIAL SERVICES - CITY HALL	101-267-811-101	919.40
			CUSTODIAL SERVICES - LIBRARY	101-267-811-271	2,268.85
			CUSTODIAL SERVICES - PUB SAFETY	101-267-811-345	1,711.71
			CUSTODIAL SERVICES - DPW	101-267-811-441	141.41
			CUSTODIAL SERVICES - PARKS	208-267-811-208	1,386.49
			CUSTODIAL SERVICES	592-267-811-000	141.40
					6,569.26

09/16/2025	79432	LILLIAN F. DEAN	PROGRAM SUPPLIES-CONTRIBUTIONS - LIBRARY	101-790-758-005	400.00
09/16/2025	79433	M & L YEAR ROUND SOLUTIONS	BBP25-0040 - PUT25-0097	101-000-283-000	5,000.00
09/16/2025	79434	MACQUEEN EMERGENCY	FIRE TRUCK MAINTENANCE	101-345-939-001	735.00
			FIRE TRUCK MAINTENANCE	101-345-939-001	2,255.00
			FIRE TRUCK MAINTENANCE	101-345-939-001	174.00
					3,164.00
09/16/2025	79435	MAIN DRAIN SEWER & REPAIR LLC	BSW25-0028 - PUT25-0095	101-000-283-000	500.00
09/16/2025	79436	MAIN DRAIN SEWER & REPAIR LLC	BSW25-0029 - PUT25-0100	101-000-283-000	500.00
09/16/2025	79437	MALONEY TRUCKING	DPW CONTRACTUAL	592-536-830-000	1,835.00
09/16/2025	79438	MATTIE STEWART	CONTRACTUAL SERVICES	208-845-818-000	392.00
09/16/2025	79439	MAZZELLA LIFTING TECHNOLOGIES	VEHICLE SUPPLIES	101-443-781-000	123.19
09/16/2025	79440	MCKENNA	INSPECTIONS - BUILDING	101-745-822-001	5,229.00
			CONTRACTUAL INSPECTIONS	101-745-822-003	11,818.00
					17,047.00
09/16/2025	79441	METRO PUMP SERVICE	FUEL & OIL	101-441-751-000	735.00
09/16/2025	79442	MICHIGAN AMMO CO., INC.	AMMUNITION - TRAINING	101-345-741-001	3,000.00
09/16/2025	79443	MICHIGAN DEPARTMENT OF STATE	VEHICLE SUPPLIES	101-443-781-000	130.00
09/16/2025	79444	MIDWEST TAPE	DOWNLOADABLE CONTENT	101-790-731-001	407.92

09/16/2025	79445	MISDU	PAYROLL DEDUCTIONS	101-000-231-000	105.98
			PAYROLL DEDUCTIONS	101-000-231-000	542.76
					648.74
09/16/2025	79446	MML LIABILITY & PROPERTY POOL	LIABILITY INSURANCE CLAIMS/NET LOSS	592-536-915-000	2,793.00
09/16/2025	79447	MR ROOTER SEWER & DRAIN INC	BSW25-0033 - PUT25-0111	101-000-283-000	500.00
09/16/2025	79448	MSTS RECEIVABLES LLC	TOOLS	101-443-787-000	179.98
			PROGRAM SUPPLIES	592-536-758-000	157.46
			PROGRAM SUPPLIES	592-536-758-000	44.99
					382.43
09/16/2025	79449	NELSON BROTHERS	BSW25-0027 - PUT25-0094	101-000-283-000	500.00
09/16/2025	79450	NELSON BROTHERS SEWER & PLUMBING	BUILDING MAINTENANCE - DPW	101-267-931-441	480.00
09/16/2025	79451	NICOLE GOLLNICK	DDA - EVENTS	248-724-817-004	360.00
09/16/2025	79452	NYE UNIFORM	UNIFORMS-CLEANING & PURCHASES	101-345-744-000	229.50
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	153.00
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	630.00
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	198.00
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	421.00
					1,631.50
09/16/2025	79453	O'REILLY AUTOMOTIVE, INC.	FUEL & OIL	101-441-751-000	509.88
			VEHICLE SUPPLIES	101-443-781-000	1,067.33
			PROFESSIONAL DEVELOPMENT	101-443-960-000	299.00
					1,876.21
09/16/2025	79454	OAKLAND COMMUNITY COLLEGE/CREST	PROFESSIONAL DEVELOPMENT	101-345-960-000	11,100.00
09/16/2025	79455	OAKLAND COUNTY	TAXES PAYABLE	703-000-225-000	107,506.31

09/16/2025	79456	OAKLAND COUNTY REGISTER OF DEEDS	CONTRACTUAL SERVICES	592-536-818-000	30.00
09/16/2025	79457	OAKLAND COUNTY REGISTER OF DEEDS	SITE PLAN REVIEW FEE REVENUE	101-001-616-000	30.00
09/16/2025	79458	OAKLAND COUNTY REGISTER OF DEEDS	CONTRACTUAL SERVICES	592-536-818-000	30.00
09/16/2025	79459	OAKLAND COUNTY REGISTER OF DEEDS	CONTRACTUAL SERVICES	592-536-818-000	30.00
09/16/2025	79460	OAKLAND COUNTY REGISTER OF DEEDS	CONTRACTUAL SERVICES	592-536-818-000	30.00
09/16/2025	79461	OAKLAND COUNTY REGISTER OF DEEDS	ESCROW ENGINEERING - SITE PLAN REVIEWS	101-000-283-371	30.00
09/16/2025	79462	OAKLAND COUNTY REGISTER OF DEEDS	PROJECT ESCROW - PATTENGILL PROJECT	101-000-283-251	30.00
09/16/2025	79463	OAKLAND COUNTY REGISTER OF DEEDS	CONTRACTUAL SERVICES	592-536-818-000	30.00
09/16/2025	79464	OAKLAND COUNTY REGISTER OF DEEDS	CONTRACTUAL SERVICES	592-536-818-000	30.00
09/16/2025	79465	ORKIN PEST CONTROL	BUILDING MAINTENANCE - CITY HALL	101-267-931-101	60.00
09/16/2025	79466	OVERDRIVE, INC.	DOWNLOADABLE CONTENT	101-790-731-001	993.47
09/16/2025	79467	POMP'S TIRE SERVICE, INC.	VEHICLE MAINTENANCE - DPW	101-345-939-002	343.00
			VEHICLE SUPPLIES	101-443-781-000	305.28
					648.28
09/16/2025	79468	PROVANTAGE LLC	OPERATING SUPPLIES	101-215-732-000	7,375.00
09/16/2025	79469	QUANTUM SERVICES GROUP, LLC	CONTRACTUAL SERVICES	101-228-818-000	1,642.00

09/16/2025	79470	RAL LAWN & SHRUB CARE	BUILDING MAINTENANCE - CITY HALL	101-267-931-101	73.00
			BUILDING MAINTENANCE - DPW	101-267-931-441	93.80
			PROGRAM SUPPLIES	509-758-758-000	1,806.80
			PROGRAM SUPPLIES	509-758-758-000	283.60
					2,257.20
09/16/2025	79471	RCR BERKLEY I, LLC	BBA24-0071 - PBCA24-0009	101-000-283-000	100.00
09/16/2025	79472	RED WING BUSINESS ADVANTAGE ACCOUNT	UNIFORMS	202-464-744-000	379.77
09/16/2025	79473	REHRIG PACIFIC COMPANY	RUBBISH CARTS/RECYCLE BINS	226-000-110-004	11,491.60
09/16/2025	79474	RKA PETROLEUM COS, INC	INVENTORY - FUEL & OIL	101-000-110-002	1,549.50
			INVENTORY - FUEL & OIL	101-000-110-002	13,463.60
					15,013.10
09/16/2025	79475	ROYAL OAK FORD	VEHICLE MAINTENANCE - DPW	101-345-939-002	305.51
			VEHICLE MAINTENANCE - DPW	101-345-939-002	17.55
					323.06
09/16/2025	79476	SABISTON BUILDERS SUPPLY	PROGRAM SUPPLIES	202-469-758-000	175.77
			PROGRAM SUPPLIES	203-469-758-000	410.13
					585.90
09/16/2025	79477	SHIFMAN FOURNIER	LEGAL SERVICES - GENERAL LIABILITY	101-266-826-000	808.50
09/16/2025	79478	SHOWCASES	OFFICE SUPPLIES	101-790-728-000	217.62
09/16/2025	79479	SJR PAVEMENT REPAIR	CONTRACTUAL SERVICES	202-468-818-000	3,480.00
09/16/2025	79480	SOCRRA	PROGRAM SUPPLIES	226-528-758-000	120.00
			RUBBISH COLLECTION	226-528-818-001	35,479.68
			TRASH DISPOSAL	226-528-818-003	23,000.32
					58,600.00

09/16/2025	79481	SOCWA	BULK WATER	592-536-926-000	94,005.98
09/16/2025	79482	SPONSORSHIP SOLUTIONS LLC	CONTRACTUAL SERVICES	208-844-818-000	800.00
09/16/2025	79483	STAPLES	CITYWIDE SUPPLIES	101-172-728-001	36.95
			CITYWIDE SUPPLIES	101-172-728-001	1,566.30
			SUPPLIES	101-345-728-000	46.18
			SUPPLIES	101-345-728-000	38.95
			SUPPLIES	101-345-728-000	16.11
			OFFICE SUPPLIES	101-790-728-000	501.60
					2,206.09
09/16/2025	79484	STREET DUTY	AMMUNITION - TRAINING	101-345-741-001	1,215.00
09/16/2025	79485	T-MOBILE	DOWNLOADABLE CONTENT	101-790-731-001	287.00
09/16/2025	79486	TERMINAL SUPPLY CO	VEHICLE SUPPLIES	101-443-781-000	27.80
09/16/2025	79487	THE KITCHEN INC.	PRISONER BOARD	101-345-753-000	844.55
09/16/2025	79488	THE LIBRARY STORE	OFFICE SUPPLIES	101-790-728-000	76.26
09/16/2025	79489	THE ROSSOW GROUP	PROFESSIONAL DEVELOPMENT	101-215-960-000	430.00
09/16/2025	79490	TRANSUNION RISK AND ALTERNATIVE	MEMBERSHIPS	101-345-803-000	110.00
09/16/2025	79491	TRUCK & TRAILER SPECIALTIES, INC.	VEHICLE SUPPLIES	101-443-781-000	3,627.95
			VEHICLE SUPPLIES	101-443-781-000	3,495.96
			VEHICLE SUPPLIES	101-443-781-000	639.83
			VEHICLE SUPPLIES	101-443-781-000	127.48
					7,891.22

09/16/2025	79492	UNIQUE MANAGEMENT SERVICES, INC.	CONTRACTUAL SERVICES	101-790-818-000	11.65
09/16/2025	79493	UNITED FACILITY SUPPLIES	MAINTENANCE SUPPLIES - CITY HALL	101-267-776-101	141.00
			MAINTENANCE SUPPLIES - LIBRARY	101-267-776-271	386.07
			MAINTENANCE SUPPLIES - PUB SAFETY	101-267-776-345	168.95
			MAINTENANCE SUPPLIES - DPW	101-267-776-441	168.95
			MAINTENANCE SUPPLIES - PARKS	208-267-776-208	223.35
					1,088.32
09/16/2025	79494	UNITED STATES POSTAL SERVICE	POSTAGE-PRINTING-MAILING	101-191-730-000	1,500.00
09/16/2025	79495	UNITED TACTICAL SYSTEMS, LLC	PROFESSIONAL DEVELOPMENT	101-345-960-000	1,300.00
09/16/2025	79496	UNIVERSAL AMBULANCE SERVICE	BLOOD DRAWS	101-345-818-012	468.00
09/16/2025	79497	US STANDARD PRODUCTS	BUILDING MAINTENANCE - PUB SAFETY	101-267-931-345	687.89
09/16/2025	79498	VESCO OIL CORPORATION	CONTRACTUAL SERVICES	226-528-818-000	651.21
09/16/2025	79499	WINDER POLICE EQUIPMENT	VEHICLE MAINTENANCE	101-345-939-000	445.80
09/16/2025	79500	WINDSTREAM	CONTRACTUAL SERVICES	101-228-818-000	744.42
09/16/2025	79501	WOLVERINE TRUCK SALES	VEHICLE SUPPLIES	101-443-781-000	140.99
09/16/2025	79502	WOW! BUSINESS	CONTRACTUAL SERVICES	101-228-818-000	721.05
09/22/2025	79503	HARTWELL CEMENT CO.	CDBG EXPENSES-PROGRAM YEAR 2023-2024	275-902-818-046	21,964.61
09/24/2025	79504	BERKLEY BRASSERIE, LLC	BUILDING BONDS	101-000-283-000	5,000.00
09/30/2025	79505	21ST CENTURY MEDIA - MICHIGAN	ADVERTISING	101-701-901-000	366.60

09/30/2025	79506	A & B ALARM SYSTEMS, INC.	BUILDING MAINTENANCE - DPW	101-267-931-441	165.00
09/30/2025	79507	A & M TOWING	VEHICLE SUPPLIES	101-345-781-000	185.00
09/30/2025	79508	ACUITY SPECIALTY PRODUCTS, INC.	VEHICLE SUPPLIES	101-443-781-000	159.72
09/30/2025	79509	AIRGAS USA, LLC	VEHICLE SUPPLIES	101-443-781-000	60.66
09/30/2025	79510	ALL PONT CONSTRUCTION LLC	BBA24-0079 - PBRA24-0060	101-000-283-000	100.00
09/30/2025	79511	ALL STATE TREE & LAWN SERVICE, INC.	PROGRAM SUPPLIES	203-468-758-000	300.00
09/30/2025	79512	AMAZON CAPITAL SERVICES	CITYWIDE SUPPLIES	101-172-728-001	28.49
			OPERATING SUPPLIES	101-172-732-000	111.18
			VEHICLE SUPPLIES	101-443-781-000	50.38
			VEHICLE SUPPLIES	101-443-781-000	124.95
			TOOLS	101-443-787-000	18.95
					----- 333.95
09/30/2025	79513	APWA, MICHIGAN CHAPTER - MAPSI	PROFESSIONAL DEVELOPMENT	101-441-960-000	695.00
09/30/2025	79514	ASSOCIATION OF PUBLIC TREASURERS	MEMBERSHIPS	101-253-803-000	199.00
09/30/2025	79515	BASEMENT WATERPROOFING OF MI	BBA24-0085 - PBRA24-0077	101-000-283-000	100.00
09/30/2025	79516	BIG D LOCK CITY	BUILDING MAINTENANCE - CITY HALL	101-267-931-101	130.00
			BUILDING MAINTENANCE - PUB SAFETY	101-267-931-345	6.00
					----- 136.00
09/30/2025	79517	BRENDDEL'S SEPTIC TANK SERVICE, LLC	CONTRACTUAL SERVICES	208-751-818-000	145.00
			CONTRACTUAL SERVICES	208-751-818-000	175.00
			CONTRACTUAL SERVICES	208-751-818-000	145.00

			CONTRACTUAL SERVICES	208-751-818-000	580.00
			CONTRACTUAL SERVICES	208-751-818-000	145.00
			CONTRACTUAL SERVICES	208-751-818-000	145.00
					1,335.00
09/30/2025	79518	C & G CEMENT CONTRACTORS INC	BS25-0014 - PZC25-0134	101-000-283-000	200.00
09/30/2025	79519	CADILLAC ASPHALT, LLC	ROAD SUPPLIES	202-464-782-000	324.81
			ROAD SUPPLIES	203-464-782-000	139.21
					464.02
09/30/2025	79520	CARLISLE / WORTMAN	CONSULTANT	101-701-817-000	1,340.00
			CONSULTANT	101-701-817-000	550.00
					1,890.00
09/30/2025	79521	CHERYL M. ENGLISH	PROGRAM SUPPLIES - CONTRIB - LIBRARY	101-790-758-005	150.00
09/30/2025	79522	CMNTV	CABLE PRODUCTION	101-250-815-000	940.00
09/30/2025	79523	CMP DISTRIBUTORS, INC	BALLISTIC PROTECTION	101-345-744-003	4,010.00
09/30/2025	79524	CMV LANDSCAPE & EQUIPMENT COMPANY	CONTRACTUAL SERVICES	202-468-818-000	550.00
			CONTRACTUAL SERVICES	202-468-818-000	5,247.50
			CONTRACTUAL SERVICES	202-468-818-000	2,952.00
			CONTRACTUAL SERVICES	202-468-818-000	606.00
			CONTRACTUAL SERVICES	202-468-818-000	1,520.00
			CONTRACTUAL SERVICES	202-468-818-000	2,052.00
			CONTRACTUAL SERVICES	203-468-818-000	112.00
			CONTRACTUAL SERVICES	203-468-818-000	880.00
			CONTRACTUAL SERVICES	203-468-818-000	3,530.00
			CONTRACTUAL SERVICES	203-468-818-000	2,365.00
			CONTRACTUAL SERVICES	203-468-818-000	1,328.00
			CONTRACTUAL SERVICES	203-468-818-000	11,268.00
			CONTRACTUAL SERVICES	203-468-818-000	6,412.00
			CONTRACTUAL SERVICES	203-468-818-000	2,717.00
			CONTRACTUAL SERVICES	203-468-818-000	1,716.00
			CONTRACTUAL SERVICES	592-536-818-000	1,749.00
			CONTRACTUAL SERVICES	592-536-818-000	1,404.00

			CONTRACTUAL SERVICES	592-536-818-000	144.20
			CONTRACTUAL SERVICES	592-536-818-000	134.40
			CONTRACTUAL SERVICES	592-536-818-000	3,057.00
			CONCRETE REPAIR	592-536-982-000	3,880.00
			CONCRETE REPAIR	592-536-982-000	1,886.00
			CONCRETE REPAIR	592-536-982-000	49.00
			CONCRETE REPAIR	592-536-982-000	310.00
			CONCRETE REPAIR	592-536-982-000	6,385.00
			CONCRETE REPAIR	592-536-982-000	2,848.00
			CONCRETE REPAIR	592-536-982-000	7,512.00
					72,614.10
09/30/2025	79525	VOID	** VOIDED **		** VOIDED **
09/30/2025	79526	CORELOGIC	SUNDRY REVENUE	101-001-672-001	74,783.13
09/30/2025	79527	CRASH CHAMPIONS	VEHICLES	101-345-985-000	6,707.44
09/30/2025	79528	CRFPRO	BBA22-0118 - PB22-0241	101-000-283-000	100.00
09/30/2025	79529	DAVID BIRKETT	PROGRAM SUPPLIES - CONTRIB - LIBRARY	101-790-758-005	134.30
09/30/2025	79530	DEALER AUTO PARTS SALES	VEHICLE MAINTENANCE - DPW	101-345-939-002	306.80
			VEHICLE SUPPLIES	101-443-781-000	202.08
			VEHICLE SUPPLIES	101-443-781-000	125.00
			VEHICLE SUPPLIES	101-443-781-000	125.00
					758.88
09/30/2025	79531	DURST LUMBER & ACE HARDWARE	VEHICLE SUPPLIES	101-443-781-000	34.36
			VEHICLE SUPPLIES	101-443-781-000	11.99
			VEHICLE SUPPLIES	101-443-781-000	11.18
			ROAD SUPPLIES	202-464-782-000	33.57
			EQUIPMENT SUPPLIES	208-751-778-000	29.99
			PROGRAM SUPPLIES	226-528-758-000	6.36
			PROGRAM SUPPLIES	592-536-758-000	13.99
			PROGRAM SUPPLIES	592-536-758-000	14.64
			PROGRAM SUPPLIES	592-536-758-000	9.96
			PROGRAM SUPPLIES	592-536-758-000	4.98

			PROGRAM SUPPLIES	592-536-758-000	11.94
			PROGRAM SUPPLIES	592-536-758-000	17.99
					200.95
09/30/2025	79532	EARLE CONSTRUCTION, LLC	BBD24-0021 - PBRA24-0138	101-000-283-000	500.00
09/30/2025	79533	ELISABETH CONGER	PROGRAM SUPPLIES - CONTRIB - LIBRARY	101-790-758-005	879.20
			RENTED MATERIALS	101-790-978-001	155.37
					1,034.57
09/30/2025	79534	ERC-LED, LLC	CONTRACTUAL SERVICES	509-758-818-000	738.15
09/30/2025	79535	FERGUSON ENTERPRISES LLC #3326	PROGRAM SUPPLIES	592-536-758-000	335.76
09/30/2025	79536	FLORENCE SCHENK	PROFESSIONAL DEVELOPMENT	101-790-960-000	112.70
09/30/2025	79537	GREAT LAKES WATER AUTHORITY	NONRESIDENTIAL SURCHARGE	592-536-928-000	3,459.85
09/30/2025	79538	GUNNERS METERS & PARTS INC.	PROGRAM SUPPLIES	592-536-758-000	56.00
			PROGRAM SUPPLIES	592-536-758-000	17.50
					73.50
09/30/2025	79539	HARRISON PORTER	PROFESSIONAL DEVELOPMENT	101-228-960-000	623.05
09/30/2025	79540	HUBBELL, ROTH & CLARK	ESCROW ENGINEERING - SITE PLAN REVIEWS	101-000-283-371	755.25
			ESCROW ENGINEERING - SITE PLAN REVIEWS	101-000-283-371	922.57
			ESCROW ENGINEERING - SITE PLAN REVIEWS	101-000-283-371	160.38
			ESCROW ENGINEERING - SITE PLAN REVIEWS	101-000-283-371	197.06
			ESCROW ENGINEERING - SITE PLAN REVIEWS	101-000-283-371	820.72
			ESCROW - CONSTRUCTION	101-000-283-373	740.69
			ESCROW - CONSTRUCTION	101-000-283-373	740.69
					4,337.36
09/30/2025	79541	HUNT SIGN CO LTD	ADVERTISING	101-441-901-000	210.00

09/30/2025	79542	IAN KINDER LLC	CONTRACTUAL SERVICES	208-845-818-000	66.00
09/30/2025	79543	ICCA	CABLE FRANCHISE ADMIN FEE	101-250-923-000	3,367.68
09/30/2025	79544	INTEGRATED SUPPLY NETWORK	VEHICLE SUPPLIES	101-443-781-000	210.59
09/30/2025	79545	INTERSTATE BILLING SERVICES	TOOLS	101-443-787-000	780.00
09/30/2025	79546	J.H. HART URBAN FORESTRY	CONTRACTUAL SERVICES	202-468-818-000	2,432.16
			CONTRACTUAL SERVICES	203-468-818-000	5,675.05
					8,107.21
09/30/2025	79547	JAMES TONG	GAZEBO	101-000-301-000	101.55
09/30/2025	79548	JOSE MARIA LUCERO	BS25-0016 - PZC25-0140	101-000-283-000	200.00
09/30/2025	79549	JUMPARAMA	CONTRACTUAL SERVICES	208-845-818-000	416.22
09/30/2025	79550	KIMBALL MIDWEST	VEHICLE SUPPLIES	101-443-781-000	133.30
			PROGRAM SUPPLIES	592-536-758-000	185.10
					318.40
09/30/2025	79551	KONICA MINOLTA BUSINESS SOLUTIONS	OPERATING SUPPLIES	101-305-732-000	5,623.53
09/30/2025	79552	KRISTEN KAPELANSKI	PROFESSIONAL DEVELOPMENT	101-701-960-000	112.00
09/30/2025	79553	MAJIC WINDOW COMPANY	BBA23-0225 - PB23-0421	101-000-283-000	100.00
09/30/2025	79554	MALONEY TRUCKING	DPW CONTRACTUAL	592-536-830-000	3,525.00
09/30/2025	79555	MASTERFIX LLC	BBP25-0021 - PUT25-0030	101-000-283-000	5,000.00

09/30/2025	79556	METROPOLITAN CONCRETE CORP	BS25-0015 - PZC25-0138	101-000-283-000	200.00
09/30/2025	79557	MISDU	PAYROLL DEDUCTIONS	101-000-231-000	105.98
			PAYROLL DEDUCTIONS	101-000-231-000	542.76
					648.74
09/30/2025	79558	MSTS RECEIVABLES LLC	VEHICLE SUPPLIES	101-443-781-000	17.98
			VEHICLE SUPPLIES	101-443-781-000	599.99
			VEHICLE SUPPLIES	101-443-781-000	111.92
			VEHICLE SUPPLIES	101-443-781-000	139.90
					869.79
09/30/2025	79559	NELSON BROTHERS SEWER & PLUMBING	BUILDING MAINTENANCE -PARKS	208-267-931-208	299.00
			BUILDING MAINTENANCE -PARKS	208-267-931-208	213.00
					512.00
09/30/2025	79560	NICOLE GALLAGHER	LANDLORD LICENSES	101-001-477-000	180.00
09/30/2025	79561	OAKLAND COUNTY	BULK SEWAGE	592-536-927-000	98,693.76
			STORM FLOW	592-537-927-000	182,597.58
					281,291.34
09/30/2025	79562	OAKLAND COUNTY TREASURER	PROPERTY TAXES - CHARGEBACKS	248-001-402-990	835.62
09/30/2025	79563	OAKLAND COUNTY TREASURER'S ASSO.	PROFESSIONAL DEVELOPMENT	101-253-960-000	12.00
09/30/2025	79564	OLIVER CONSTRUCTION, INC	PLUMBING PERMITS	101-001-481-000	5,000.00
09/30/2025	79565	OVERDRIVE, INC.	DOWNLOADABLE CONTENT	101-790-731-001	1,151.76
09/30/2025	79566	PITNEY BOWES INC.	OFFICE EQUIPMENT RENTAL	101-265-946-000	9.99
			POSTAGE-PRINTING-MAILING	592-536-730-000	70.28
					80.27

09/30/2025	79567	POMP'S TIRE SERVICE, INC.	FIRE TRUCK MAINTENANCE	101-345-939-001	7,210.96
			FIRE TRUCK MAINTENANCE	101-345-939-001	3,616.54
			VEHICLE SUPPLIES	101-443-781-000	957.12
			VEHICLE MAINTENANCE	101-443-939-000	2,397.92
					14,182.54
09/30/2025	79568	PRIMARY TITLE AGENCY, LLC	SUNDRY REVENUE	101-001-672-001	209.51
09/30/2025	79569	PRINTING SYSTEMS	STATIONARY	592-536-729-000	548.41
09/30/2025	79570	PRINTMASTERS	POSTAGE-PRINTING-MAILING	101-250-730-000	2,785.49
09/30/2025	79571	QUALITY SPEC CONSTRUCTION & REHAB L	BS25-0010 - PBRA25-0088	101-000-283-000	200.00
09/30/2025	79572	ROAD COMMISSION FOR OAKLAND CO	CONSTRUCTION - MAJOR STREETS	202-464-975-100	25,172.00
09/30/2025	79573	ROYAL OAK FORD	VEHICLE SUPPLIES	101-443-781-000	1,494.60
09/30/2025	79574	SHARE CORPORATION	VEHICLE SUPPLIES	101-443-781-000	186.46
09/30/2025	79575	SHERWIN WILLIAMS COMPANY	MAINTENANCE SUPPLIES - CITY HALL	101-267-776-101	101.45
09/30/2025	79576	SITEONE LANDSCAPE SUPPLY, LLC	PROGRAM SUPPLIES	509-758-758-000	54.55
09/30/2025	79577	SOCRRA	RUBBISH COLLECTION	226-528-818-001	35,479.68
			TRASH DISPOSAL	226-528-818-003	16,696.32
			TRASH DISPOSAL	226-528-818-003	1,217.38
					53,393.38
09/30/2025	79578	STAPLES	EQUIPMENT SUPPLIES	101-228-778-000	96.21
			EQUIPMENT SUPPLIES	101-228-778-000	3.40
					99.61

09/30/2025	79579	THE LIBRARY NETWORK	BOOKS	101-790-978-000	4,266.07
			BOOKS	101-790-978-000	3,148.08
			RENTED MATERIALS	101-790-978-001	622.63
			RENTED MATERIALS	101-790-978-001	586.38
			BOOKS FROM DONATIONS	101-790-978-002	200.00
					<u>8,823.16</u>
09/30/2025	79580	THE LIBRARY STORE	OFFICE SUPPLIES	101-790-728-000	76.30
09/30/2025	79581	TRUCK & TRAILER SPECIALTIES, INC.	VEHICLE SUPPLIES	101-443-781-000	160.15
			VEHICLE SUPPLIES	101-443-781-000	141.99
			VEHICLE SUPPLIES	101-443-781-000	314.53
			VEHICLE MAINTENANCE	101-443-939-000	847.59
					<u>1,464.26</u>
09/30/2025	79582	UNIQUE MANAGEMENT SERVICES, INC.	CONTRACTUAL SERVICES	101-790-818-000	34.95
09/30/2025	79583	VERIZON WIRELESS	SOFTWARE MAINT AND SUBSCRIPTIONS	101-228-760-000	135.00
			EQUIPMENT SUPPLIES	101-228-778-000	199.99
			TELEPHONE	101-228-853-000	2,214.36
					<u>2,549.35</u>
09/30/2025	79584	VESCO OIL CORPORATION	FUEL & OIL	101-441-751-000	383.88
			FUEL & OIL	101-441-751-000	937.25
					<u>1,321.13</u>
09/30/2025	79585	VIGILANTE SECURITY, INC.	BUILDING MAINTENANCE - LIBRARY	101-267-931-271	312.00
09/30/2025	79586	WHITE WOLF LANDSCAPING INC	BS25-0013 - PZC25-0121	101-000-283-000	200.00
		TOTAL - ALL FUNDS	TOTAL OF 325 CHECKS (12 voided)		<u><u>1,571,679.53</u></u>

DATE	VENDOR	AMOUNT
9/2/2025	ALERUS	\$ 22,715.30
9/3/2025	DTE ENERGY	\$ 122.98

9/3/2025	DTE ENERGY	\$	568.82
9/3/2025	CONSUMERS ENERGY	\$	21.54
9/3/2025	CONSUMERS ENERGY	\$	143.08
9/3/2025	CONSUMERS ENERGY	\$	32.21
9/3/2025	CONSUMERS ENERGY	\$	27.73
9/3/2025	CONSUMERS ENERGY	\$	173.12
9/3/2025	CONSUMERS ENERGY	\$	152.07
9/3/2025	PNP BILL PAYMENT	\$	941.89
9/4/2025	A D N DENTAL	\$	11,778.21
9/4/2025	DTE ENERGY	\$	125.05
9/4/2025	DTE ENERGY	\$	6,114.72
9/4/2025	DTE ENERGY	\$	23.80
9/4/2025	DTE ENERGY	\$	18.83
9/4/2025	DTE ENERGY	\$	58.83
9/4/2025	DTE ENERGY	\$	242.59
9/4/2025	DTE ENERGY	\$	488.88
9/4/2025	DTE ENERGY	\$	28.03
9/4/2025	DTE ENERGY	\$	1,085.79
9/4/2025	DTE ENERGY	\$	53.78
9/4/2025	DTE ENERGY	\$	224.65
9/4/2025	DTE ENERGY	\$	2,418.58
9/9/2025	CREDIT CARD PAYMENT	\$	34,382.18
9/11/2025	UNION DUES	\$	400.00
9/11/2025	UNION DUES	\$	720.00
9/11/2025	UNION DUES	\$	330.00
9/11/2025	MISSIONSQUARE	\$	3,715.93
9/11/2025	UNION DUES	\$	185.84
9/11/2025	IRS TAX PAYMENT	\$	55,210.24
9/11/2025	DTE ENERGY	\$	20,167.57
9/11/2025	ALERUS	\$	475.68
9/11/2025	ALERUS	\$	5,329.42
9/11/2025	ALERUS	\$	1,544.12
9/11/2025	ALERUS	\$	4,145.56
9/11/2025	NATIONWIDE	\$	2,261.71
9/11/2025	NATIONWIDE	\$	4,853.10
9/12/2025	HEALTHEQUITY	\$	2,732.78
9/16/2025	DTE ENERGY	\$	50.19
9/16/2025	DTE ENERGY	\$	971.53
9/17/2025	PNP BILL PAYMENT	\$	262.07
9/17/2025	HARTFORD	\$	371.00
9/17/2025	HARTFORD	\$	5,709.96
9/18/2025	HEALTHEQUITY	\$	5,875.55
9/18/2025	RETURN DEBIT CHARGEBACK	\$	436.01
9/19/2025	RETURN DEBIT CHARGEBACK	\$	337.04
9/22/2025	PNP BILL PAYMENT	\$	312.34

9/23/2025	PNP BILL PAYMENT	\$	1,000.00
9/25/2025	MISSIONSQUARE	\$	3,449.91
9/25/2025	IRS TAX PAYMENT	\$	58,619.04
9/25/2025	STATE OF MICHIGAN - PAYROLL TAX	\$	22,019.16
9/25/2025	ALERUS	\$	445.68
9/25/2025	ALERUS	\$	5,356.43
9/25/2025	ALERUS	\$	1,520.35
9/25/2025	ALERUS	\$	4,345.47
9/25/2025	MERS	\$	108,452.80
9/25/2025	NATIONWIDE	\$	2,342.12
9/25/2025	NATIONWIDE	\$	5,244.30
9/26/2025	STATE OF MICHIGAN - PAYROLL TAX	\$	251.60
9/26/2025	HEALTHEQUITY	\$	4,878.06
9/30/2025	IRS TAX PAYMENT	\$	16,374.36
9/30/2025	BCBS	\$	163,407.46
9/30/2025	ALERUS	\$	19,005.33
TOTAL OF ACH TRANSACTIONS		\$	615,052.37
GRAND TOTAL		\$	2,186,731.90

We hereby certify that the foregoing is a true and correct list of bills and that they have been approved by the City Council and this is the authority to issue checks in the amounts stated and charge them in the various accounts.

Victoria Mitchell, City Clerk

Bridget Dean, Mayor

October 20, 2025 Council Meeting

Moved by Councilmember _____ and seconded by Councilmember _____ to approving a budgeted purchase of a new Continental Cargo 10' Value Hauler Trailer from Truck and Trailer Specialties, Inc. of Howell, MI, in the amount of \$5,900. This purchase is budgeted under account number 101-441-982-000 (General Fund) Equipment-Landscape trailer.

Ayes:

Nays:

Absent:

Motion:



CITY OF BERKLEY
DEPARTMENT OF PUBLIC WORKS
3238 BACON AVE, BERKLEY, MICHIGAN 48072

MEMORANDUM

To: Mayor Dean and City Council
From: Adam Wozniak, Superintendent of Public Works *AW*
Date: October 8, 2025
Subject: Purchasing Continental Cargo 10' Value Hauler Trailer

Madam Mayor and Members of City Council,

Background

As part of the FY 2025-2026 budget, we have budgeted for a new enclosed landscaping trailer for our Parks and Recreation department. This purchase is part of our department's Capital Improvement Plan.

Summary

- The following pricing will be based on City of Rochester Hills RFP-RH-20-023 contract awarded September 2020
- The total purchase price for the Continental Cargo 10' Value Hauler Trailer \$5,900.00 utilizing the account number 101-441-982-000(General Fund). In our Capital Improvement Plan we budgeted \$7,000 Equipment Landscape Trailer.
- We have completed our review of various trailer options and have decided that the Continental Cargo 10' Value Hauler Trailer is the most suitable choice for our needs. This particular model stands out for its practicality and will effectively serve as a grab-and-go storage unit for Parks and Rec.
- The benefits of utilizing the trailer for our park events. We will use this trailer to store and mobilize outside games and audio equipment to various parks for event staging. This will free up space inside our buildings and eliminate the need to move equipment twice. This approach will also allow us to expand our events in the future due to easier mobilization

Recommendation

It is my recommendation that City Council approves the purchase for a Continental Cargo 10' Value Hauler from Truck and Trailer Specialties, INC. of Howell, MI in the amount of \$5,900.00 utilizing the account number 101-441-982-000.

TRUCK & TRAILER *Specialties, Inc.*

900 Grand Oaks Drive | Howell, MI 48843 | www.ttspec.com | ph: (517) 552-3855 | fx: (517) 552-3666

September 22, 2025

City of Berkley
3238 Bacon Avenue, Berkley, MI 48072
Attn: Matt Wells, ph: (248) 250-2166

Equipment Quotation

The following pricing will be based on City of Rochester Hills RFP-RH-20-023 contract awarded September 2020

Supply Continental Cargo 10' Value Hauler Trailer including the following:

Custom design based on model number VHW712SA
Flat-front design, single rear ramp door spring-assist and side door
Exterior Length 15' 10"
Exterior Width 8' 6"
Exterior Height 8'
Interior Length 10'
Interior Width 7' 2"
Interior Height 6' 1"
Rear Ramp Door with Spring-Assist
Rear Door Width 6' 4"
Rear Door Height 5' 7"
Hitch Weight 160 lb.
Height 18"
Ball Size 2-5/16"
Platform Height 19"
GVWR 3,500 lb.
Curb Weight 1,600 lb.
Payload Capacity 1,900 lb.
Single Axle 3,500 lb.
Brakes Electric
Tires ST205/75R15
Wheels 5-bolt
Frame 4" Tube
Floor 3/4" Engineered
Walls 3/8" Engineered
Wall Posts 16" O/C
Floor Members 16" O/C
Roof Bows 16" O/C
Side Door Height 32" x 68"
One color White

Supplied and delivered pricing: \$5,900.00 each

Minimum full 1-year warranty on parts and labor on all equipment. Manufacturer warranty enclosed.

Payment Terms: Net 30 days. Pricing effective for 30 days.

TRUCK & TRAILER *Specialties, Inc.*

900 Grand Oaks Drive | Howell, MI 48843 | www.ttspec.com | ph: (517) 552-3855 | fx: (517) 552-3666

FOB: City of Berkley
Delivery: 8-10 weeks ARO

Thank you for the opportunity to quote.

Respectfully submitted by,
Jon Luea/Brian Bouwman

Cargo Trailers

Warranty Information

Limited Warranty

CARGO TRAILERS by Forest River, Inc.

Thank you for choosing to purchase a Cargo Trailer by Forest River Inc., a fine product in which design and construction have received the care that quality demands. This important warranty covers many items and is indicative of our desire to stand behind our products and assure our customers' complete satisfaction.

WARRANTY COVERAGE

SUMMARY OF WARRANTY: Forest River Inc., 55470 County Road 1, P.O. Box 3030, Elkhart, IN 46515-3030 (Warrantor) warrants only the ORIGINAL CONSUMER PURCHASER for a period of one to five (1-5) years depending on brand & model from the date of purchase (Warranty Period) that the body structure of this Cargo Trailer shall be free of substantial defects in materials and workmanship attributable to Warrantor. See the accompanying chart for the specific warranty term for each brand & model.

The terms, conditions, rights and responsibilities of this warranty shall be governed by the laws of the State of Indiana notwithstanding any other state laws.

EXCLUSIONS FROM THIS WARRANTY: Warrantor expressly disclaims any responsibility for damage to the trim and appearance items located in or on the unit where damage is due to condensation, normal wear and tear, or exposure to the elements. Warrantor makes no warranty with regard to tires, tubes, batteries, routine maintenance, equipment and appliances. Some of these items may be warranted by their respective manufacturers and suppliers. Warranty information with respect to these items is available from your dealer.

The Warrantor further makes no warranty with regard to any product used as a rental unit or any product not registered and normally used in the United States or Canada.

LIMITATION AND DISCLAIMER OF WARRANTIES: WARRANTOR EXPRESSLY LIMITS THE DURATION OF ALL EXPRESS AND IMPLIED WARRANTIES OF MERCHANTABILITY AND ALL IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE TO THE WARRANTY PERIOD OF ONE TO FIVE (1-5) YEARS ASSOCIATED WITH THE PARTICULAR BRAND/MODEL PURCHASED. WARRANTOR EXPRESSLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AFTER EXPIRATION OF THE WARRANTY PERIOD.

No action to enforce express or implied warranties shall be commenced later than ninety (90) days after expiration of the Warranty Period. There is no warranty of any nature made by the Warrantor beyond that contained in this Warranty. No person has the authority to enlarge, amend or modify this Warranty or to bind the Warrantor to any action under this warranty, except the Warrantor.

Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.

NOTICE of any dispute or claim arising under this warranty or any applicable Federal or State laws must be sent to Warrantor at: Forest River Inc., 55470 CR 1, P.O. Box 3030, Elkhart, Indiana 46515-3030.

DISCLAIMER OF CONSEQUENTIAL AND INCIDENTAL DAMAGES: THE ORIGINAL CONSUMER PURCHASER OF THIS CARGO TRAILER AND ANY PERSON TO WHOM THIS UNIT IS TRANSFERRED AND ANY PERSON WHO IS THE INTENDED OR UNINTENDED BENEFICIARY OF THIS UNIT SHALL NOT BE ENTITLED TO RECOVER FROM WARRANTOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES. Some states do not allow the exclusion or limitation of incidental damages, so the above limitation or exclusion may not apply to you.

WARRANTOR'S OBLIGATIONS: Warrantor will remedy substantial defects in materials and workmanship caused by Warrantor. Warrantor shall elect to remedy the defect from among the following: repairs or replacement of defective parts.

PURCHASER'S OBLIGATIONS: Purchaser shall deliver this Cargo Trailer for warranty service within a reasonable time after discovery of the defect and in no event after expiration of the Warranty Period, which is a Warranty Period of one to five (1-5) years depending on the brand & model purchased. All expenses incurred by purchaser in obtaining warranty service shall be borne by Purchaser.

EVENTS DISCHARGING WARRANTOR FROM OBLIGATION UNDER THIS WARRANTY: Misuse or neglect, including failure to provide reasonable and necessary maintenance, unauthorized alteration, accident, improper loading, and leasing of the Cargo Trailer, shall discharge Warrantor from any obligation under this warranty. Notwithstanding these or other terms discharging the Warrantor, the provision of service by a Forest River authorized service center, authorization of repairs by Forest River, or any other attempt to resolve a complaint or request for warranty service shall not constitute a waiver of Warrantor's rights.

PARTS AND DESIGN CHANGES: Warrantor reserves the right to change the parts and design of its Cargo Trailer from time to time without notice and with no obligation to maintain spare parts or make corresponding changes in its product previously manufactured.

OBTAINING WARRANTY SERVICE: It is recommended that all warranty service be done by the authorized dealer from whom you purchased your unit. This is to insure your local dealer's personal interest in your complete satisfaction.

If service becomes necessary as you are traveling or following a move, service under this warranty may be done by any authorized dealer in the United States or Canada. Such service should, whenever possible, be scheduled by an appointment in order to avoid possible delays.

OTHER WARRANTIES: As indicated in the paragraph entitled "Exclusions From This Warranty" above, certain items that are not covered by this Warranty may be warranted separately by their manufacturers or suppliers. In order to validate those warranties, you may also be required to complete and return to the appropriate manufacturer the warranty forms included with the information package. See these warranties with respect to their terms and conditions. These other warranties may cover such items as chassis, tires, tubes, batteries, optional generators, and appliances, which are not covered by this Limited Warranty. For service or parts required for these products, it may be necessary to write or call the product manufacturer to obtain the nearest service center location. In requesting parts for separately warranted products from the manufacturer of the product or its authorized service center, it may be necessary to first obtain a warranty work authorization number before the work is done. It may also be necessary to provide the Product Name, Model and Serial Number along with the description of the problem and part needed, plus shipping instructions.

OWNER ASSISTANCE: Your personal satisfaction and good will are most important to Forest River as well as a confident and pleasant relationship with our dealers. We, at Forest River, recognize that there may be occasions where a warranty or service problem is not handled satisfactorily, resulting in misunderstanding. If your problem has not been handled to your satisfaction after discussing it with the dealership management, we welcome you to contact the Forest River Customer Service Manager at the address stated above who will communicate with the local dealer our recommendation for an agreeable solution. You can find additional information through the Forest River, Inc. website, www.forestriverinc.com

THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS, AND YOU MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE.

FR Cargo Warranty Terms by Brand and Model

	5 Year Warranty Term	3 Year Warranty Term	1 Year Warranty Term
CARGOMATE MODELS			
ELIMINATOR		X	
QUALIFIER		X	
SILVER CROWN		X	
SNOW BIRD		X	
LEECH		X	
any model equipped w/rubber ride axle		X	
BLAZER			X
E-SERIES			X
OPEN ALUM. MODELS			X
any model equipped w/spring axles			X
CONTINENTAL CARGO MODELS			
AUTOMASTER		X	
AUTO PLUS		X	
ELITE		X	
LVVH		X	
SNOW KING		X	
any model equipped w/rubber ride axle		X	
TAILWIND			X
V-SERIES			X
OPEN ALUM. MODELS			X
SUNSHINE			X
any model equipped w/spring axles			X
RANCE ALUMINUM MODELS			
RENEGADE	X		
LIGHTNING			X
OPEN ALUM. MODELS			X
US CARGO MODELS			
All US Cargo Models			X
HAULIN MODELS			
All Haulin Models			X
AMERALITE MODELS			
All AmeraLite Models			X

Revised 12/7/17

October 20, 2025 Council Meeting

Moved by Councilmember _____ and seconded by Councilmember _____ to approve an interlocal agreement with Oakland County Animal Shelter for services and disposal and authorizing the Mayor to sign the agreement.

Ayes:

Nays:

Absent:

Motion:



MEMORANDUM

To: Mayor Dean and City Council
From: Crystal VanVleck, City Manager

Date: *October 20, 2025*
Subject: Oakland County Animal Shelter Interlocal Agreement

Madam Mayor and Members of City Council,

Background

The Oakland County Animal Shelter is one of the entities the City utilizes to handle stray animals. Due to our ongoing partnership with the City of Royal Oak, they are our primary resource for shelter services. We utilize Oakland County as a backup.

Summary

This agreement outlines the terms for the next three years, which includes an increase in fees and increase in the “municipality responsibilities.” As Oakland County is not our primary source for shelter services, we do not foresee the increase in fees or responsibilities as an issue.

Recommendation

It is recommended that City Council approve the Interlocal Agreement with Oakland County for Animal Shelter services, and authorize Mayor Dean to sign it on the City’s behalf.

ANIMAL SHELTER
SERVICES AND DISPOSAL
INTERLOCAL AGREEMENT

This COUNTY OF OAKLAND AGREEMENT TO PROVIDE ANIMAL CARE SERVICES FOR THE CITY OF BERKLEY, (hereafter "AGREEMENT") is made and entered into by and between Oakland County, a Michigan Constitutional Corporation, whose address is 1200 North Telegraph Road, Pontiac, Michigan 48341, hereinafter referred to as "COUNTY," and the CITY OF BERKLEY whose principal address is 3338 Coolidge Hwy, Berkley, Michigan 48072, hereinafter referred to as "MUNICIPALITY." In this Agreement the COUNTY and the MUNICIPALITY may also be referred to individually as "PARTY" or jointly as "PARTIES."

PURPOSE OF AGREEMENT Pursuant to the Urban Cooperation Act of 1967, 1967 PA 7, MCL 124.501 et seq., the COUNTY and the MUNICIPALITY enter into this Agreement for the purpose of providing the MUNICIPALITY with assistance in the enforcement of the animal laws and regulations of the State of Michigan.

In consideration of the mutual promises, obligations, representations, and assurances in this Agreement, the Parties agree to the following:

- §1. **DEFINITIONS** The following words and expressions used throughout this Agreement, whether used in singular or plural, within or without quotation marks, or possessive or nonpossessive, shall be defined, read, and interpreted as follows.
- 1.1. **Agreement** means the terms and conditions of this Agreement, any Exhibits attached hereto, and any other mutually agreed to written and executed modification, amendment, addendum, or change order.
 - 1.2. **Claim** means any alleged loss, claim, complaint, demand for relief or damages, cause of action, proceeding, judgement, deficiency, liability, penalty, fine, litigation, costs, and/or expenses, including, but not limited to, reimbursement for reasonable attorney fees, witness fees, court costs, investigation expenses, litigation expenses and amounts paid in settlement, which are imposed on, incurred by, or asserted against the County, its employees or agents, whether such claim is brought in law or equity, tort, contract, or otherwise.
 - 1.3. **County** means Oakland County, a Municipal and Constitutional Corporation including, but not limited to, all of its departments, divisions, the County Board of Commissioners, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, volunteers, and/or any such person's successors.
 - 1.4. **Day** means any calendar day beginning at 12:00 a.m. and ending at 11:59 p.m.
 - 1.5. **Animal Shelter and Pet Adoption Center** means a facility owned and operated by the COUNTY to care for impounded animals.
 - 1.6. **Impounded Small Animals** means all dogs, cats, wildlife (excluding live, healthy skunks), rodents and all other animals commonly kept as domestic pets which are impounded and confined at the

Animal Shelter and Pet Adoption Center by: (1) agents of MUNICIPALITIES carrying out rabies program (1'. A. 146, 1919) and animal control programs and/or (2) action of residents of MUNICIPALITIES under contract.

- 1.7. **Owned Animals** and **Give Up Animals** means any animal from any area released directly to the COUNTY by the owners or any person(s) having proper custody thereof.
- 1.8. **Bite Case** means any stray or owned animal from the contracted service area requiring quarantine or observation by order of the Oakland County Department of Health or their authorized representative.
- 1.9. **Required Holding Period** shall be in accordance with the provisions of P. A. 224, 1969, and any subsequent amendments thereto, and P. A. 287, 1969.
- 1.10. **License Fees** means those charges to the owner of a dog which are claimed at the Animal Shelter and Pet Adoption in accordance with contracted MUNICIPALITIES' policies, practices, and procedures.
- 1.11. **Impounding Fees** means pick-up fee charges, determined by the contracted MUNICIPALITY'S ruling agent, rendered to an owner upon his application to reclaim an animal which, by action of a MUNICIPALITY, has been impounded.
- 1.12. **Euthanasia** means the humane destruction of animals.
- 1.13. **Rabies** means an infectious disease of certain animals, especially dogs, communicated to man by direct inoculation, as by bite or an infected animal.
- 1.14. **Rabies Specimen** means brain tissue taken from an animal suspected of being rabid.
- 1.15. **Transported** means the delivery by the COUNTY of a rabies specimen to the Michigan State Laboratory in Lansing.
- 1.16. **Community Cat** is a term used to describe outdoor unowned free-roaming cats. These cats could be friendly, feral, adults, kittens, healthy, sick, altered and/or unaltered. They may or may not have a caregiver but do not have an owner.

§2. COUNTY RESPONSIBILITIES' Subject to the terms and conditions contained in this Agreement, and applicable changes in law, the COUNTY shall carry out the following:

- 2.1. The COUNTY shall comply with the animal regulation laws of the State of Michigan, those being P.A. 339, 1919 as amended.
- 2.2. The COUNTY shall Provide proper food, water, shelter, and humane care for all stray and give-up animals impounded by the MUNICIPALITY and such animals that are brought to the COUNTY'S Animal Care Center by residents of the MUNICIPALITY until they are placed or otherwise humanely disposed in accordance with applicable laws, consistent with the provisions of this Agreement.
- 2.3. The COUNTY shall provide proper food, water, shelter, and humane care for any small animal, which is suspected of infection with rabies, quarantined by MUNICIPALITY for such a period of time as may be required by applicable law.
- 2.4. The COUNTY shall make every effort to maintain office hours at the COUNTY'S Animal Shelter and Pet Adoption Center suitable for the purpose of transacting business in connection with the duties under this Agreement and for the purpose of receiving animals and for accepting applications for the redemption of impounded animals.
- 2.5. The COUNTY shall make every effort to notify owners of identifiable impounded animals, by telephone or mail consistent with the COUNTY'S procedures.

- 2.6. Upon completion of the required holding period, impounded animals become the property of the COUNTY and may be disposed of according to law.
- 2.7. Prior to release by the COUNTY to residents of the MUNICIPALITY, the COUNTY shall vaccinate all dogs of required vaccination age against rabies within the legally required time. No dog shall be released to a resident until a dog license has been obtained.
- 2.8. The COUNTY shall provide for the sale of dog licenses consistent with the policies, practices, and procedures of the City Clerk/Township Treasurer, consistent with the provisions of this agreement. If the local dog license is not provided to the County for sale, an Oakland County dog license will be sold.
- 2.9. The COUNTY shall provide for the collection of impoundment fees. All impoundment fees and license fees shall be paid over by the COUNTY to the MUNICIPALITY within a time period not to exceed one (1) month.
- 2.10. The COUNTY shall retain all vaccination and veterinarian fees and proceeds from adoption of animals.
- 2.11. The COUNTY shall keep proper financial records and account to the MUNICIPALITY monthly for all fees collected on its behalf. The COUNTY will permit the MUNICIPALITY at all reasonable times to inspect COUNTY records maintained pursuant to this agreement.
- 2.12. The COUNTY shall accept and dispose of all small dead animals picked up in the MUNICIPALITY by an Animal Control agent or resident and turned over to the COUNTY consistent with this Agreement.

§3. MUNICIPALITY RESPONSIBILITIES

- 3.1. The MUNICIPALITY shall supply to the COUNTY all necessary dog licenses certificates, dog license tags, receipt forms, etc; to enable the COUNTY to carry out its licensing duties under this agreement.
- 3.2. The MUNICIPALITY shall furnish the COUNTY with its applicable laws and regulations dealing with dogs and other small animals effective as of the date of this agreement.
- 3.3. The MUNICIPALITY shall be responsible for any community cat program(s) sponsored by the MUNICIPALITY within their jurisdiction.
- 3.4. The MUNICIPALITY must ensure that any sick or injured animal brought to the COUNTY is first evaluated and treated by a licensed veterinary facility. Upon arrival at the shelter, the MUNICIPALITY shall provide written confirmation from the treating clinic that the animal is medically stable and suitable for shelter housing. The COUNTY reserves the right, in its sole discretion, to determine whether the animal's medical needs exceed the shelter's capabilities. If so, the COUNTY may refuse to accept the animal.
- 3.5. The MUNICIPALITY shall by business days end retrieve any animal boarded at the shelter on its behalf that requires medical attention and transport it to a licensed veterinary facility upon notification from the COUNTY.
- 3.6. The MUNICIPALITY shall reimburse the COUNTY in full for the cost of any medical treatment or emergency aid administered by COUNTY personnel to a MUNICIPALITY animal. Reimbursable costs include, but are not limited to, veterinarian and staff salaries and benefits, medical supplies, equipment use, and any applicable facility costs. The COUNTY shall provide the MUNICIPALITY with an itemized invoice, and payment shall be due within thirty (30) days of receipt.

- 3.7. The MUNICIPALITY must confirm whether each animal is a Give Up Animal prior to transport. When the shelter is at capacity, the COUNTY will suspend intake of Give Up Animals from the MUNICIPALITY. If it is later determined, through microchip or other reliable means, that the animal delivered by the MUNICIPALITY is a Give Up Animal and not eligible for intake under the shelter's current capacity status, the MUNICIPALITY agrees to retrieve the animal by end of business day and return it to the last known legal owner, unless otherwise prohibited by law.

§4. FINANCIAL RESPONSIBILITIES The MUNICIPALITY agrees to pay the following fees to the COUNTY for its services under this agreement:

- 4.1. A boarding fee per day for each animal impounded by action of the MUNICIPALITY and housed or accepted by the County will be:

2026	\$ 28.50
2027	\$ 30.00
2028	\$ 31.50

- 4.2. Such fees shall be limited to the required holding period as set forth by the MUNICIPALITY, fees For the destruction and disposal of each animal held the required holding period will be:

2026	\$ 10.50
2027	\$ 11.00
2028	\$ 11.50

Such fees shall be payable monthly by the MUNICIPALITY upon receipt of an invoice from the COUNTY covering the previous month's operations.

- 4.3. Fees for each dead animal turned in from an Animal Control agent or resident from the MUNICIPALITY will be:

2026	\$ 25.00
2027	\$ 26.25
2028	\$ 27.50

Such fees shall be payable monthly by the MUNICIPALITY upon receipt of an invoice from the COUNTY covering the previous month's operations.

- 4.4. Fees for each live small give-up animal turned in from an Animal Control agent or resident from the MUNICIPALITY will be:

2026	\$115.50
2027	\$121.00

2028	\$127.00
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Such fees shall be payable monthly by the MUNICIPALITY upon receipt of an invoice from the COUNTY covering the previous month's operations.

- 4.5. Fees for each live rabies specimen turned in from an Animal Control agent or resident from the MUNICIPALITY will be:

2026	\$115.50
2027	\$121.00
2028	\$127.00

Such fees shall be payable monthly by the MUNICIPALITY upon receipt of an invoice from the COUNTY covering the previous month's operations.

- 4.6. Fees for each dead rabies specimen turned in from an Animal Control agent or resident from the MUNICIPALITY will be:

2026	\$115.50
2027	\$121.00
2028	\$127.00

Such fees shall be payable monthly by the MUNICIPALITY upon receipt of an invoice from the COUNTY covering the previous month's operations.

- 4.7. Fees for transport of rabies specimens turned in from an Animal Control agent or resident from the MUNICIPALITY will be:

2026	\$115.50
2027	\$121.00
2028	\$127.00

Such fees shall be payable monthly by the MUNICIPALITY upon receipt of an invoice from the COUNTY covering the previous month's operations.

- 4.8. MUNICIPALITY agrees that the fees as set forth above are subject to adjustment during the term of this Agreement, Such adjustment will be in direct relationship to any general county salary increase by the Oakland County Board of Commissioners. In no instance shall the fee be greater than the percentage salary increase. Provided, that if the COUNTY shall decide to increase said fees, it shall give thirty (30) days prior notice to the MUNICIPALITY, and the MUNICIPALITY shall have the right to terminate this agreement forthwith by giving written notice of such termination to the Oakland County Executive within said thirty (30) day period.

§5. DURATION OF INTERLOCAL AGREEMENT

- 5.1. It is mutually agreed that the term of this agreement shall be effective October 1, 2025 and expiring September 30, 2028 inclusive. The agreement and any amendments hereto shall be effective when executed by both Parties with concurrent resolutions passed by the governing bodies of each Party, and when the agreement is filed according to MCL 124.510. The approval and terms of this agreement and any amendments hereto shall be entered in the official minutes of the governing bodies of each Party. Upon the completion of the term of this agreement, the provisions of the agreement shall thereafter be subject to review and renewal by written agreement of the parties hereto for a like term.

§6. ASSURANCES

- 6.1. Each Party shall be responsible for its own acts and the acts of its employees, and agents, the costs associated with those acts, and the defense of those acts.
- 6.2. The COUNTY shall not be liable for any consequential, incidental, indirect, or special damages in connection with this agreement.
- 6.3. The Parties agree that the COUNTY's Animal Care Center, land and building, shall be owned exclusively by the COUNTY and that the MUNICIPALITY shall have no proprietary interest whatsoever in said care center. It is also understood that the payments made by the MUNICIPALITY to the COUNTY pursuant to this agreement are made solely in consideration of the services to be performed under this agreement.

§7. TERMINATION OR CANCELLATION OF AGREEMENT

- 7.1. Either Party may terminate or cancel this agreement for any reason upon thirty (30) days written notice. The effective date for termination or cancellation shall be clearly stated in the notice. In the event of any termination or cancellation, any funds advanced to the COUNTY shall be payable in service only. Notices given under this agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first class
- 7.2. The parties shall not be obligated to pay a cancellation or termination fee, if this agreement is terminated as provided herein.

- §8. SUSPENSION OF SERVICES. Upon notice to MUNICIPALITY, the COUNTY may immediately suspend this agreement, if the MUNICIPALITY has failed to reasonably comply, within the COUNTY'S discretion, with federal, state, or local law, or any requirements contained in this agreement. The right to suspend services is in addition to the right to terminate or cancel this agreement. The COUNTY shall not incur penalty, expense or liability if services are suspended under this Section.

- §9. RIGHT TO SET OFF. Should the MUNICIPALITY fail, for any reason, to timely pay the County the amounts required under this Agreement, the MUNICIPALITY agrees that upon notice from the Oakland County Treasurer to the Treasurer of the State of Michigan (or any other State of Michigan official authorized to disburse funds to the MUNICIPALITY), the State of Michigan is authorized to withhold any funds due the MUNICIPALITY from the State, and assign those funds to partially or completely offset any deficiency by the MUNICIPALITY to the County. Such funds shall be paid directly to the County. Further, the MUNICIPALITY waives any claims against the State or County, or their respective officials, for any such amounts paid to the County.

Should the MUNICIPALITY fail for any reason to timely pay the County the amounts required under this Agreement, the County Treasurer shall be entitled to set-off and retain any amounts due the MUNICIPALITY from Delinquent Tax Revolving Fund ("DTRF") or any other source of funds due the MUNICIPALITY in the possession of the County, to partially or completely offset any deficiency by the MUNICIPALITY, unless expressly prohibited by law. Such a transfer shall be considered an assignment by

the MUNICIPALITY to the COUNTY. Further, the MUNICIPALITY waives any claims against the County, or its officials, for any such amounts paid to the County.

Neither of these provisions shall operate to limit in any way the County's right to pursue any other legal remedies against the MUNICIPALITY for the reimbursement of amounts due the County under this Agreement. The remedies in this paragraph are available to the County on an ongoing and successive basis, as the MUNICIPALITY becomes delinquent in its payments.

- §10.NO THIRD PARTY BENEFICIARIES. Except as provided for the benefit of the Parties, this agreement does not and is not intended to create any obligation, duty, promise, contractual right or benefit, right to indemnification, right to subrogation, and/or any other right, in favor of any other person or entity.
- §11.COMPLIANCE WITH LAWS. Each Party shall comply with all federal, state, and local statutes, ordinances, regulations, administrative rules, and requirements applicable to its activities performed under this Agreement, including, but not limited to, the policies, procedures, rules and regulations attached as Exhibits to this agreement, and properly promulgated amendments to those Exhibits.
- §12.PERMITS AND LICENSES. Each Party shall be responsible for obtaining and maintaining, throughout the term of this agreement, all licenses, permits, certificates, and governmental authorizations necessary to perform all its obligations under this agreement. Upon request, a Party shall furnish copies of any permit, license, certificate or governmental authorization to the requesting Party.
- §13.RESERVATION OF RIGHTS. This agreement does not, and is not intended to impair, divest, delegate, or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the Parties.
- §14.FORCE MAJEURE. Each Party shall be excused from any obligations under this agreement during the time and to the extent that a Party is prevented from performing due to causes beyond such Party's control, including, but not limited to, an act of God, war, acts of government (other than the Parties'), fire, strike, labor disputes, civil disturbances, reduction of power source, or any other circumstances beyond the reasonable control of the affected Party. Reasonable notice shall be given to the affected Party of any such event.
- §15.IN-KIND SERVICES. This agreement does not authorize any in-kind services, unless previously agreed to by the Parties and specifically listed herein.
- §16.DELEGATION/SUBCONTRACT/ASSIGNMENT. A Party shall not delegate, subcontract, and/or assign any obligations or rights under this agreement without the prior written consent of the other Party. A delegation, subcontract and/or assignment made without the prior written consent of the other Party is void.
- §17.NO IMPLIED WAIVER. Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this agreement. No waiver of any term, condition, or provision of this agreement, whether by conduct or otherwise, in one or more instances, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this agreement. No waiver by either Party shall subsequently effect its right to require strict performance of this agreement.
- §18.SEVERABILITY. If a court of competent jurisdiction finds a term, or condition, of this agreement to be illegal or invalid, then the term, or condition, shall be deemed severed from this agreement. All other terms, conditions, and provisions of this agreement shall remain in full force.
- §19.CAPTIONS. The section and subsection numbers, captions, and any index to such sections and subsections contained in this agreement are intended for the convenience of the reader and are not intended to have any substantive meaning. The numbers, captions, and indexes shall not be interpreted or be considered as part of this agreement. Any use of the singular or plural number, any reference to the male, female, or neuter

genders, and any possessive or nonpossessive use in this agreement shall be deemed the appropriate plurality, gender or possession as the context requires.

§20. GOVERNING LAW/CONSENT TO JURISDICTION AND VENUE. This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan. Except as otherwise required by law or court rule, any action brought to enforce, interpret, or decide any Claim arising under or related to this agreement shall be brought in the 6th Judicial Circuit Court of the State of Michigan, the 50th District Court of the State of Michigan, or the United States District Court for the Eastern District of Michigan, Southern Division, as dictated by the applicable jurisdiction of the court. Except as otherwise required by law or court rule, venue is proper in the courts set forth above.

§21. AGREEMENT MODIFICATIONS OR AMENDMENTS. Any modifications, amendments, recessions, waivers, or releases to this agreement must be in writing and agreed to by both Parties. Unless otherwise agreed, the modification, amendment, recession, waiver, or release shall be signed by the same persons who signed the agreement or other persons as authorized by the Parties' governing body.

§22. ENTIRE AGREEMENT. This agreement represents the entire agreement and understanding between the Parties. This agreement supercedes all other oral or written agreements between the Parties. The language of this agreement shall be construed as a whole according to its fair meaning, and not construed strictly for or against any Party.

The Parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement. The persons signing this agreement on behalf of each Party have legal authority to sign this Agreement and bind the Parties to the terms and conditions contained herein.

IN WITNESS WHEREOF, Bridget Dean, Mayor, City of Berkley, hereby acknowledges that he/she has been authorized by a resolution of the City of Berkley, a certified copy of which is attached, to execute this Agreement on behalf of the Municipality and hereby accepts and binds the Municipality to the terms and conditions of this Agreement.

EXECUTED: _____
Bridget Dean, Mayor
City of Berkley

DATE: _____

WITNESSED: _____
Victoria Mitchell, Clerk
City of Berkley

DATE: _____

IN WITNESS WHEREOF, Dave Woodward, Chairperson, Oakland County Board of Commissioners, hereby acknowledges that he has been authorized by a resolution of the Oakland County Board of Commissioners, a certified copy of which is attached, to execute this Agreement on behalf of the Oakland County, and hereby accepts and binds the Oakland County to the terms and conditions of this Agreement.

EXECUTED: _____
Dave Woodward, Chairperson
Oakland County Board of Commissioners

DATE: _____

WITNESSED: _____
Lisa Brown, Clerk/Register of Deeds
County of Oakland

DATE: _____

October 20, 2025 City Council Meeting

Moved by Councilmember _____ and seconded by Councilmember
_____ to appoint the following member to the Planning Commission:

Appointment

Planning Commission:

Dana Kaplan - Appointment to a partial term expiring July 2027

Ayes:

Nays:

Absent:

Motion:



MEMORANDUM

To: Mayor Dean and City Council
From: Victoria Mitchell, City Clerk

Date: *Monday, October 20, 2025*
Subject: Planning Commission Appointment

Madam Mayor and Members of City Council,

Background

- At its Special City Council meeting on September 29, 2025, members voted in favor of appointing Rosati, Schultz, Joppich & Amtsbuechler, PC as Berkley's new municipal legal services firm, with Lisa Hamameh as its lead city attorney.
- Lisa Hamameh submitted her resignation from the Planning Commission as a result of her new role.
- Ms. Hamameh's resignation brings the number of Planning Commission members to six, one short of the full seven-member panel.
- At its regular City Council meeting on June 16, 2025, members accepted Phase One of a new Boards & Commissions handbook, including a new appointment process.
- As Ms. Hamameh recently came on board with the City, she has not had time to review Phase One of the new Boards & Commissions process, including the handbook. She requested time to review the handbook, and other related policy and procedure documents, and pause the new process in the meantime.
- To accommodate the pause, the City Clerk's Office was asked to move forward with the former appointment process.
- Utilizing this process, the recommendation is to appoint Dana Kaplan to the Planning Commission for a partial term expiring July 2027.

Summary

- In light of this vacancy—and in consideration of Ms. Hamameh's request to review the work completed during Phase One of the Boards and Commissions process and other pertaining documents before Phase Two is launched—the decision was made to fill the Planning Commission vacancy using the prior appointment process.
- This approach will allow for a timelier appointment and provide the City Attorney's Office adequate time to evaluate the Boards & Commissions framework and other germane documents, before further updates are implemented.

- The recommendation before Council tonight is to appoint Dana Kaplan to the Planning Commission to fill Ms. Hamameh's vacancy.

Recommendation

Approval of appointing Dana Kaplan to the Planning Commission for a partial term expiring July 2027.



Re: Berkley Boards and Commissions Application - Dana Kaplan

'Dana Kaplan' via Boards and Commissions <boards@berkleymi.gov>
Reply-To: danak@greenleafhomeservices.com
To: boards@berkleymich.net

Wed, Sep 24, 2025 at 10:24 AM

Berkley Boards and Commissions Application

Full Name	Dana Kaplan
Pronouns:	She/Her/Hers
Current Address	Street Address: 3605 Kipling Ave Street Address Line 2: Berkley, MI 48072
Email Address	(b) (6)
Cell Phone Number	(b) (6)
How many years have you lived in Berkley?	15
Indicate which Board/Commission committee this application is for:	Planning Commission
Are you reapplying to a Board/Commission?	No
Current Employer:	Greenleaf Home Services
Current Occupation:	Business Owner
Are you applying as a Berkley High school student?	No
Upload Resume	Dana Kaplan Resume 2025.pdf
Please outline your specific qualifications for this appointment:	I am a long term resident of the city of Berkley. I have two children who attend Berkley High School and have a vested interest in the city. In my work, I have spent the last ten years running two separate companies. I own Greenleaf Home Services with my husband Ryan. We are General Contractors and do residential remodeling. I also am VP of Fordson Cleaners in Dearborn. We do commercial and industrial laundry for automotive, steel, healthcare and more. Between the two businesses, I have knowledge in everything from HR, Sales and Finance to Construction and Design. I would make an excellent fit for the Planning Commission as I have a wealth of knowledge across a variety of areas. I have strong organizational skills and the ability to find important details when needed.

A PROCLAMATION
of the Council of the City of Berkley, Michigan
Proclaiming October 28, 2025 as First Responders Day

P-27-25

- WHEREAS,** First responders—including public works professionals, firefighters, police officers, emergency medical technicians, 911 operators, paramedics, and other emergency personnel—stand on the front lines of our communities, selflessly serving and protecting the citizens of Berkley in times of crisis; and
- WHEREAS,** First responders respond swiftly and courageously to emergencies, often putting their own lives at risk to ensure the safety and well-being of others, whether in natural disasters, accidents, medical emergencies, or public health and safety threats; and
- WHEREAS,** It is in the public interest for the citizens, civic leaders, and children in Berkley to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and other first responder efforts in their respective communities; and
- WHEREAS,** As of 2019 the US Senate has included language recognizing public works alongside fellow/other first responders; and

NOW, THEREFORE, THE CITY OF BERKLEY HEREBY PROCLAIMS

SECTION 1: October 28, 2025, as National First Responders Day, urging all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies paying tribute to our public works first responders alongside law enforcement, firefighters, paramedics, emergency medical technicians, 911 operators, and other emergency personnel, to recognize the substantial contributions they make to protecting our national health, safety, and advancing the quality of life for all.

Proclaimed this 20th day of October 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 November 2025 as Men's Health Awareness Month

P-28-25

- WHEREAS,** each year during the month of November, men across the globe are encouraged to band together and grow mustaches to promote and raise awareness of men's health issues; and
- WHEREAS,** since 2003, the Mustaches in November (or "Movember") campaign has generated a global health movement and raised thousands of dollars to fund more than 1,250 men's health projects around the world including prostate and testicular cancer research, mental health initiatives, and suicide prevention; and
- WHEREAS,** the newly grown mustaches of the Movember Men's Health Awareness Movement prompt conversations, create a greater understanding of the health risks men face, and motivate them to take action for their health since men are 24% less likely than women to have an annual visit with a physician; and
- WHEREAS,** representatives from the City of Berkley, including public safety officers, have abandoned shaving for the month of November to "Gro a Mo" and show their support for the Movember Men's Health Awareness Month cause.

NOW, THEREFORE, THE CITY OF BERKLEY HEREBY PROCLAIMS

SECTION 1: That the month of November 2025, is hereby proclaimed Movember 2025 as *Men's Health Awareness Month* in the City of Berkley.

SECTION 2: The City of Berkley urges men to learn about their risks for prostate cancer, testicular cancer, and mental health issues, to undertake screenings for early detection, talk to health care providers about treatment options if diagnosed, and to motivate their fellow men to take care of their health.

Proclaimed this 20TH day of October 2025 at a Regular Meeting of the Berkley City Council.

Bridget Dean, Mayor

Attest:

Victoria Mitchell, City Clerk



CITY OF BERKLEY
3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

MEMORANDUM

To: Mayor Dean and City Council
From: Caitlin Flora, Director of Communications

Date: October 20, 2025
Subject: Communication Preferences Survey Results

Madam Mayor and Members of City Council,

Background

As part of our ongoing efforts to ensure that our communications reach as many residents as possible, a communication preferences survey was made available to our community from July 14 to August 15. The goal of the survey was to determine which channels our residents prefer for receiving City updates, and we received 147 responses. The survey was promoted through various channels, including social media, email, our website, and flyers posted around the community.

Summary

- The top three preferred channels were email, City social media, and neighborhood Facebook groups (not run by the City). Given this, we have begun to share all social media updates in the neighborhood Facebook groups as well to increase reach and meet community members where they go to seek information.
- In response to a question asking which three communication methods were preferred, 85% of respondents selected email, 79% selected social media, and 54% selected berkleymi.gov. This data helps inform which channels we allocate the most time and funding to communicate through.
- 43% of respondents answered that they would like to receive updates from the City on a weekly cadence. Given this data and the information about preferred communication channels, a weekly email newsletter is in development, which will launch before the end of the year.

CITY OF BERKLEY

Strategic Framework Quarterly Report

Q3 2025





INTRODUCTION

Throughout 2024 and 2025, City Council and department directors met in work sessions to clearly define priority areas and the objectives that will help us reach them. Based on feedback from the community, discussions in the work sessions, and information from staff, the Strategic Framework was created as a plan for the next two years.

The Strategic Framework serves as a roadmap for the City of Berkley, helping us to define our goals and hone our focus on how to achieve them. It's a living document that helps us make decisions about how to allocate our resources for the best benefit of the community as well as track and report our progress.

The Strategic Framework Reports are an opportunity to highlight the activities that the City of Berkley has carried out in the previous three months in an effort to work toward our established objectives.



Vision, Mission, Values

Mission

Berkley will strive to enhance economic vitality, preserve neighborhoods, and foster progress to implement the City's vision and values.

Vision

Berkley will be a thriving 21st-century municipality, rooted in strong neighborhoods and a walkable design, supported by a caring community that helps every resident, business, and visitor to flourish.

Values

Caring, Innovative, Welcoming, Active



Priority Areas

Priority Area 1:

Organizational Effectiveness

Priority Area 2:

Economic Sustainability

Priority Area 3:

Community Assets

Priority Area 4:

Open Communications

Priority Area 5:

Fiscal Stewardship



QUARTERLY REPORT

Priority Area 1: **Organizational Effectiveness**

Objective: Cultivate a strong organizational culture

- Human Resources collected information from surrounding communities regarding their performance appraisal process and surveyed to leadership staff to obtain internal feedback.
- Held annual staff training and recognition of staff. Recognition of department-level accomplishments and recognition of staff and their contributions to our organization.
- Conducted two Citywide trainings on FOIA by our Clerk's Office and Creating a Resilient Mindset.
- Human Resources Director Jessica has introduced the LinkedIn Learning Pilot Program, to staff can use for ongoing training.

Objective: Optimize organization, structure, staffing, policies/procedures, and level of service

- Finance has collaborated with multiple departments to develop well-rounded policies, ensuring that daily and regular tasks are consistently documented.
- An RFQ (Request for Quotation) was completed to change our healthcare benefits broker from Gallagher to Manquen Vance.
- HR has aligned the dental and vision benefit year with the medical and hospital benefit year.

- HR has filled in information gaps to make sure all employee positions, departments, and union groups are accurately entered into the BS&A system for the Audit.
- The staff parking committee began meeting to evaluate the current on-street parking process and discuss expansion to municipal parking.
- HR and finance completed a 2024-2025 Status Change form audit.
- HR created a process for job postings, onboarding, and a formal process for personnel issues.
- HR developed a new employment application that meets employment standards
- Department of Public Works and Community Development staff have interviewed Engineering RFP candidates and will bring a recommendation to City Council next quarter. (Q4)

Objective: Foster stronger relationships with community and regional partners

- Community Development Director Kristen attended a Michigan Economic Developers Association course.
- Human Resources Director Jessica attended the OAKMAC-SHRM/PSHRA roundtable discussion with other HR professionals.
- The Clerk's office staff were invited to attend the City of Ferndale's all-day FOIA training.
- City Clerk Victoria attended the State of Michigan Bureau of Elections training in Lansing.
- Our Communications Director, Caitlin, toured the SOCRRRA Material Recovery Facility with the SOCRRRA Communicators Network and saw a behind-the-scenes look at what happens to recycling.

Objective: Identify and implement innovative operational solutions

- Community Development has created QR codes for common permits so residents can access them on the BS&A online or fillable PDFs of permit applications.
- Library staff are continuing to tag and program the Library's Collection with Radio Frequency Identification tags (RFID) to help with checking out and returning materials.
- The Finance department worked with the Community Development Department to create forms and summary documents to track various projects until the BS&A enhancements are implemented.
- Finance is working with all departments to prepare for BS&A onsite training/ system enhancement that will take place during the first two weeks of January 2026
- The Clerk's Office is now $\frac{3}{4}$ complete with Civic Plus Training for the Agenda Management Program and Boards and Commission Program, which should begin in December.
- The Clerk's office has digitized its peddler application process and digitizing contracts.



QUARTERLY REPORT

Priority Area 2: Economic Sustainability

Objective: Identify, prioritize, and deploy economic development tools

- Community Development has released an RFP for the Economic Development Strategy, which has been posted with proposals expected back mid-October.
- Reviewed the first application for the PILOT ordinance for The Columbia.

Objective: Expand economic recruitment and retention efforts strengthening the City's economic portfolio

- Community Development has met with the Communications department to discuss aspects of the marketing plan that will include the City's branding.
- Community Development staff have been actively working with owners of the Roxy on their plans to bring back the Berkley Theater.
- The new gas station/convenience store/restaurant will be constructed soon at the corner of Twelve Mile and Greenfield with the expansion of the existing 'Mug and Jug'
- Community Development staff worked with The Chop Shop, assisting in the relocation of their space.

Objective: Implement Master Plan updates and development process improvements

- Community Development has created a webpage on our website to connect homeowners to Oakland County home improvement

resources and resources on universal design and energy-efficient opportunities.

Objective: Improve City/DDA strategic alignment

- The City, along with the DDA, has worked together to bring back the Dortohea Pocket Park for the Boo!kley season. Events at this park will be hosted by the DDA, Parks & Recreation, and the Communications department.



QUARTERLY REPORT

Priority Area 3: Community Assets

Objective: Complete comprehensive asset needs inventory and management plan

- Our Facility Manager has started the Space Utilization study, which will take place at City Hall, to better understand how we use our current space and our future needs.
- Johnson Hill Land Ethics Studio has been contracted to update the City's 5-year master plan. The survey is public until mid-October, and the next engagement meeting is scheduled for Oct 23rd.
- The Lead Service Line verification contract has been approved by City Council, and field work will begin in Q4.
- The City has contracted with Coldwell Banker, Richard Ellis (CBRE), to acquire an appraisal of City Hall and associated properties.

Objective: Improve facility/staff security and safety

- The Facility Manager and other staff members have identified the primary scope facility security upgrades and are currently working on installation concerns.
- The Clerk's Office is working with Jack Blanchard to update and revise the Elections Security Plan for the upcoming November election.
- The City Clerk is also working with the school district to ensure safety and compliance at all precincts amidst the school district construction.



QUARTERLY REPORT

Priority Area 4: Open Communications

Objective: Identify community audiences and most effective City “voice(s)”

- The Community Survey from the Communications Department regarding communication preferences has ended. All Social media posts are now shared in Berkley Facebook groups with more details to come.
- The Clerk’s Office has been preparing for its Election Worker Training Program that will take place in late October.
- The Clerk’s office has worked with the Communication department to communicate their election communications plan.
- The Clerk’s Office organized a City Council candidate forum with the League of Women Voters.

Objective: Identify and implement priority communication strategies within human and financial resources

- The Communication Director has been working with the website company to make the site more user-friendly based on feedback from residents, staff, and City Council.
- The Communication Director has been researching more ADA compliance requirements for our website that will be going into effect in 2027.
- The Communications Department has sent five press releases to the media for many events and initiatives this quarter. (Historical Museum

cemetery tour, CruiseFest parade and afterparty, planning outreach award for the Zoning Ordinance update.)

- Our Communications Department has been updating our residents and community members on events via social media, flyer postings, and collaborations with Parks and Recreation and the Berkley Library for fall and winter events.

Objective: Foster meaningful community engagement and genuine relationships

- The Berkley City Council was invited to the Berkley Arts Academy Grand Opening.
- The Finance/Treasury department worked with the Communication Department to provide updates for the winter tax distribution.
- In Q3, the first Dorothea Pocket Park successfully ended with a survey available for feedback. 94% of surveyors were 'Very Satisfied' or 'Satisfied' with the park. Results like these and others informed the Boo!kley activation plans with fewer programs.
- Our Department of Public Works and Public Safety Department has successfully held a Touch-A-Truck event at the Community Center. There was a paint-a-plow station, opportunities to name trucks for the upcoming season, and a donut food truck.
- The City of Berkley dedicated the gazebo outside City Hall to former Mayor Maybelle Fraser in recognition of her efforts in building it. There was a dedication event with a ribbon-cutting ceremony and a special exhibit on Mayor Frazer's life at the Historical Museum.



QUARTERLY REPORT

Priority Area 5: Fiscal Stewardship

Objective: Clearly define and articulate the City's long-term fiscal realities

- Finance has begun work on the new budget template rolled over from the prior year, which will be available to staff in early October.

Objective: Identify additional funding strategies and partnerships

- The City Manager's office is actively utilizing multiple resources to identify grant opportunities and build a strategy around utilizing those grants for future projects and initiatives.
- Parks and Recreation has been working to transition from individual event sponsorships to a robust calendar year sponsorship guide. This will include CruiseFest as we try to cover costs as best as possible.

Objective: Investigate new shared services opportunities

- The Community Development Director met with all other Eleven Mile communities to begin discussing joint grant applications for the streetscape concept plan.

Objective: Update financial policies and procedures

- The Finance Department has worked with our tax payment vendor to allow residents to pay via ACH and make partial payments.
- The Finance Department has made large strides in updating internal financial policies and procedures.

October 20, 2025 Council Meeting

Moved by Councilmember _____ and seconded by Councilmember _____ to authorize the City Manager to enter into an agreement with Spalding DeDecker for Engineering Related Services.

Ayes:

Nays:

Absent:

Motion:



MEMORANDUM

To: Mayor Dean and City Council
From: Shawn Young, Deputy city Manager for Public Services
Date: *October 20th, 2025*
Subject: Matter of Authorizing the City Manager to enter into an agreement with Spaulding DeDecker for Engineering Related Services.

Madam Mayor and Members of City Council,

Background

The City's contract with our current Engineering firm, HRC, expired on June 30th, 2024. We have continued this relationship on a month-to-month basis as permitted by the current contract.

The City issued a Request for Proposal earlier this year to gauge the interest from qualified firms. A total of seven proposals were received in response.

These responses were initially evaluated before identifying two firms for in person interviews. These interviews were conducted by staff who would normally interact with the firms on a more frequent basis.

After careful consideration and a thorough evaluations staff has selected Spalding Dedecker to provide Engineering Related Services to the City.

Summary

- Staff has met with Spaulding Dedecker both during the interview process and a secondary meeting to discuss transitional concerns and we are satisfied with the proposed approach.
- If approved tonight all new projects and most of the existing projects would immediately transfer to Spalding DeDecker while some other items which are primarily grant based may remain with the current engineering firm.

Recommendation

It is recommended that the City Council authorizes the City Manager to enter into an agreement with Spalding Dedecker for Engineering Related Services

Agreement Date: _____

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
SPALDING DeDECKER
AND _____
FOR PLANNING, ENGINEERING, AND SURVEYING SERVICES**

This agreement ("Agreement") is between City of Berkley, a Michigan municipal corporation, having its offices at 3338 Coolidge Highway, Berkley MI ("CLIENT"), and Spalding DeDecker, ("Consultant"), a Michigan Corporation, with its address at 905 South Boulevard East, Rochester Hills, Michigan 48307. CLIENT and Consultant are referred to collectively herein as the "Parties." The Parties agree as follows:

I. DEFINITIONS

Administering Service Area/Unit means Public Services Area/Engineering Unit.

Deliverables means DOCUMENTS developed for and delivered to CLIENT by Consultant under this Agreement.

Project means the Engineering Services further described in Section III and Exhibit A.

II. DURATION

Consultant shall commence performance on October 21st, 2025 ("Commencement Date") and services shall continue until this Agreement is terminated as provided for in Article XI. The terms and conditions of this Agreement shall apply to the earlier of the Effective Date or Commencement Date.

III. SERVICES

- A. The Consultant agrees to provide Engineering Services ("Services") in connection with the Scope of Services as described in Exhibit A. The CLIENT retains the right to make changes to the quantities of service within the general scope of the Agreement at any time by a written order. If the changes add to or deduct from the extent of the services, the compensation shall be adjusted accordingly. All such changes shall be executed under the conditions of the original Agreement.
- B. The Consultant shall perform its services consistent with the professional skill and care ordinarily provided by Consultant's practicing in the same or similar circumstances. The Consultant shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the project.
- C. The Consultant shall perform its Services for the Project in compliance with all statutory, regulatory, and contractual requirements now or hereafter in effect as may be applicable to the rights and obligations set forth in the Agreement.
- D. The Consultant may rely upon the accuracy of reports, surveys, or any other documents provided to it by the CLIENT and shall not be held liable for errors or omissions that occur as a result of inaccuracies or errors that were in the reports, surveys, or any other

documents.

IV. INDEPENDENT CONTRACTOR

The Parties agree that at all times and for all purposes under the terms of this Agreement each Party's relationship to any other Party shall be that of an independent contractor. Each Party will be solely responsible for the acts of its own employees, agents, and servants. No liability, right, or benefit arising out of any employer/employee relationship, either express or implied, shall arise or accrue to any Party as a result of this Agreement.

Consultant does not have any authority to execute any contract or agreement on behalf of the CLIENT, and is not granted any authority to assume or create any obligation or liability on the CLIENT's behalf, or to bind the CLIENT in any way.

V. COMPENSATION OF CONSULTANT

- A. The Consultant shall be paid in the manner set forth in Exhibit B. Payment shall be made monthly, unless another payment term is specified in Exhibit B, following receipt of invoices submitted by the Consultant, and approved by the Contract Administrator.
- B. The Consultant will be compensated for Services performed in addition to the Services described in Article III, only when the scope of and compensation for those additional Services have received prior written approval of the Contract Administrator.
- C. The Consultant shall keep complete records of work performed (e.g. tasks performed, hours allocated, etc.) so that the CLIENT may verify invoices submitted by the Consultant. Such records shall be made available to the CLIENT upon request and submitted in summary form with each invoice.

VI. JOBSITE SAFETY

Neither the professional activities of the Consultant, nor the presence of the Consultant or its employees and subconsultants at a construction/project site, shall relieve the general contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The Consultant and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The CLIENT agrees that the general contractor shall be solely responsible for jobsite safety, and warrants that this intent shall be carried out in the CLIENT'S contract with the general contractor. The CLIENT also agrees that the CLIENT, the consultant and its subconsultants shall be indemnified by the general contractor and shall be made additional insureds under the general contractor's policies of general liability insurance.

VII. INSURANCE/INDEMNIFICATION

- A. The Consultant shall procure and maintain from the Effective Date or Commencement

Date of this Agreement (whichever is earlier) through the conclusion of this Agreement, such insurance policies, including those set forth in Exhibit C, as will protect itself and the CLIENT from all claims for bodily injuries, death or property damage that may arise under this Agreement; whether the act(s) or omission(s) giving rise to the claim were made by the Consultant, any subconsultant, or anyone employed by them directly or indirectly. Prior to commencement of work under this Agreement, Consultant shall provide to the CLIENT documentation demonstrating it has obtained the policies and endorsements required by Exhibit C. When requested, Consultant shall provide the same documentation for its subconsultant(s) (if any).

- B. Any insurance provider of Consultant shall be authorized to do business in the State of Michigan and shall carry and maintain a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" Overall and a minimum Financial Size Category of "V". Insurance policies and certificates issued by non-authorized insurance companies are not acceptable unless approved in writing by the CLIENT.
- C. The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the CLIENT, its officers, directors, and employees (collectively, CLIENT) against all damages or liabilities, to the extent caused by the Consultant's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom the Consultant is legally liable.
- D. The CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and subconsultants (collectively, Consultant) against all damages or liabilities, to the extent caused by the CLIENT'S negligent acts, errors or omissions in connection with the Project as well as the acts, errors or omissions of its contractors, subcontractors or consultants or anyone for whom the CLIENT is legally liable.
- E. Neither the Client nor the Consultant shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.
- F. The Consultant warrants that it has no personal or financial interest in the Project other than the fee it is to receive under this Agreement. The Consultant further certifies that it shall not acquire any such interest, direct or indirect, which would conflict in any manner with the performance of the Services it is to provide pursuant to this Agreement. Further Consultant agrees and certifies that it does not and will not employ or engage any person with a personal or financial interest in this Agreement.
- G. The Consultant warrants that it is not and shall not become overdue or in default to the CLIENT for any contract, debt, or any other obligation to the CLIENT including real and personal property taxes. Further, Consultant agrees that the CLIENT shall have the right to set off any such debt against compensation awarded for Services under this Agreement.
- H. The Consultant warrants that its proposal for services was made in good faith, it arrived at the costs of its proposal independently, without consultation, communication, or agreement, for the purpose of restricting completion as to any matter relating to such fees with any competitor for these Services; and no attempt has been made or shall be made by the Consultant to induce any other person or firm to submit or not to submit a

proposal for the purpose of restricting competition.

- I. The person signing this Agreement on behalf of Consultant represents that she/he has express authority to sign this Agreement for Consultant and agrees to hold the CLIENT harmless for any costs or consequences of the absence of actual authority to sign.

VIII. LIMITATION OF LIABILITY:

In recognition of the relative risks and benefits of the Project to both the CLIENT and the Consultant, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of the Consultant and Consultant 's officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders, owners and subconsultants shall not exceed the Consultant 's total fee for services rendered on this Project. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

IX. OBLIGATIONS OF THE CLIENT

- A. The CLIENT agrees to give the Consultant access to the Project area and other CLIENT-owned properties as required to perform the necessary Services under this Agreement.
- B. The CLIENT shall notify the Consultant of any defects in the Services of which the Contract Administrator has actual notice.

X. OWNERSHIP OF DOCUMENTS

Upon completion or termination of this Agreement, all documents (i.e., Deliverables) prepared by or obtained by the Consultant as provided under the terms of this Agreement shall be delivered to and become the property of the CLIENT. Original basic survey notes, sketches, charts, drawings, partially completed drawings, computations, quantities, and other data shall remain in the possession of the Consultant as instruments of service unless specifically incorporated in a deliverable, but shall be made available, upon request, to the CLIENT without restriction or limitation on their use. The CLIENT acknowledges that the documents are prepared only for the Project. Prior to completion of the contracted Services, the CLIENT shall have a recognized proprietary interest in the work product of the Consultant.

XI. TERMINATION OF AGREEMENT

- A. If either party is in breach of this Agreement for a period of fifteen (15) days following receipt of notice from the non-breaching party with respect to a breach, the non-breaching party may pursue any remedies available to it against the breaching party under applicable law, including but not limited to, the right to terminate this Agreement without further notice. The waiver of any breach by any party to this Agreement shall not waive any subsequent breach by any party.
- B. The CLIENT may terminate this Agreement, on at least thirty (30) days advance notice, for

any reason, including convenience, without incurring any penalty, expense, or liability to Consultant, except the obligation to pay for Services actually performed under the Agreement before the termination date. In the event the CLIENT terminates for convenience, the CLIENT shall pay the Consultant within seven (7) calendar days of receipt of the Consultant's invoices for all services rendered and all reimbursable costs up to the date of termination. In addition, the CLIENT shall pay the Consultant for all expenses reasonably incurred by the Consultant in connection with the orderly termination of this Agreement, including but not limited to associated overhead costs and all other expenses directly resulting from the termination.

- C. Consultant acknowledges that, if this Agreement extends for several fiscal years, continuation of this Agreement is subject to appropriation of funds for this Project. If funds to enable the CLIENT to effect continued payment under this Agreement are not appropriated or otherwise made available, the CLIENT shall have the right to terminate this Agreement without penalty at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to Consultant. The Contract Administrator shall give Consultant written notice of such non-appropriation within thirty (30) days after it receives notice of such non-appropriation.
- D. The provisions of Articles VI and VIII shall survive the expiration or earlier termination of this Agreement for any reason. The expiration or termination of this Agreement, for any reason, shall not release either party from any obligation or liability to the other party, including any payment obligation that has already accrued and Consultant's obligation to deliver all Deliverables due as of the date of termination of the Agreement.

XII. DISPUTE RESOLUTION

Any claims or disputes made during design, construction or post-construction between the CLIENT and Consultant shall be submitted to non-binding mediation. CLIENT and Consultant agree to include a similar mediation agreement with all contractors, sub-contractors, sub-consultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties. The mediation shall be governed by the then current Construction Industry Mediation Rules of the American Arbitration Association ("AAA"). Mediation shall be a condition precedent to the initiation of any other dispute resolution process, including court actions.

XIII. REMEDIES

- A. This Agreement does not, and is not intended to, impair, divest, delegate, or contravene any constitutional, statutory and/or other legal right, privilege, power, obligation, duty, or immunity of the Parties.
- B. All rights and remedies provided in this Agreement are cumulative and not exclusive, and the exercise by either party of any right or remedy does not preclude the exercise of any other rights or remedies that may now or subsequently be available at law, in equity, by statute, in any agreement between the parties or otherwise.
- C. Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to

any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.

XIV. NOTICE

All notices and submissions required under this Agreement shall be delivered to the respective party in the manner described herein to the address stated below or such other address as either party may designate by prior written notice to the other. Notices given under this Agreement shall be in writing and shall be personally delivered, sent by next day express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (1) the date of actual receipt; (2) the next business day when notice is sent next day express delivery service or personal delivery; or (3) three days after mailing first class or certified U.S. mail.

If Notice is sent to the CONSULTANT, it shall be addressed and sent to:

Spalding DeDecker Associates, Inc.
905 E South Boulevard Rochester Hills, Michigan 48307

If Notice is sent to the CLIENT, it shall be addressed and sent to:

XV. CHOICE OF LAW AND FORUM

This Agreement will be governed and controlled in all respects by the laws of the State of Michigan, including interpretation, enforceability, validity, and construction, excepting the principles of conflicts of law.

XVI. CONFLICTS OF INTEREST OR REPRESENTATION

Consultant certifies it has no financial interest in the Services to be provided under this Agreement other than the compensation specified herein. Consultant further certifies that it presently has no personal or financial interest, and shall not acquire any such interest, direct or indirect, which would conflict in any manner with its performance of the Services under this Agreement.

Consultant agrees to advise the CLIENT if Consultant has been or is retained to handle any matter in which its representation is adverse to the CLIENT. The CLIENT's prospective consent to the Consultant's representation of a client in matters adverse to the CLIENT, as identified above, will not apply in any instance where, as the result of Consultant's representation, the Consultant has obtained sensitive, proprietary, or otherwise confidential information of a non-public nature that, if known to another client of the Consultant, could be used in any such other matter by the other client to the material disadvantage of the CLIENT. Each matter will be reviewed on a case-by-case basis.

XVII. SEVERABILITY OF PROVISIONS

Whenever possible, each provision of this Agreement will be interpreted in a manner as to be effective and valid under applicable law. However, if any provision of this Agreement or the application of any provision to any party or circumstance will be prohibited by or invalid under applicable law, that provision

will be ineffective to the extent of the prohibition or invalidity without invalidating the remainder of the provisions of this Agreement or the application of the provision to other parties and circumstances.

XVIII. EXTENT OF AGREEMENT

This Agreement, together with Exhibits A, B, and C, constitutes the entire understanding between the CLIENT and the Consultant with respect to the subject matter of the Agreement and it supersedes, unless otherwise incorporated by reference herein, all prior representations, negotiations, agreements or understandings whether written or oral. Neither party has relied on any prior representations, of any kind or nature, in entering into this Agreement. No terms or conditions of either party's invoice, purchase order or other administrative document shall modify the terms and conditions of this Agreement, regardless of the other party's failure to object to such form. This Agreement shall be binding on and shall inure to the benefit of the parties to this Agreement and their permitted successors and permitted assigns and nothing in this Agreement, express or implied, is intended to or shall confer on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement. This Agreement may only be altered, amended, or modified by written amendment signed by the Consultant and the CLIENT. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement.

XIX. ELECTRONIC TRANSACTION

The parties agree that signatures on this Agreement may be delivered electronically in lieu of an original signature and agree to treat electronic signatures as original signatures that bind them to this Agreement. This Agreement may be executed and delivered by facsimile and upon such delivery, the facsimile signature will be deemed to have the same effect as if the original signature had been delivered to the other party.

XX. EFFECTIVE DATE

This Agreement will become effective when all parties have signed it. The Effective Date of this Agreement will be the date this Agreement is signed by the last party to sign it.

FOR CONSULTANT

By _____

Its _____

Date: _____

FOR THE CLIENT OF _____

By _____

Its _____

Date: _____

EXHIBIT A
SCOPE OF SERVICES

EXHIBIT B COMPENSATION

EXHIBIT C INSURANCE REQUIREMENTS

From the earlier of the Effective Date or the Commencement Date of this Agreement, and continuing without interruption during the term of this Agreement, Consultant shall have, at a minimum, the following insurance, including all endorsements necessary for Consultant to have or provide the required coverage.

A. The Consultant shall have insurance that meets the following minimum requirements:

1. Professional Liability Insurance or Errors and Omissions Insurance protecting the Consultant and its employees in an amount not less than \$5,000,000.

2. Worker's Compensation Insurance in accordance with all applicable state and federal statutes. Further, Employers Liability Coverage shall be obtained in the following minimum amounts:

Bodily Injury by Accident - \$1,000,000 each accident Bodily Injury by Disease - \$1,000,000 each employee Bodily Injury by Disease - \$1,000,000 each policy limit

3. Commercial General Liability Insurance equivalent to, as a minimum, Insurance Services Office form CG 00 01 04 13 or current equivalent. The CLIENT shall be an additional insured. There shall be no added exclusions or limiting endorsements that diminish the CLIENT's protections as an additional insured under the policy. Further, the following minimum limits of liability are required:

\$1,000,000	Each occurrence as respect Bodily Injury Liability or Property Damage Liability, or both combined
\$2,000,000	Per Project General Aggregate
\$1,000,000	Personal and Adv. Injury

4. Motor Vehicle Liability Insurance equivalent to, as a minimum, Insurance Services Office form CA 00 01 10 13 or current equivalent. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles. The CLIENT shall be an additional insured. There shall be no added exclusions or limiting endorsements that diminish the CLIENT's protections as an additional insured under the policy. Further, the limits of liability shall be \$1,000,000 for each occurrence as respects Bodily Injury Liability or Property Damage Liability, or both combined.

5. Umbrella/Excess Liability Insurance shall be provided to apply in excess of the Commercial General Liability, Employers Liability and the Motor Vehicle coverage enumerated above, for each occurrence and for aggregate in the amount of \$10,000,000.

B. Insurance required under A.3 and A.4 above shall be considered primary as respects any other valid or collectible insurance that the CLIENT may possess, including any self-insured retentions the CLIENT may have; and any other insurance the CLIENT does possess shall be considered excess insurance only and shall not be required to contribute with this insurance. Further, the Consultant agrees to waive any right of recovery by its insurer against the CLIENT for any insurance listed herein.

ENGINEERING SERVICES

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING AND SURVEYING SERVICES



CITY OF BERKLEY

ENGINEERING DEPARTMENT
CITY OF BERKLEY
3338 Coolidge Highway
Berkley, MI 48072

6.13.2025 | PR25-251

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June 13, 2025

Victoria Mitchell, City Clerk
City of Berkley
3338 Coolidge Hwy
Berkley, MI 48072

**Re: Request for Qualifications for Professional Engineering and Surveying Services
SD #PR25-251**

Dear Ms. Mitchell:

Considered one of the best places to live in Michigan, Berkley offers residents a sparse suburban feel with many restaurants, coffee shops, parks, and highly rated schools. The City of Berkley has been recognized by the University of Michigan as a five-star community for its successes and efforts in contributing to Michigan's entrepreneurial growth and economic development.

Spalding DeDecker is excited to present our qualifications for the Professional Engineering and Surveying Services for the City of Berkley. Berkley's strategic approach to enhancing quality of life through integrated public services and infrastructure, as well as its rich history and community-oriented vision, resonates with our mission. Our team's expertise in water main design, sewer system upgrades, road design, and park improvements, combined with a robust approach to traffic and asset management, positions us uniquely to support Berkley's objectives.

The Spalding DeDecker team, which includes past city and county engineers, have worked in and for local governments and understand the challenges in delivering successful projects. We also have a history of working with the City's regional partners including Oakland County Water Resources Commission and Road Commission. With three full-service offices within 20 minutes of Berkley City Hall, Spalding DeDecker staff are readily accessible to serve the City.

BERKLEY'S SUCCESS IS OUR GOAL

Communication is the key to understanding what "success" means to the City and may have multiple facets depending on the challenge at hand. We will:

- ▼ Provide the City with the highest quality professional services and deliverables through the highest quality consulting engineers in the industry: our staff of 170+ employees
- ▼ Be available and responsive: We want a close partnership, and that doesn't always happen between 9 a.m. and 5 p.m. If you have a concern, call us anytime. We want to help!
- ▼ Maintain good communication: We provide timely progress updates on a regular basis, because no one wants surprises, including you, your elected officials, residents, and business owners

But there are more specific goals that we understand the City seeks to achieve, as well. Viewing our relationship with the City as a long-term partnership, we will work as a partner toward:

- ▼ Maximizing the value of each public dollar spent
- ▼ Standardizing operational processes and procedures for efficiency and value, particularly for work order tracking

- ▼ Enhancing the livability and safety throughout the community by supporting the strategies in the City's Master Plan
- ▼ Implementing innovative technologies and software in a practical way to streamline processes
- ▼ Following best practices to establish both engineering continuity and flexibility for redevelopment
- ▼ Communicating effectively and professionally with City staff, residents, and businesses using a mix of tools including social media, email, print, and web postings
- ▼ Continue looking ahead at optimal long-term strategies for your road network and other capital improvements including seeking grant opportunities
- ▼ Collaborating with neighboring communities and partner agencies

For each task assignment we undertake for Berkley, we will follow a work plan and methodology tailored to the specific task and all deliverables provided to the City will undergo our rigorous Quality Assurance/Quality Control (QA/QC) procedures, utilizing our Quality Management System (QMS).

While Spalding DeDecker will provide all core services for Berkley, we will bring our preferred partner firms onto projects that require specialty services and expertise as needed. This will be a seamless process for the City, and Spalding DeDecker will remain the City's single point of contact. We have enjoyed long-term partnerships with highly respected firms and trust them to provide the same high-quality services that we demand of any member of our team.

As your Single Point of Contact, I will ensure seamless communication and coordination for all contractual, project, or management needs. I am supported by a skilled and diverse team of traffic engineers, civil engineers, surveyors, planners, and technicians. Together, we are dedicated to delivering responsive, reliable services, and innovative, economical solutions to Berkley's challenges.

Thank you for the opportunity to participate in this selection process. We look forward to collaborating with the City of Berkley to support its mission and achieve successful project outcomes.

Sincerely,
SPALDING DEDECKER



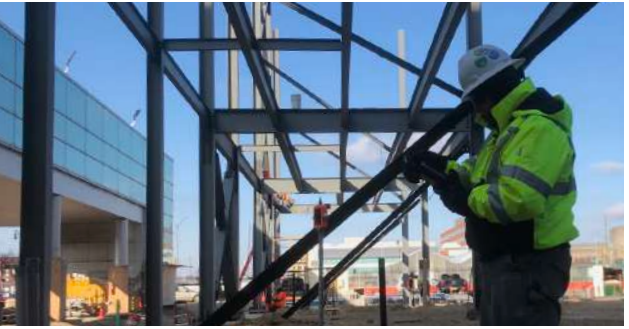
Jeremy Schrot, PE
Sr. Vice President / Director of Planning, Infrastructure & Engineering
Office 248-844-5400
Mobile 517-740-7059
Fax 248-844-5404
jschrot@sda-eng.com

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COMPANY/FIRM OVERVIEW





About Us

Spalding DeDecker is an engineering and surveying consulting firm specializing in infrastructure, land development, and transportation. With offices in Rochester Hills, Novi, Detroit, Grand Rapids, Lansing, and Flint, Michigan, we support diverse clients across the nation with our broad range of services. Established in 1954, we have aspired to set the benchmark of engineering and surveying excellence. Spalding DeDecker's dedicated teams in Transportation, Municipal Engineering, Land Development, Planning, Surveying, Construction Engineering, and Landscape Architecture create safe, practical, and sustainable solutions for the unique needs of each client.

Services

Infrastructure

- Asset Management
- Construction Engineering
- Municipal Engineering
- Pavement Management Systems (PMS)
- Transportation Engineering
- Water/Wastewater Engineering
- GIS Management

Land Development

- LEED® Project Design for Certification of Green Facilities through the US Green Building Council
- Site Engineering & Infrastructure Design
- Site Planning
- Urban Planning
- Site Selection & Development Feasibility Studies
- Stormwater Management Plans and Studies
- Landscape Architecture

Survey & Mapping

- 3-D Laser Scanning
- ALTA / NSPS Land Title Surveys
- Aerial Control Surveys
- Boundary & Topographical Surveys
- Construction Layout
- Industrial, Aviation, and Transportation Surveying

Our Team

Our people are our greatest asset. With more than 170 employees on our team, we have the expertise, depth, and support to provide our clients with unparalleled quality and customer service.

Federal ID

38-1598901

Employees by Discipline

- 24 Administrative
- 13 CAD Technician
- 70 Civil Engineer
- 17 Construction Technician
- 04 Planner
- 34 Surveyor
- 04 Landscape Architect

Staff Licenses & Certifications

- 31 Licensed PE (U.S.)
- 08 Licensed PS
- 02 Licensed PTOE
- 03 Licensed PLA
- 02 Licensed P. Eng. (Canada)
- 02 LEED Certified
- 03 AICP Certified

Locations

Rochester Hills

Headquarters
905 East South Blvd
Rochester Hills, MI 48307
P: 248.844.5400
F: 248.844.5404

Detroit

119 State St, Suite 500
Detroit, MI 48226
P: 313.305.9120
F: 313.305.9121

Novi

27333 Meadowbrook Rd
Suite 210
Novi, MI 48377
P: 248.662.9399

Grand Rapids

525 Ottawa Ave NW
Grand Rapids, MI 49503
P: 616.885.5802

Lansing

313 N. Capitol Ave
Suite 100
Lansing, MI 48933
P: 517.679.4400
F: 517.679.4401

Flint

615 S. Saginaw St, Suite 7012
Flint, MI 48502
P: 800.598.1600

Corporate Profile

G2 Consulting Group LLC (G2) is a leading geotechnical engineering, construction engineering, and environmental consulting firm with a reputation for providing “Smart. Results. Fast”. With more than 1,500 projects completed annually and over 30 years in business, our experience extends over many markets, including commercial development, education, energy, healthcare, industrial, infrastructure, and telecommunications.

“Smart. Results. Fast. It’s why we started our firm back in 1994, and what continues to drive us today.”

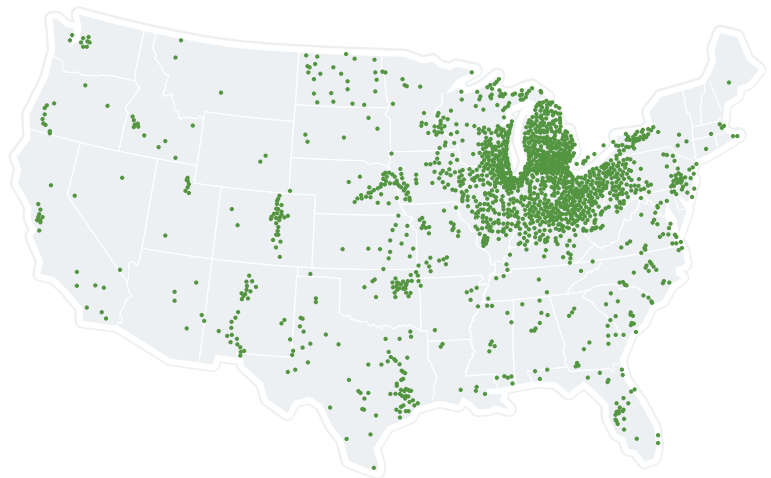
G2 MISSION STATEMENT

Since 1994, G2 has grown to 120 employees in three locations – Troy, MI, Ann Arbor, MI, and Lake Zurich, IL – allowing us to serve our clients nationwide. G2 engineers are registered in 30+ states throughout the United States and Canada!

Our quality control observation and evaluation services have included earthwork operations, utility installation, foundation construction, cast-in-place concrete placement, site concrete, bituminous paving, structural steel, roofing, and masonry observation and evaluation.

In recent years, G2 has provided municipal testing services, including MDOT local agency projects, directly or as a design team member, for more than 50 municipalities in the surrounding Metro Detroit counties, including Macomb, Wayne, Oakland, Livingston, Genesee, Lapeer and St Clair. Construction Materials Testing services for these projects have included testing for roadways, bridges, culverts, pipelines, and pathways.

Our professional and technical services are performed in our Troy and Ann Arbor, Michigan Laboratories accredited through the AAP.



CORPORATE OFFICE

1866 Woodslee Street
Troy, MI 48083
248.680.0400

BRANCH OFFICES

1350 Eisenhower Place
Ann Arbor, MI 48108
734.390.9330

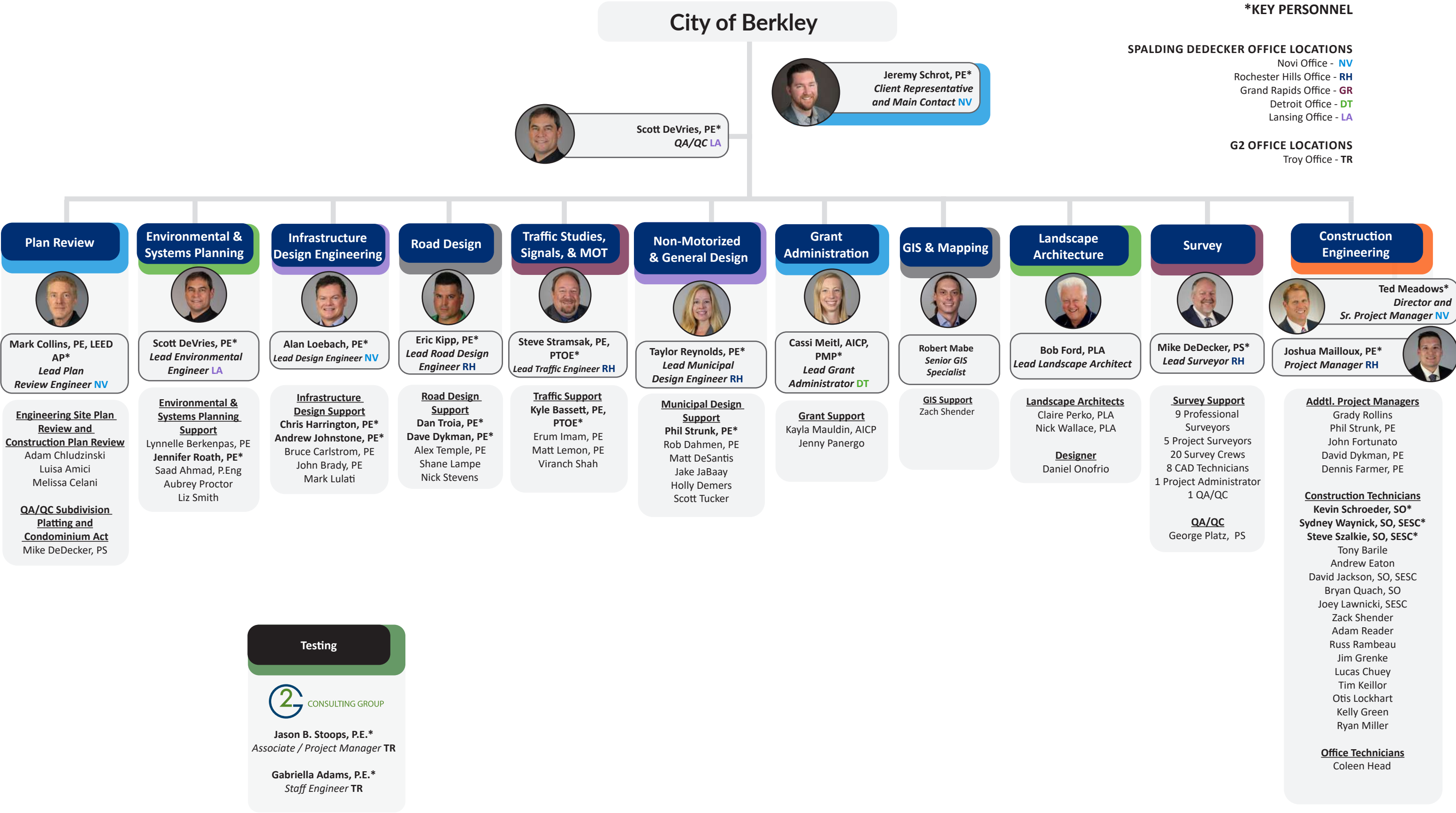
1186 Heather Drive
Lake Zurich, IL 60047
847.353.8740

TALES



MANAGEMENT & PROJECT STAFF







JEREMY SCHROT, PE

Client Representative | Main Contact

EDUCATION

BS, Civil Engineering,
Michigan Technological
University, 2007

REGISTRATION

Professional Engineer,
Michigan, 2012

TRAINING

MDEQ Storm Water
Management – Construction
Site

MDEQ SESC Comprehensive

MDOT FieldManager

MDOT Computerized Office
Technician

PSMJ Project Management
Bootcamp – 2014, 2018, and
2024

MACP and PACP Certified

QUALIFICATIONS

Experienced in the
design, construction, and
management of local
municipal projects and MDOT
LAP projects.

Familiar with a variety of
funding opportunities.

Jeremy Schrot, PE has spent his career in project management, design, and construction engineering services for locally-and-federally funded projects including road rehabilitation and reconstruction, sidewalk improvements, water main, sanitary sewer, and storm sewer. He has also served as the lead design engineer for several MDOT road improvement projects, along with numerous projects administered through MDOT's Local Agency Program. His experience also includes construction management services and MDOT Computerized Office Technician duties.

RELEVANT EXPERIENCE

- **Consulting Engineer As-Needed Services, Rochester Hills, MI - Project Manager**
Prepared proposals, attended city council meetings, client representation at Planning, Rezoning and Board meetings, Site design for commercial, residential and industrial developments.
- **Asbestos Cement Water Main Replacement Project, Novi, MI - Project Manager –**
Responsible for the program management and design development of approximately three miles of water distribution main replacement including gate valves, hydrants, and water services. This project included the removal and abandonment of asbestos-cement water main.
- **Ann Arbor Road Sidewalk Gap under CSX Bridge, Plymouth Township, MI - Project Manager**
for the design of 1,500 of sidewalk within MDOT's Ann Arbor Road right-of-way in Plymouth Township. The project included TAP funding and ran through the MDOT LAP process. The project included extensive retaining wall installation, coordination with CSX for sidewalk underneath the rail bridge overpass including protective canopy installation.
- **Novi Sanitary Pump Station Rehabilitation, Novi, MI - Department Manager** - provided engineering services to the City of Novi to upgrade two existing sanitary sewer lift stations, Drake's Bay and Wixom Road. Both Pump Stations required replacing and upsizing the pumps to meet the system demands. Both sites had an onsite natural gas generator that was also upgraded to provide backup power to the larger pumps. Additionally, the sanitary sewer around the Drake's Bay Pump Station was redesigned to allow the wet well to go from three inlet pipes to one. The purpose of this was to minimize the by-pass pumping need for this project and future improvements.
- **Water Reliability Study, Hartland Township, MI - Project Manager** - provided the following services for the Township's 2021 Water Reliability Study: creating and calibrating a water system model, peak/max day demands, storage assessment, capacity assessment, 5,10,20 year Capital Improvement Plans, Pressure Optimization, water system permitting, and regulatory compliance.
- **Yorkshire, Independence, and Medford (YIM) Water Main Replacement - Ann Arbor, MI - Department Manager** for the replacement of approximately 3,000 feet of water main located within the City of Ann Arbor. The water main being replaced ranges from 6 inch to 12 inch. The project utilized the open cut method and will abandon the existing water main in place. Other design components include HMA road resurfacing, curb and gutter replacement, concrete driveway and sidewalk replacement.
- **CMAQ Traffic Signal Upgrades, Ann Arbor, MI - Department Manager** for team providing signal design and traffic operations services for 18 signals scattered throughout the City of Ann Arbor with a CMAQ grant.
- **Streetlight Capital Replacement, Ann Arbor, MI - Department Manager**- Coordinated with the City of Ann Arbor to field inspect 289 light poles and prepare plans and specifications to repair or replace existing streetlights. Scope was expanded to replace or repair an additional 43 light poles.



SCOTT DEVRIES, PE

QA/QC | Lead Environmental Engineer

EDUCATION

Master of Science in Civil Engineering, Michigan State University, 1995

Bachelor of Science in Civil Engineering, Michigan State University, 1990

REGISTRATION

Professional Engineer, Michigan, 1994

TRAINING

Nassco PACP and MACP Training and Certification, 2008

XP- Software, Inc training for XP-SWMM, 2008

MWEA Odor Control/Corrosion Seminars, 2007 & 2006

WEF Collections Specialty Conference, 2006

XL Design – Professional Liability Education Program, 2005

PSMJ Project Management Bootcamp, 2001 and 2024

Confined Space Entry, 1995

PROFESSIONAL AFFILIATIONS

Michigan Society for Professional Engineers (MSPE)

Capital Area Chapter MSPE

MI Section American Water Works Association (AWWA)

Michigan Water Environment Association (MWEA)

American Society of Civil Engineers (ASCE)

Water Environment Federation (WEF)

Mr. DeVries is a professional municipal engineer with over three decades of experience in both the public and private sectors. For over 13 years, he served for a municipality in the role of city engineer/director of public works. He is highly experienced in Local, State, and Federally funded programs, public engagement, permitting, and all aspects of a project, from design to delivery. Scott's expertise lies in sanitary sewer and water distribution studies, groundwater and hydrologic studies, water system design, and management of complex municipal infrastructure projects.

RELEVANT EXPERIENCE

- **Detroit Zoo Discovery Trails, Royal Oak, MI - Senior Engineer** - providing design services for a cornerstone of DZS's commitment to sustainability, Discovery Trails incorporates 18 bioretention areas designed to both filter and retain stormwater. These areas create an ecologically beneficial wet environment that supports the growth of plant species otherwise unsuited to the site's natural conditions. Stormwater from catch basins not integrated into bioretention areas is directed into hydrodynamic separators, providing an additional layer of filtration before the stormwater flows into Pierson Lake, the on-site water body. The continuous influx of clean stormwater will enhance the lake's ecosystem and support its long-term ecological health.
- **Detroit Zoo Pierson Lake Stormwater, Royal Oak, MI – Senior Engineer** – Analyzed the capacity of the existing campus ponds as an option to divert stormwater runoff for on-site detention instead of utilizing regional stormwater collection.
- **Non-Airfield Improvements, Selfridge Air National Guard Base, Harrison Township, MI - Project Manager** - full design services to relocate portions of the Irwin and Tucker Jones Drains and modify the Jefferson Road Culverts to support a 1,000-foot runway extension and associated taxiway work at Selfridge Air National Guard Base (SANG). This project coordinates with the non-airfield relocation of Rosso Highway, perimeter security fencing, and the base perimeter roadway. It involves realigning the drains to meet new design parameters, replacing undersized culverts at Jefferson Road to prevent upstream flooding, and ensuring compliance with local and state standards.
- **City of Williamston Services, Williamston, MI – Project Manager** - and engineer for a series of investigations and projects to eliminate infiltration and inflow sources to sanitary sewers within the City. Worked with City staff to identify connections from roof and storm drains downtown. Assisted in flow monitoring of sewers downstream of the adjacent Township connection to the City. Involved in the design and replacement of sanitary sewers located within the Red Cedar River floodplain to eliminate significant infiltration and inflow to the wastewater treatment plant.
- **Water System Evaluation and Computer Hydraulic Analysis, Brown City, MI – Project Manager** - The study determined the capacity of the distribution system to meet existing and future demands including fire flows.

ADDITIONAL EXPERIENCE

- **Selfridge Air National Guard Base, Runway Extension Stormwater - Harrison Township, MI**
- **Charlotte Interim DPW Director - Charlotte, MI**
- **Rossington Drain Flood Mitigation - Livingston County, MI**
- **Hartland Water Plant Filtration and Media Replacement - Hartland Township, MI**
- **Hartland M-59 PRV - Hartland Township, MI**



MARK D. COLLINS, PE, LEED AP

Lead Plan Review Engineer

EDUCATION

**BS, Civil Engineering,
Lawrence Technological
University, 1995**

**General Education, Michigan
State University**

REGISTRATION

**Professional Engineer, MI, TX,
GA, MA**

PE #45581

TRAINING

**National Council of Examiners
for Engineering and Surveying
(NCEES) Certificate**

**LEED Accredited Professional
(LEED AP) U.S. Green Building
Council**

QUALIFICATIONS

Managed numerous contracts
for local, state and federal con-
struction and design projects
documents

Highly experienced in day to
day client communication and
resident coordination

Mr. Collins has over three decades of experience in residential, commercial, institutional, industrial, and municipal engineering. His engineering expertise includes plan review and entitlement of single-family residential condominiums, retail stores, schools, hospitals, roads, pathways, water mains, as well as storm water management and gravity/pressure sanitary sewer systems. Mark uses Geographic Information Systems (GIS) as a core component for varied projects. His integration of GIS data collection software, such as the ArcGIS Collector application, allows information to be collected in the field and instantly uploaded to a GIS database.

RELEVANT EXPERIENCE

- **Plymouth Charter Township; Hartland Township; Chesterfield Charter Township, Armada Township - Lead Plan Review Manager** – Performed conceptual site plan review, engineering plan review and entitlement, along with record drawing reviews, including EGLE, state, county, and local permitting. Additional work includes easement reviews, cost estimate reviews, agreement reviews, and pre-construction meetings, among other tasks.
- **Mound and Jewell Road Pathway, Washington Township, MI – QA/QC Engineer**
- **26 Mile Road Pathway, Washington Township, MI – Wetland Coordination**
- **29 Mile Road Pathway, Washington Township, MI – Wetland Coordination**
- **Sidewalk Replacement Program, Plymouth Township, MI and Sidewalk Replacement Program, Chesterfield Township, MI – Project Manager** – Multiple phases of the program spanned field ratings, budgeting and estimating, developing a special assessment role, preparing plans and bidding documents, managing public information sessions and inquiries from property owners, and providing inspection and construction administration services.
- **Plymouth Storage General Drive, Plymouth Township – Project Manager** – Performed engineering plan review.
- **Crystal Creek South PD, Lyon Township – Project Manager** – Performed preliminary PD amendment, engineering plan review, Part 41 sanitary permit processing, Act 399, watermain review, final PD amendment review.
- **Tanglewood PD Ph 1, 2 & 3, Lyon Township – Project Manager** – Provided engineering plan review, bike path review, record drawings, PD amendment, Part 41 permit set & application, Act 399 permit set & application, condo doc review, and off site easement review.
- **Woodlands of Lyon PD, Lyon Township – Project Manager** – Performed engineering plan review, extension of preliminary approval, final PD, OCWRC water main prelim review, final construction stamping, Part 41 MDEQ sanitary sewer permit, Act 399 Permit Set & Application.
- **Asbury Hill Estates PD, Lyon Township – Project Manager** – Performed engineering

ADDITIONAL EXPERIENCE

- **Henrob Phase 3, Lyon Township, MI**
- **Plumouth PUD Apartments and Townhomes, Plymouth Twp, MI**
- **Plymouth Twp Park HMA, Plymouth Twp, MI**
- **2022 Sidewalk Replacement Program, Plymouth Twp, MI**
- **2022 Sidewalk Replacement Program, Livonia, MI**
- **Hartland Towne Square, Hartland Twp, MI**
- **2023 Sidewalk Replacement Program, Chesterfield Twp, MI**
- **23 mile and Gratiot Sidewalk Gaps,**



ALAN LOEBACH, PE

Lead Design Engineer

EDUCATION

B.A.Sc. Civil Engineering
University of Waterloo
Waterloo, ON, Canada | 1992

REGISTRATION

Professional Engineer,
Michigan, 1997

TRAINING

PSMJ Project Management
Bootcamp – 2024

Auto CAD Civil 3D

ArcGIS

PASER

MDOT ProjectWise Explorer

QUALIFICATIONS

Knowledgeable of MDOT LAP standards and regulations

Highly experienced in stormwater, sewer, and watermain projects

Proficient in obtaining and maintaining permits from local government agencies

Mr. Loebach has over three decades of experience in transportation, utility, and water resources engineering. Alan was the Project manager, design engineer, and construction manager for well over 200 major City of Dearborn Capital Improvement Projects ranging in from \$50,000 to over \$11M., and was responsible for complete project development including planning, estimating, design, contract specifications, bidding procedures and construction administration. Projects included large, combined sewer overflow (CSO) sewer separations, street reconstruction, sewer construction and rehabilitation, water main construction/replacement, street resurfacing, streetscapes and parking lot construction, land development and various other projects including green infrastructure. Mr. Loebach designed and managed federally-funded MDOT Local Agency Program (LAP) construction projects (~20 to date). He obtained and maintained permits from government agencies such as Wayne County, Great Lakes Water Authority, Michigan Department of Transportation, and Michigan Department of Environment, Great Lakes and Energy for various City projects. Mr. Loebach also supervised all Engineering Division field and office technical staff.

RELEVANT EXPERIENCE

- **The Wyandotte Downtown Infrastructure Project - Lead Design Engineer** - Reconstruction of nine (9) public parking lots and adjacent alleys in downtown Wyandotte. Work includes storm sewer improvements, decorative pavement, electrical duct bank installation, electrical improvements, parking lot lighting, composite screen wall and dumpster enclosures and sidewalk repair/replacements. The project is scheduled for 2024 and 2025 construction in three (3) phases.
- **Novi AC Watermain Replacement, Novi, MI – Senior Project Engineer** - prepared design plans for the replacement of asbestos-cement water main located within the City of Novi. The water main being replaced ranged from 6 inch to 16 inch. The project utilized the open cut method and will abandon the existing water main in place. Other design components include HMA and concrete road and driveway replacement, curb and gutter replacement and sidewalk replacement where disturbed by the new water main.
- **Y.I.M. Watermain Replacement, Ann Arbor, MI – Senior Project Engineer** - prepared design plans for the replacement of approximately 3,000 feet of water main located within the City of Ann Arbor. The water main being replaced ranges from 6 inch to 12 inch. The project utilized the open cut method and will abandon the existing water main in place. Other design components include HMA road resurfacing, curb and gutter replacement, concrete driveway and sidewalk replacement.
- **Streetlight Capital Replacement, Ann Arbor, MI - Project Manager** - Led team that coordinated with the City of Ann Arbor to field inspect 269 light poles and prepare plans and specifications to repair or replace existing streetlights. Scope was expanded to include an additional 43 light poles.
- **Michigan Avenue Storm Sewer and Water Main and Telegraph Storm Sewer, Dearborn, MI - Lead Hydraulic /Design Engineer/Project Manager** – Design services and project management for 1,300 feet of storm sewer construction, 1,000 feet of water main replacement, and concrete paving for joint project with MDOT. Storm sewers designed to MDOT hydraulic standard, Telegraph concrete pavement replacement and full width concrete paving of Michigan Ave service drive per MDOT standard. Obtained EGLE, MDOT, GLWA and SESC permits and executed two Intergovernmental Agreements with MDOT.



ERIC KIPP, PE

Lead Road Design Engineer

EDUCATION

BS, Civil Engineering,
Lawrence Technological
University, 1998

MS Civil Engineering, Wayne
State University, 2001

REGISTRATION

Professional Engineer,
Michigan, 2003

TRAINING

MDOT Work Zone Training
(2016, 2018)

MDOT GeoPak SS3 Training
(2015)

Power GeoPak Webinars
(2012)

ADA Design Seminars (2008 -
Present)

Pedestrian Accessibility
Seminar (2008)

Context Sensitive Solutions
Training (2008)

Roundabout Design Training
Seminars (2000, 2005)

GeoPak SS4 Training & Update
Seminars (2016-2018)

AutoCAD Civil 3D 2011
Training (2011)

Warm-Mix Asphalt (WMA)
Webinar (2011)

Innovative Highway Solutions
Webinar (2011)

Engineered Rainwater
Collection Webinar (2011)

Intersection Accessibility
Webinar (2010)

MCPA Concrete Paving
Seminars (2006, 2010)

Mr. Kipp has over 27 years of experience, 25 of which have been with Spalding DeDecker. He is responsible for design, development, implementation, and analysis of technical plans. He performs engineering design evaluation and recommends alterations to development and design to improve quality of services and/or procedures. Eric has gained experience in construction contract administration and inspection of highway construction projects such as roadway rehabilitation, bridge maintenance, storm sewer construction and inspection, and water main construction. He has served as a design engineer for roads, storm sewer and drainage, and roadway geometrics. Kipp is familiar with a variety of field concepts, practices, and procedures. Other areas of work have included ADA ramp design, traffic engineering, and preliminary engineering. He has blended a balanced background in both the design and construction areas of highway projects

RELEVANT EXPERIENCE

- **Sibley Road Boulevard, Huron Township, MI - Lead Road Design Engineer** - Design for competing reconstruction of 1.15 miles of Sibley Rd into 4-lane boulevard roadway from Wayne/Wahrman Rd to 1700' east of Vining Rd originally begun in 2008, including storm sewers, traffic signal modifications, restoration, permanent signing, pavement markings, and maintenance of traffic plans following Wayne County DPS standards for a development project by Sterling Group.
- **Inkster Road Reconstruction, Ecorse Rd to Van Born Rd, Taylor & Romulus, MI - LSenior Project Engineer** - Design services for a 4R project let through MDOT LAP consisting of reconstructing and widening the existing 2-3 lane asphalt road to a 3-5 lane concrete pavement with enclosed storm sewer drainage system, ADA ramps, new signing and pavement markings, and maintaining traffic plans. Also included signal modernization at two intersections, extensive utility coordination and environmental permits (wetlands, floodplains, etc).
- **Merriman Road Resurfacing, from WB Schoolcraft to 5 Mile Road, Livonia, MI - Lead Road Design Engineer** - 1.00 miles of HMA cold milling and resurfacing, concrete curb patching & capping, ADA ramps, pavement repairs, structure cover adjustments, permanent signing, pavement markings, and maintenance of traffic plans. Project let through MDOT LAP and constructed in 2022. Also included coordination with MDOT for permits.
- **Miller Rd Reconstruction, from Dix Ave to South of Rotunda Dr, Dearborn, MI - Project Engineer** - Prepared construction bid documents for removal and replacement of approximately 1.2 miles of concrete 4-lane boulevard with a concrete inlay. Also included ADA ramp improvements, signing, pavement markings, MOT staging plans, and MDOT Rail coordination.
- **Rotunda Drive Rehabilitation, from Commerce Dr to I-94, Dearborn, MI - Lead Road Design Engineer** - Prepared construction bid documents for cold milling, pavement repairs, and HMA resurfacing of approx 0.8 miles of 5-lane wide composite & concrete pavement (ADT 10,873). Also included reconstruction of bridge approaches, signing, pavement markings, guardrail, MOT staging plans, and coordination with MDOT Rail.
- **Frontenac Ave over I-94 Reconstruction, Detroit, MI - Senior Project Engineer** - Design services for reconstruction of Frontenac Ave roadway & bridge approaches and I-94 service drives associated with reconstruction of the Frontenac Ave bridge over I-94 (S12 of 82024) to increase underclearance and allow for future I-94 widening & realignment. Also included drainage study and storm sewer design for proposed roadwork, as well as freeway shoulder reconstruction and widening for maintenance of traffic staging.



STEVE STRAMSAK, PE, PTOE

Lead Traffic Engineer

EDUCATION

B.A.Sc. Civil Engineering
Larence Technological
University, 2001

REGISTRATION

Professional Engineer, MI
#6201052550

Professional Engineer, MN
#55286

Professional Traffic Operations
Engineer #4236

PROFESSIONAL ORGANIZATIONS

Institute of Transportation
Engineers International
member since 2017, Michigan
Section member since 2002

ITE Michigan Section Board,
Vice President (2024)
Treasurer (2023)
Secretary (2022)
Director (2021)

ITE Great Lakes District
Technical Committee
(2022-2024)

Finance Committee for the
2023 ITE Great Lakes District
Conference, Chairman

Steve is a seasoned traffic engineering professional with over two decades of expertise in traffic design, operations, and project management. Known for delivering complex projects on time, within budget, and to the highest standards, Steve specializes in traffic design, traffic operations, quality assurance, and business development. Throughout his career, Steve has led the development and implementation of transportation management plans, reviewed and approved traffic control measures, and managed multimillion-dollar budgets for signal design and operational improvements. His work has encompassed traffic design for construction projects, safety analyses, access management, and coordination of large-scale projects, including maintaining traffic for urban construction zones and special events. Steve excels in collaborating with diverse stakeholders, including municipal teams and private developers, to deliver innovative, practical solutions that improve traffic safety, mobility, and infrastructure efficiency.

RELEVANT EXPERIENCE

- **M-150 from Avon to Tienken, Rochester, MI - Lead Traffic Signals Engineer** - The section of M-150 within project limits warranted a reconstruction due to age and condition of roadway. Scope consisted of pavement reconstruction, geometric improvements, signal upgrades at Diversion St and Romeo Rd, new traffic monitoring cameras, RSU, ADA upgrades, as well as drainage improvements. Steve led the development of the signal operations for both construction and permanent conditions.
- **Woodward Loop Conversion Project, Pontiac, MI - Lead Traffic Engineer** - Project includes one-way to two-way conversion, including: concrete reconstruction intersection modifications, segments of widening and realignment, traffic signal replacement or modifications, signal timing changes, sidewalks, non-motorized path, right of way acquisitions, drainage improvements, permanent signing, along with permanent pavement markings. Structure work pertaining to this project and the Clinton River and Pontiac Creek consists of: crack sealing (63201-C01, 63201-C03, 63201-C05), joint repair (63201-C02, 63151-C02-2) and channel clearing and additional rehabilitative work as deemed necessary by routine inspection (62031-B02).
- **M-24 from Goldengate to Drahner, Lake Orion and Oxford, MI - Lead Traffic Engineer** - Project included resurfacing of M-24 from Goldengate Dr. to Drahner Rd., in the Village of Lake Orion. Scope consisted of HMA milling and resurfacing, signal modernization and installation, signal staging, capacity analysis, MOT plans, as well as TMP. Steve led the analysis of the M-24/Indianwood intersection for operational and safety improvements.
- **I-96 and Kent Lake Rd Interchange Scoping, South Lyon, MI - Lead Traffic Engineer** - This project was an evaluation of existing conditions and proposed roundabouts to improve operation and capacity at the I-96 and Kent Lake Rd interchange, during peak hours, as part of the I-96 Flex Route Scoping project. Scope included traffic operational analysis for existing conditions and proposed roundabouts, using VISSIM and Rodel software, along with the safety analyses for the I-96/Kent Lake Rd interchange. Steve made sure that all analyses were done to appropriate MDOT standards.
- **I-96 from US-23 to Kent Lake Rd, Brighton and South Lyon, MI** - Located on I-96 from east of Milford Rd to west of US-23 interchange, this project evaluated ways to improve capacity on I-96 during peak hours. Scope included traffic operational analysis of existing conditions and selected alternatives (i.e. hard shoulder running and fourth general purpose lane), using VISSIM software. In addition, safety analyses of the corridor were performed. Scope included traffic operational analysis for existing conditions and proposed roundabouts, using VISSIM and Rodel software (including I-96 hard shoulder running and a fourth general purpose lane in the models), along with the safety analyses along the I-96 corridor in this area. Steve was the Lead Traffic Engineer for this component of the work and made sure that all analyses were done to appropriate MDOT standards.



TAYLOR REYNOLDS, PE

Lead Municipal Design Engineer

EDUCATION

BS, Civil Engineering,
University of Kansas, 1996

REGISTRATION

Professional Engineer
Michigan, 2001

TRAINING

FHWA/MDOT Constructing
Pedestrian Facilities for
Accessibility,
2011-2019

US Access Board ADA
Accessible Training - Multiple
Sessions, 2014-Present

MDOT Training Wheels
On-Road Bicycle Facility
Design Course, 2011 & 2019

PSMJ Project Management
Boot Camp, 2024

AFFILIATIONS

Orion Safety Path Advisory
Committee:
Chair 2012-2016
Vice Chair, 2018-2019
Member 2010-2020

Oakland County Trail Water
Land Alliance:
Member 2010-Present

Ms. Reynolds has almost three decades of experience in municipal engineering including the design of pathways, sanitary sewer, storm sewer, and water main. She is responsible for the day to day client communication required for complex and varied projects. Her varied projects have provided Ms. Reynolds with expansive opportunities in client and resident coordination. Ms. Reynolds' experience includes multiple years of pathway design, meeting the ever-changing ADA standards, while finding a balance between client needs and resident satisfaction. She pursues continued training from outside agencies to be a resource for ADA compliance concerns of our clients. Ms. Reynolds has managed numerous contracts for local, state, and federal construction projects and currently provides internal reviews of our construction administration documents. She continues to be a critical component in formalizing our field records.

RELEVANT EXPERIENCE

- **Innovation Hills Park Playground, Rochester Hills, MI – Project Manager** – Provided construction documents for grading, pathways, pavilions, site amenities, and accessible play structures for a new construction all-inclusive park for the City. Play structures are defined as design-build, while detailed grading, paving, and amenity details are provided. Provided construction advising and management.
- **Innovation Hills Park Playground Phase 2, Rochester Hills, MI – Project Manager** – Provided construction documents for grading, pathways, pavilions, site amenities, and accessible play structures for a new construction all-inclusive park for the City. Play structures are defined as design-build, while detailed grading, paving, and amenity details are provided.
- **Clinton River Trail TAP Grant Design, Rochester Hills, MI – Senior Project Engineer** – Preparation of contract documents for the placement of signs and other amenities along the Clinton River Trail in the cities of Auburn Hills, Rochester Hills and Rochester that will provide a uniform look along the trail. The project is funded with a grant from the Michigan Department of Transportation (MDOT) and funds from the communities. The project is being bid through MDOT local agency program and due to the nature of the project many special provisions were written for the bid items.
- **Conceptual Park Planning, City of Rochester Hills, MI – Senior Project Manager** -Worked with the City' Architect to develop conceptual plans and associated construction cost estimates for improvements to four of the City's parks. Improvements included a variety of concepts including parking lots for proposed buildings and pathways throughout the parks, as well as creative water features and accessible cantilevering boardwalks to overlook the City of Rochester and the Clinton River.
- **Avondale Park Sports Courts, Rochester Hills, MI – Project Coordinator** – Developed construction plans and specifications for replacing asphalt tennis and basketball courts with new tennis, basketball, and pickleball courts. The asphalt court pavement were removed and replaced with asphalt on top of an aggregate base and all fencing was replaced. All courts are finished with acrylic surfacing matching the colors of other City parks.
- **Bloomer Park Cricket Pitch, Rochester Hills, MI – Project Coordinator** – Provided engineering services for improvements to the greatly used cricket field at Bloomer Park. The field has a history of drainage challenges and the City was looking to have a playable recreational field and establish live turf on the surface. The playing pitch is being removed and replaced with new asphalt topped with competitive cricket quality synthetic turf. The surface of the remaining six acres of cricket field is being graded to promote surface drainage and is finished with athletic field natural turf. Additional drainage measures including swales, ditching, and storm drains are constructed along the challenging portions of the field perimeter.



CASSI MEITL, AICP, PMP

Lead Grant Administrator

EDUCATION

Master of Urban & Regional Planning, Graduate Certificate in Community Engagement, Michigan State University | 2015

Bachelor of Science in Family & Consumer Science, Minor in Business Administration, Illinois State University | 2011

REGISTRATION

American Institute of Certified Planners (AICP)

Project Management Professional (PMP)

TRAINING

Zoning Administrator Certificate Program

Site Plan Review Training

Master Michigan Citizen Planner Certificate

Project for Public Spaces Placemaking Workshop

Urban Land Institute MI Larson Leadership Initiative

Urban Land Institute Real Estate Development: Principles & Practices

Lean Six Sigma Yellow Belt

Challenge Detroit Fellowship Program

A certified planner and project manager with expertise in community, economic, and real estate development, Cassi has a decade of unique planning experience in Michigan working for a utility company and Mayor's administration prior to joining Spalding DeDecker. She has worked on all parts of the master and strategic planning processes on a variety of planning and real estate development projects in southeast and northwest Michigan. Cassi oversees a Planning Team with expertise in community engagement, public outreach, land use planning, site planning, economic development, and plan report, map, and graphic production.

RELEVANT EXPERIENCE

- **Ecorse Grant Administration, MI – Project Manager and Grant Administrator** – appointed Grant Administrator for the City of Ecorse. Overseeing compliance and disbursement distribution for \$2.5M EDA grant and \$1M MEDC RAP Grant for the Boat and Kayak Launch Riverfront Improvement Projects.
- **Ecorse Revitalization and Placemaking Program (RAP) Grant Applications, MI - Project Manager and Senior Planner** - Wrote MEDC (RAP) grant applications for Southfield Road Streetscape Improvements (\$600K awarded) and the Boat and Kayak launch (\$1M awarded). Project included research and coordination with Wayne County stakeholders.
- **Ecorse USDOT Grant Applications, MI - Project Manager** - Prepared federal grant applications for the Reconnecting Communities Program and RAISE grant for a highway-railroad grade crossing improvement planning study for the City of Ecorse.
- **Wyandotte Downtown Infrastructure Project, Wyandotte, MI - Project Manager and Lead Planner** – Led the design process, and community and stakeholder engagement. Produced maps, graphics, and written narrative for a report. Grant administration. For multiple funding sources. Construction began July 2024 and is anticipated to be complete by Oct. 2025.
- **Delhi Charter Township Master Plan Update, MI - Project Manager and Senior Planner** - Leading Master Plan Update, including community engagement, strategic land use planning, and zoning and ordinance recommendations with a focus on economic development and diversity, equity, and inclusion to guide growth in the community.
- **Detroit Zoo Pathway to Net Zero Water Framework Plan, MI - Senior Planner** - Supporting a campus-wide planning effort to reduce water consumption and stormwater runoff as a pathway to "net zero water." Facilitated stakeholder meetings and produced maps, graphics, and a report.
- **Recreation Authority of Roseville and Eastpointe (RARE) Five-Year Parks and Recreation Plan, MI - Project Manager and Lead Planner** - In Progress.
- **St. Clair Shores Master Plan, Parks and Recreation Plan, and Capital Improvement Plan, MI - Project Manager and Lead Planner** - providing a comprehensive public engagement process that engaged residents who have been historically underrepresented, is providing consultation on the planning process, creating maps and graphics, and editing the report text and layout.
- **Midwest-Tireman Framework Plan, Detroit, MI - Lead Planner** - Led streetscape and industrial site development concept planning on a multi-consultant planning team to complete a neighborhood framework plan. Facilitated community engagement activities, wrote report narrative, and oversaw the production of graphics in plan view and transect.
- **Greater Warren / Conner Framework Plan, Detroit, MI - Lead Planner** – Led neighborhood revitalization concept planning on a multi-consultant planning team to complete a neighborhood framework plan. Facilitated community engagement activities and wrote report narrative.



MICHAEL F.H. DEDECKER, PS

Lead Surveyor

EDUCATION

BS, Surveying Engineering,
Ferris State University, Big
Rapids, MI, 1994

REGISTRATION

Professional Surveyor:

Michigan, 44282, 1998

Alabama, 30341-S, 2009

Kentucky, 4088, 2014

Minnesota, 51361, 2013

North Dakota, LS-8832, 2013

Texas, 6546, 2014

Michigan Residential Builder

TRAINING

OSHA 30-Hour Construction
Safety and Health

PSMJ Principals Boot Camp

PSMJ Project Management
Boot Camp

Confined Space Entry trained

Federal Aviation

Administration (FAA)

Integrated Distance Learning

Environment (FAA IDLE) Level

3 Training for FAA Advisory

Circulars: AC 150/5300-16A,

-17B, and -18B (Airport GIS)

Courses Civil Engineering,

1995, Wayne State University

Courses, 1992, Michigan State

University

QUALIFICATIONS

Mike has provided design surveys for hundreds of municipal infrastructure projects.

Michael F. H. DeDecker, PS has more than 32 years of experience in the industry. In his role as a Survey Project Manager, Mike is responsible for organizing the highly complex activities for the development and implementation of surveying and mapping projects. Project management involves the coordination of all aspects of a project including client relations and working with a project team to meet the requirements of the scope of work. DeDecker provides surveying expertise for the successful support and continuous improvement of survey and mapping projects to provide quality in workmanship and value for project budgets. As Lead Surveyor, Mr. DeDecker supervises project surveyors, survey draftsmen, and field crews. He performs project quality control, project research, boundary calculations, survey computations and field data analysis.

RELEVANT EXPERIENCE

- **Innovation Hills Park Playground, Rochester Hills, MI** – Provided topographic survey and construction layout for grading, pathways, pavilions, site amenities, and accessible play structures for a new construction all-inclusive park for the City. Play structures are defined as design-build, while detailed grading, paving, and amenity details are provided. Provided construction advising and management.
- **Innovation Hills Park Playground Phase 2, Rochester Hills, MI** – Provided topographic survey and construction layout for grading, pathways, pavilions, site amenities, and accessible play structures for a new construction all-inclusive park for the City. Play structures are defined as design-build, while detailed grading, paving, and amenity details are provided.
- **Hillcrest Hall, Oakland University, Rochester, MI** - Provided topographic survey and construction layout for a 750-bed residence hall with 600-seat dining area, totaling 220,000 square feet. It is being built into the side of a steep slope on the campus, and includes the lowering of Varner Drive, wetland and stream crossings, and extensive utility extensions to service the building.
- **Avon Rd at Livernois Rd Aesthetic Improvements, Rochester Hills, MI** – Survey Project Manager – Survey for this intersection enhancement project.
- **Avon Road Rehabilitation, Adams to Livernois, Rochester Hills, MI** – Survey Project Manager – Survey for two-mile-long rehabilitation project including HMA overlay, minor drainage improvements, minor geometric improvements, and non-motorized pathway.
- **Tienken Road over Stony Creek, Rochester Hills, MI** - Survey Project Manager - Replacement of a single-span steel I-beam bridge. Project included road alignment, ROW constraints, hydraulic design, utility relocation, and inclusion of a pedestrian path across the bridge.
- **Clinton River Trail Bridge, Rochester Hills, MI** - Survey Project Manager - Structure survey and hydraulic survey for the rehabilitation of an existing wooden railroad bridge over the Clinton River to widen the bridge to 14 feet and install a new wooden deck.
- **Parkdale Road Bridge over Stony Creek, Rochester, MI** - Survey Project Manager - Structure and hydraulic survey, included mapping the bridge and approaches for the Road Commission for Oakland County.
- **Rochester Road and Tienken Road Construction, Rochester Hills, MI** – Survey Project Manager – Road widening project involving pavement construction and underground utility relocation.
- **Rochester Hills Asphalt Rehabilitation Program, Michigan** - Survey Project Manager - Provided various Survey services for the several of the asphalt road rehabilitation programs.
- **Rochester Hills Concrete Road Program, Michigan** - Survey Project Manager - Provided various Survey services for the several of the Concrete road rehabilitation programs.



TED MEADOWS

Director of Construction Engineering | Sr. Project Manager

EDUCATION

**BS, Environmental Science,
University of Kansas, 1997**

REGISTRATION

**MDOT Certified Aggregate
Technician**

**MDEQ Certificate of
Training for Part 91 Soil
Erosion and Sedimentation
Control, Cert. No. SE/C 01699,**

USDOT HAZMAT Certified

**MDEQ Stormwater
Management, Construction
Site A-1j, No. C-15125**

TRAINING

**PSMJ - Project Management
Boot Camp, 2024**

**MDOT Concrete Paving
Inspector**

MDOT Bituminous Paving

MDOT Density Technology

**Concrete Technician &
Concrete Construction
Inspector, Level I**

**Concrete Field Testing
Technician, Level I**

QUALIFICATIONS

Construction operations
supervisor for projects within
City of Novi and Plymouth
Township.

25+ years of experience in
private and public construction
engineering.

Ted has almost three decades of experience in municipal construction engineering. In his role as a Senior Project Manager, Ted is responsible for managing public and private construction engineering projects. Construction Engineering (CE) management involves the coordination of all aspects of a project including client relations and working with a project team to meet the requirements of the scope of work. Currently Mr. Meadows is the construction operations supervisor for projects primarily within the City of Novi, City of Ann Arbor, and Plymouth Township. Ted has worked in the construction phase of numerous public works and private development projects on behalf of our municipal clients. As the supervisor of the construction staff, Ted is responsible for the daily construction engineering activities for all projects, including staff scheduling, construction observation procedures, staff training, as-built plan review, walk-throughs, punch lists, and project close out.

RELEVANT EXPERIENCE

- **General Engineering and Construction Services, City of Novi, MI** – Currently the Contract Administrator, supervising field and office construction technicians. Performs project quality control, construction contract administration, soil erosion and sedimentation control procedures, surveying, and observation of public utility construction, tunneling and paving operations. Oversees work done in multifamily, single family, commercial, retail and industrial developments throughout Oakland, Wayne, and Washtenaw County.
- **General Engineering and Construction Services, Plymouth Township, MI** – Currently the Contract Administrator, supervising field and office construction technicians. Performs project quality control, construction contract administration, soil erosion and sedimentation control procedures, surveying, and observation of public utility construction, tunneling and paving operations. Oversees work done in multifamily, single family, commercial, retail and industrial developments within Plymouth Township.
- **2017-2018, 2020-2024 Concrete Road Program, Rochester Hills, MI - Project Manager/ Department Manager** - provided full-time inspection and construction engineering services for multiple Concrete Road Programs for the City of Rochester Hills. The programs consist of replacing several concrete roads located in the City's various subdivisions.
- **2017, 2019, 2022, 2024 Asphalt Rehabilitation Programs, Rochester Hills, MI - Project Manager/ Department Manager** - provided full-time inspection and construction engineering services for multiple Asphalt Rehabilitation Programs for the City of Rochester Hills. The programs consist of replacing several concrete roads located in the City's various subdivisions.
- **Innovation Hills, Phases 1 & 2, Rochester Hills, MI - Project Manager** - provided construction inspection and administration for both phases for Innovation Hills, a universally designed playground located in Rochester Hills.
- **Novi Neighborhood Road Program, Novi, MI - Construction Engineering Manager** – Supervised field and office construction technicians. Oversaw project quality control, and construction contract administration. Construction engineering services to reconstruct or rehabilitate concrete roads within subdivisions, adjacent concrete ADA ramp improvements, and structure rehabilitation within within the City of Novi.
- **Northville Bennett Arboretum Pathway, Northville, MI – Construction Engineering Manager** - Supervised field and office procedures for the new 3,000 lineal foot asphalt pathway that traverses through elevated areas with steep side slopes by cleverly utilizing retaining walls, an elevated boardwalk, and a picturesque pedestrian bridge crossing Johnson Creek.



JOSHUA MAILLOUX, PE

Project Manager

EDUCATION

Bachelor of Applied Science
(Honors Civil Engineering Co-Op) - With Distinction,
University of Windsor, 2014

REGISTRATION

Professional Engineer,
Michigan (No. 6201309271)

TRAINING

First Aid, CPR, and AED

OSHA 30 Safety Training

ATSSA Traffic Control
Technician Course

ATSSA Traffic Control
Supervisor Course

Construction Storm Water
Operator (CSWO) Certification
Exp: 2027

MDOT Pipe Installation and
Inspection Training

Mobile Elevated Work
Platform Training

Trenching and Excavating
Competent Person

Confined Space Competent
Person

Advanced Qualified Rigger
Training

MDOT Computerized Office
Technician; Exp. 03/2029

Mr. Mailloux, PE, is a seasoned project engineer with extensive experience managing large-scale infrastructure projects. He led a team of construction engineers on the Gordie Howe International Bridge project, overseeing \$176 million in self-perform and subcontracted work, including contract management, scheduling, and execution. His background includes working on two mega P3 projects and three design-build projects, giving him a deep understanding of alternative delivery methods. Throughout his career, Mr. Mailloux has been actively involved in all aspects of construction, including project management, contract administration, survey, and inspection, with a focus on complex bridge replacements and modernization projects—often under accelerated schedules.

RELEVANT EXPERIENCE

- **Gordie Howe International Bridge, Detroit, MI - Project Manager** – The Interchange project covered approximately 1.8 miles of I-75 between Springwells Street and Clark Street. Highway modifications were to accommodate the ramps connecting to the US Port of Entry (POE). The Michigan Interchange also included local road improvements to Jefferson Ave, Fort St, Campbell St, Green Street, Springwells St, Dearborn St, Clark Street, Cavalry St, Junction St, Livernois Ave and I-75 Service Drives. . Managed roadway, utilities, drainage, barrier wall, soundwalls, MSE walls, landscaping, pump stations and finishes of the Michigan Interchange segment of the Gordie Howe International Bridge. These scopes of work were completed by self-perform and subcontracted companies. Developed and managed the self-perform budget, schedule and all applicable submittals, managed RFP's and award of subcontract agreements, design subcontractor construction reviews, and all field design changes. Held project coordination and weekly progress meetings. Tracked and paid subcontractor pay items.
- **I-75 Modernization Segment 2, Troy, MI - Assistant Project Manager** – nearly 10-mile-long section of I-75 required nearly 823,000 square yards of 10-inch-thick concrete pavement (just under 228,000 cubic yards total). Construction included 4-lane wide pavement in each direction, multiple ramps, local road connections, median barriers, and 2 diverging diamond intersections (DDI's). The project was completed in two construction seasons and required ramp full reconstruction under 30 day closures. Managed self-perform and subcontracted workload including excavation and embankment, base installation and grading, soil stabilization, landscaping, fence, noise walls, curb and gutters, sidewalks and HMA paving. Developed and managed the self-perform budget, schedule and all applicable submittals, managed RFP's and award of subcontract agreements, design subcontractor construction reviews, and all field design changes. Held project coordination and weekly progress meetings. Tracked and paid subcontractor pay items.
- **Pennsylvania Rapid Bridge Replacement Project, Allentown, PA - Project Engineer** – replace 558 structurally deficient bridges around the state of Pennsylvania while minimizing impacts to the traveling public. The RBR Project was unique because it was the first of its kind in the nation to bundle the replacement of hundreds of bridges in a public-private partnership (P3) agreement. Bridge reconstructions were completed under accelerated 105-day, 75-day, 35-day and 14-day construction schedules depending on existing bridge size and traffic conditions. Managed full demolition and reconstruction of 20 individual bridge sites.



JENNIFER ROATH, PE

Hydraulics Engineer

EDUCATION

**MS in Ecological Science
& Engineering, Purdue
University, 2013**

**BS in Civil Engineering, Texas
A&M University, 2009**

REGISTRATION

Registered Engineer, TX#
131654 / 2018

PROFESSIONAL AFFILIATIONS

Engineers Without Borders
Peru Proj Team / 2018 - 2020
VP / 2019 - 2020

ASCE Dallas/Houston Branch
Education Chair / 2014 - 2016
Member / 2014 - 2020

AWWA NC/SC TX Chapter
Member / 2014 - 2020

Junior League
Communications / 2018 -
2019

Young Engineer of the Year
ASCE Dallas Branch / 2017

Agroecosystems Fellow
USDA / 2010 - 2012

QUALIFICATIONS

Extensive experience
developing and analyzing
Infoworks 2D flood hazard
models and has developed
proprietary GIS Tools to
prioritize stormwater studies
and CIPs

Ms. Roath is an innovative, detail oriented Civil Engineer specializing in water infrastructure and water resources projects. Recent projects include water distribution system modeling, design, and construction management for pipelines, pump stations, and storage tanks. Additional water resources experience includes watershed management, surface water hydrology, stormwater modeling, and drainage system design. Professional interests include evaluating water projects in relation to environmental impacts, policy & regulations, public interest, economic feasibility, and hydraulic/hydrological efficiency. Personal interests include STEM mentoring & outreach, building clean water systems in remote communities, and print making. She has experience developing and analyzing Infoworks 2D flood hazard models and has developed proprietary GIS Tools to prioritize stormwater studies and CIPs. She has worked directly with the City of Fort Worth Stormwater Division on technical assistance for a year.

RELEVANT EXPERIENCE

- **Asbestos Concrete Watermain Replacement, Novi, MI - Project Engineer** - developed a water main replacement program including a Novi-specific scoring system for the Asbestos Concrete (AC) water main piping throughout the city. The scores were developed based on age, pipe size, location, and break history. These scores provide a look into the probability of failure (PoF) of each of the assets as well as their respective consequences of failure (CoF). With the scores developed, Spalding DeDecker was able to create a project schedule to prioritize areas of the water system that are more susceptible to breaking. SD then designed and is providing construction services for the 2022 AC Water Main Replacement project.
- **Water Reliability Study, Hartland Township, MI - Project Engineer** - provide engineering services for Hartland Township's water reliability study as required by EGLE. Services included creating and calibrating water system model, peak/max day demands, storage assessments, capacity assessments, 5,10,15, and 20 year capital improvement plans, pressure optimizations, and water system permitting and regulatory compliance.
- **Ann Arbor Boardwalk Drive Culvert, Ann Arbor, MI - Project Engineer** - Investigate erosion concerns along the channel banks near the entrance to an existing 90-inch culvert which conveys stormwater under the Ann Arbor Railroad. The goal of the study was to determine the cause of the erosion and evaluate possible mitigation alternatives.
- **5 Mile Water Tower & Watermain Extension, Ann Arbor, MI - Project Engineer** - responsible for modeling the system to assess the needs based on the proposed development. SD is responsible for gathering data and producing a base map, then developing construction documents that include the following: Site Improvement Plan for the water tower with grading, fencing, driveways, and access; Water Main Plan and Profile; Water Booster Pump and Flow Meter Plans; Maintenance of Traffic Plan; Construction Specifications; and Engineer's Opinion of Cost.
- **Detroit Zoo Pathway to NetZero, Royal Oak, MI - Project Engineer** - reviewed available GIS and plan information, digitized maps when necessary, and provided an analysis of locations and procedures for water conservation. Additional plans were created for infiltration and waste water recycling.
- **Hartland M59 PRV Study, Hartland, MI - Sr. Project Engineer** - During the Water Reliability Study, the single PRV was identified as a critical component restricting flow during fire flow simulations at the far east end of the system limiting future development. Jennifer performed a PRV Study to analyze alternative solutions to increase flow without negatively impacting pressures across the two pressure districts. The study evaluated additional storage, booster pumps, and redundant PRVs.



CHRISTOPHER HARRINGTON, PE

Infrastructure Design Engineer

EDUCATION

**BS of Civil Engineering,
Michigan State University,
2018**

REGISTRATION

**Professional Engineer,
Michigan
#6201211181**

**Certified Storm Water
Operator, 2023
#20193**

**SESC Plan Review and Design,
2023
#02578**

**MDOT Certified Office Tech,
2024**

**MDOT Density Technology
#12829-0527**

TRAINING

Field Manager, 2019

Hazmat, 2022

Nuclear Gauge Safety, 2022

**MDOT Materials Acceptance,
2019**

**MDOT Prevailing Wage
Compliance, 2019**

MCA Local Concrete, 2019

**ADA Standards for Accessible
Design, 2024**

A results-driven engineer and assistant project manager, Mr. Harrington has several years of experience working on public infrastructure projects. Christopher has handled a variety of public and private projects from road and sewer design projects to water distribution systems to county drain improvements. Able to lead project successfully from concept to completion, he efficiently manages client communication and coordination, multi-million-dollar budgets, and timeframes to produce innovative, quality results. Mr. Harrington also has a background in construction administration and is a Certified Storm Water Operator, as well as an MDOT Certified Office Technician.

RELEVANT EXPERIENCE

- **Ann Street Reconstruction, City of Grand Rapids, MI – Project Manager** – Developed construction plans and specifications for MDOT LAP project to reconstruct 0.5 miles of Ann Street from Monroe Avenue to Plainfield Avenue in the City of Grand Rapids. The project involved full depth road reconstruction with curb and gutter realignment for on-street parking and raised bike facilities and included easement acquisition for sidewalk reconstruction, storm sewer upgrades for MS4 compliance, landscaping, new pavement markings and new permanent signage.
- **Fulton Street Sidewalk Improvements, City of Grand Rapids, MI – Project Manager**– Developed construction plans and specifications for MDOT LAP project to close a 0.5 mile sidewalk gap on Fulton Street in the City of Grand Rapids. The project also involved storm sewer upgrades for MS4 compliance along with easement acquisition and archeological coordination for sensitive sites.
- **Local Neighborhood Improvements Project, City of East Lansing, MI – Project Manager**– Developed construction plans and specifications as well as performed construction administration for 3 miles of water main replacement and road reconstruction throughout multiple roads in 4 separate neighborhoods in the City of East Lansing. The project involved ADA upgrades, curb and gutter replacement, storm and sanitary sewer repairs and EGLE permitting for new drinking water systems.
- **Ramona Park Subdivision Improvements, City of Portage, MI – Project Manager** – Developed construction plans and specifications as well as performed construction administration for the installation of new watermain with 25 new services for future use and new sanitary sewer with 29 new laterals for future use throughout the Ramona Park Subdivision in the City of Portage and included full road reconstruction and storm sewer improvements. The project involved part 399 EGLE permitting for new drinking water systems, part 41 EGLE permitting for new sanitary sewer systems, and EGLE permitting for large water withdrawals due the intensive dewatering required for the project.
- **Non-Motorized Projects 2023-2024 – Fenner Nature Center Pathway and Corporate Research Park Pathway, City of Lansing, MI – Project Manager** – Developed construction plans and specifications as well as performed construction administration for the construction of 2.25 miles of new 10-foot wide non-motorized trail in the City of Lansing. This project involved easement acquisitions for trail alignment, archeological survey coordination to meet grant conditions, and close tracking of construction quantities for funding allocations.
- **Non-Motorized Projects 2023-2024 – Dunckel Road from Jolly Road to Collins Road, City of Lansing, MI – Senior Project Engineer**– Developed construction plans and specifications for the construction of 10-foot wide shared-use pathway in the City of Lansing. The project involved curb realignment along Jolly Road to allow for the construction of the pathway and new pavement markings for the road diet of Jolly Road.



ANDREW JOHNSTONE, PE

Infrastructure Design Engineer

EDUCATION

BS, Environmental Engineering, Michigan State University

REGISTRATION

Professional Engineer, Michigan, 2021

TRAINING

PACP, MACP, LACP

PROFESSIONAL AFFILIATIONS

American Council of Engineering Companies, Emerging Leaders Program, 2023

Michigan Chapter of the American Public Works Association

North American Society for Trenchless Technology

Michigan Water Environment Association

Mr. Johnstone is a Project Engineer specializing in water distribution system improvements, with a robust background in water main design using Civil 3D, construction engineering, and contract administration. His expertise encompasses the full project lifecycle, from initial design through to final construction and implementation. Leveraging his comprehensive knowledge of Civil 3D, Mr. Johnstone excels in creating efficient and reliable water main designs utilizing various installation methodologies that meet industry standards. Mr. Johnstone's unique blend of design proficiency and hands-on field experience allows him to deliver practical, constructible solutions. His ability to assess and recommend design alternatives enhances the overall quality and effectiveness of water distribution projects, providing exceptional service to a diverse range of clients.

RELEVANT EXPERIENCE

- **Auburn Road Water Main Replacement and Road Rehabilitation Program, City of Rochester Hills, MI – Lead Project Engineer** – Replacement of over 8,700 feet of water main, including: 6,800 feet of 12-inch main via pre-chlorinated pipe bursting; 1,100 feet of 12-inch main via open cut; 200 feet of 12-inch main via horizontal directional drilling (HDD); 200 feet of 16-inch main via open cut; 400 feet of 8-inch main via open cut. Oversaw construction engineering for the water main portion of the project and managed road rehabilitation construction administration upon completion of the water main work. Administered pay applications, change orders, and ran progress meetings with contractors, subcontractors, and owner. Coordinated resident notifications throughout the project, as well as contract closeout.
- **2020 Water Main Replacement Program, City of St. Clair Shores, MI – Lead Project Engineer** – over 9,700 feet of 8" water main installed mostly via pipe bursting. Project included approximately 100 lead service line replacements. Ran construction engineering efforts including progress meetings, pay applications, change orders, contractor/owner coordination, punchlist generation/completion, and contract closeout.
- **Water Main Replacement at Cass Lake/Otter Lake Canal, Waterford Township, MI – Lead Project Engineer** – 12-inch water main installation under the channel that connects Cass Lake and Otter Lake. Water Main was installed via horizontal directional drilling. Coordinated construction engineering efforts including progress meetings, pay applications, change orders, punchlist generation/completion, and contract closeout.
- **Lead Service Line Replacement and Water Service Materials Verification Program, City of Ferndale, MI – Project Engineer** – Administered the City's lead service line replacement (LSLR) program, where over 1,300 lead service line replacements were performed. Tracked all LSLR throughout the City to ensure State (EGLE) requirements were being met, and generated distribution system materials inventory updates as the project progressed. Administered all pay applications and Drinking Water State Revolving Fund (DWSRF) disbursement requests, coordinated change orders with the contractor/owner, and ran the City's resident self-reporting material verification program.

ADDITIONAL EXPERIENCE

- **Flint River Crossing Water Main Replacement**, City of Flint
- **James P. Cole Water Main Replacement**, City of Flint
- **Avon Industrial Drive Water Main Replacement**, City of Rochester Hills
- **Pontiac Lake Water Main Replacement**, Waterford Township
- **Harmon Street Reconstruction and Water Main Replacement**, City of St. Clair Shores
- **Visnaw Street Road Reconstruction and Water Main Replacement**, City of St. Clair Shores



DANIEL TROIA, PE

Road Design Support

EDUCATION

BS, Civil and Environmental Engineering, University of Wisconsin- Madison, 1989

REGISTRATION

Professional Engineer, Michigan, 1995

TRAINING

PSMJ Project Management Boot Camp, 2024

QUALIFICATIONS

Highly experienced in transportation design projects

Extensive knowledge of AASHTO and MDOT guidelines

Mr. Troia has over three decades of expertise in the disciplines of highway design, project development, and construction project engineering, with a background in soils and geotechnical engineering. He has led the design of highway projects ranging from rural county roads to urban streets and signalized intersections. Mr. Troia is also experienced in scoping and design of bridge rehabilitation and prefabricated structure replacement projects. He has managed and produced numerous design approval documents, plans, specifications, and contract documents for municipal and locally administered Federal Aid projects, as well as performed all aspects of project development, including NEPA clearance documents, right-of-way acquisition, and environmental permitting. He is extensively familiar with MDOT design guides and standards as well as AASHTO standards. Mr. Troia enjoys working closely with others to develop innovative and proven transportation solutions. He is experienced in the facilitation and management of public outreach activities, including meetings, open houses, and formal public hearings for transportation projects.

RELEVANT EXPERIENCE

- **Cascade Road Bridge, Cascade Township, MI - Lead Road Design, Structural Design Coordination** – Reconfigure Cascade Road bridge railing for sidewalk and pathway Crossing, realign approaches.
- **Anchor Drive Bridge Replacement SAD, Township of Chesterfield, MI - Lead Road Design, Structural and Geotechnical Design Coordination** – Reconstruct single span steel beam bridge with a single span press brake tub girder beam span with prefabricated concrete deck, HMA approaches.
- **Burton Street Bridge, Cascade Township, MI - Lead Pathway Design, Structural and Geotechnical Design, Limited Access Right-of-Way Permit (MDOT & FHWA) Coordination, Right-of-Way Acquisition** – Construct a single span prefabricated pedestrian truss crossing I-96 with MSE wall abutments, 1/3 mile of HMA shared use pathway approaches, and boardwalk wetland crossing.
- **Kent County 4 Mile Sidewalk, City of Walker, Kent County, MI - Lead Road Design, Right-of-Way Acquisition, Construction Engineer** – Sidewalk gap construction.
- **Meridian Local Road Program, Charter Township of Meridian, MI - Lead Design Engineer** – Reconstruct approximately two miles of HMA subdivision streets on crush and shaped, cement stabilized base.
- **Leslie Shared Use Path, Leslie, MI - QA/QC Engineer, Local Permit Coordination** – 2.2 miles of HMA shared-use path construction with sanitary sewer and water main improvements.
- **Sibley Road Design, Van Buren Township, MI - QA/QC Engineer** – 1.2 miles of concrete boulevard, storm sewer, and sidewalk construction.
- **Cedar Street - College Rd to Holbrook Dr, Ingham County, MI - Lead Road Design, Consultant Coordination (Trail)** – 2.4 miles of 3-lane conversion (from 4-lane divided highway) and non-motorized trail with HMA resurfacing, drainage, MS4 storm water treatment/detention features, traffic signal modernization, ADA ramp upgrades, phased construction. Project development included right-of-way acquisition, NEPA clearance and formal public hearing for lane conversion.
- **N Meridian Road - M-43 Intersection, Ingham County, MI - Lead Road Design, Consultant and MDOT Coordination (Traffic Signal)** – Intersection widening for center left turn lane, with HMA resurfacing, drainage, MS4 storm water treatment/detention features, traffic signal modernization, and ADA ramp upgrades. Project development included NEPA clearance and utility relocation.



DAVID DYKMAN, PE

Road Design Support

EDUCATION

**BS, Civil Engineering,
Michigan Technological
University, 1995**

REGISTRATION

**Professional Engineer,
Michigan, 2005**

TRAINING

Asphalt Pavement Association
of Michigan (APAM): Local
Roads Workshop

MCA ADA Ramp Design & Con-
struction, Portland -Limestone
Cement (PLC) Workshop

MDOT Computerized Office
Technician, Field Manager,
Local Agency Contract
Management

MDEQ Construction Site Storm
Water Management, Compre-
hensive Soil Erosion Sedimen-
tation Control

QUALIFICATIONS

Highly experienced in public
infrastructure projects.

Extensive knowledge of MDOT
design and construction
standards, as well as AASHTO
standards.

David Dykman has three decades of experience in project management, design, and construction engineering services for locally, state and federally funded public infrastructure projects including road resurfacing, rehabilitation and reconstruction, underground utilities (water main, sanitary sewer, and storm sewer), shared-use path and sidewalk improvements, and pavement preservation. Mr. Dykman is extensively familiar with MDOT design and construction standards together with AASHTO standards, and he has served as the project engineer for numerous projects administered through the MDOT Local Agency Programs unit. His experience also comprises construction management services including the MDOT Computerized Office Technician responsibilities.

RELEVANT EXPERIENCE

- **Ellsworth Road Resurfacing, Ann Arbor, MI - Project Manager** - Survey together with design and construction engineering services for approximately 2.0 miles of roadway resurfacing that involves 1.5-inch depth cold milling and HMA paving, intermittent curb and gutter replacement, and ADA ramp and sidewalk upgrades. Other items of work include permanent pavement markings, adjusting utility structure covers and monument boxes, and maintaining traffic.
- **Research Park Drive Resurfacing, Ann Arbor, MI - QA/QC & Construction Engineering Project Manager** - Design, survey, and construction engineering services for 1.1 miles of roadway rehabilitation involving full depth HMA removal and replacement, intermittent curb and gutter and driveway approach replacements, drainage structure repairs, and ADA ramp and sidewalk upgrades. Other items of work include permanent pavement markings, replacing and adjusting utility structure cover and monument boxes, and maintaining traffic.
- **W North Street (west of N Wisner St to N West Ave) Resurfacing, Jackson, MI - Project Manager** - Survey together with design and construction engineering for 0.35 miles of MDOT LAP 3R project roadway rehabilitation including HMA resurfacing and reconstruction, intermittent curb and gutter removal and replacement, undercutting and base repairs, drainage structure repairs and other minor drainage work, and ADA ramp and sidewalk upgrades. Other items of work include replacing and adjusting utility structure cover and monument boxes, permanent pavement markings, and maintaining traffic.
- **Sterns Road Resurfacing, Monroe County, MI - Construction Project Manager** - 2.57 miles of MDOT LAP preventative maintenance and safety projects involving a hot mix asphalt overlay, pavement and shoulder widening, the addition of intersection turn lanes, the installation of centerline and shoulder rumble strips, concrete curb and gutter and storm sewer and drainage ditch work, traffic signal improvements, signing upgrades, and pavement markings.
- **Annual Street Resurfacing Program, Ann Arbor, MI - Program/Project Manager** – Oversight of planning, design and construction engineering, and construction contract management for annual projects that included preventative maintenance, resurfacing, and rehabilitation of both major and local streets and shared-use asphalt paths throughout the city. Work involved partial or full depth pavement removal by cold milling or other means; asphalt crushing and shaping; undercuts and base repairs; intermittent curb and gutter removal and replacement; drainage structure repair and replacement together with minor storm sewer work; ADA ramp and sidewalk upgrades; hot mix asphalt (HMA) paving; concrete pavement joint repairs and slab replacement; placement of cape seal or micro-surfacing pavement preservation treatments; pavement markings and signing; and turf restoration. In addition, project often included the installation of concrete or HMA speed humps/tables and raised intersection devices identified as part of the City's Traffic Calming Program.



KYLE BASSETT, PE, PTOE

Traffic Engineer

EDUCATION

M.B.A., Finance, Western Michigan University, 2020

BS, Civil Engineering, Michigan Technological University, 2013

REGISTRATION

Professional Engineer, Michigan – License #6201069016

Professional Traffic Operations Engineer

TRAINING

PSMJ Project Management Boot Camp, 2024

MDOT/ACEC Design Basic Training – Americans with Disabilities Act (ADA), 2022

OpenRoads Designer Roadway Modeling Training, 2022

MDOT/ACEC Design Basic Training – Guardrail Design, 2021

QUALIFICATIONS

He has experience utilizing state and federal standards and regulations to design and oversee construction for rural and urban road projects that include temporary traffic control, erosion control, storm water drainage, utilities, signing and pavement marking, and reconstruction.

Mr. Bassett is a Spalding DeDecker traffic engineer with over a decade of experience in road design and road construction which includes drafting with AutoCAD Civil 3D and Microstation / GEOPAK, construction specifications, contractor interactions, site plan reviews, and cost estimating. Mr. Bassett has had experience with the design and inspection of road and site development projects, coordination of construction inspection activities, site plan review, and storm water analysis. He has worked on projects for the City of Grand Rapids, Michigan Department of Transportation, Wisconsin Department of Transportation, and the Ingham County Road Commission. His technical experience includes AutoCAD Civil3D, Microstation OpenRoads, MERL, Field Manager, HY8, and Microsoft Office. He is familiar with the MDOT Road Design Manual.

RELEVANT EXPERIENCE

- **Midlink Business Park Traffic Study, Kalamazoo, MI - Traffic Engineer** - Midlink was in the process of developing some of the parcels on its southern border. As part of that process, they are required to apply for a driveway permit and update the traffic studies for the new development. Spalding DeDecker (SD) was retained to perform a new traffic study to evaluate possible driveway configurations on Sprinkle Road including a full-movement driveway, a right-in and right-out only driveway, and no access requiring traffic to the eight parcels be routed to Midlink Drive further north.
- **Pedestrian Crossing Study, Kentwood, MI - Traffic Engineer** - The City of Kentwood in a proactive effort to improve pedestrian safety in the City launched a study to identify pedestrian crossing of concern, identify safety treatments, review possible ordinance changes, and to create a streamlined and consistent process on how the City addressed pedestrian crossings.
- **Jax Kar Wash Study, Birmingham, MI - Traffic Engineer** - Jax Kar Wash wanted to add some needed improvements to their car wash including new automatic payment stations and reconfiguring internal circulation. The City of Birmingham Planning Commission and staff requested that a traffic study be conducted to quantify the impacts of the new processes on vehicle queues onsite and offsite along with safety concerns regarding pedestrians crossing the car wash along Woodward Avenue. Spalding DeDecker (SD) utilized CCTV from other locations that already had the automated pay stations installed to determine how fast drivers and cars moved through the stations. We were able to calculate the average and 95th percentile queue lengths and the probability of the queue exceeding available on-site queuing space.
- **Blake's Orchard Traffic Study (Armada Center Road), Armada, MI - Traffic Engineer** - Spalding DeDecker was retained to prepare a traffic study including site circulation analysis, parking analysis, safety analysis, and operational analysis of the roadway network surrounding Blake's Orchard and Cider Mill. This work involved development and analysis of multiple circulation scenarios. Traffic impacts were evaluated for the highest annual traffic generation periods using Synchro/SimTraffic models for the Armada Center Road, Romeo Plank Road, and 34 Mile Road corridors.

ADDITIONAL EXPERIENCE

- **Romeo Middle School Traffic Study - Romeo, MI**
- **Dearborn Schools Traffic Study, Fordson - Dearborn, MI**
- **Steelcase 52nd Street Traffic Study - Kentwood, MI**
- **Dearborn Schools Traffic Study, MBC - Dearborn, MI**
- **Livonia Public Schools - EEC Traffic Study - Livonia, MI**



PHIL STRUNK, PE

Sr. Municipal & Construction Engineering Project Manager

EDUCATION

BS, Civil Engineering,
Michigan State
University, 1999

REGISTRATION

Registered Professional
Engineer, Commonwealth of
Pennsylvania, No. 073496

Registered Professional
Engineer, State of North
Carolina, No. 033832

Registered Professional
Engineer, State of Michigan,
No. 6201056819

TRAINING

The Runoff Reduction Method
and It's Applications, 2015

Pedestrian and Bicycle Safety
Assessment Studies, 2016

Green Street Retrofit, 2017

Parking Lot Design Essentials,
2017

EPA Onsite Wastewater
Treatment: Processes and
Systems, 2017

Pumping Systems: Piping,
Valves, Hydraulics, 2019

OSHA 30 Training, 2019
Clean Water Act and NPDES
Overview, 2019

Asphalt Paving Design Basics,
2020

Mr. Strunk is a Senior Project Manager and a licensed Professional Engineer in MI, NC and PA. He has over two decades of experience in municipal design and land development. He has designed and managed various municipal, private site development, institutional/governmental site development and wastewater related projects. He specializes in local roadway design, road programs, sewer/ stormwater design, and client relations. He has worked closely with architects, clients and contractors throughout the design, permitting, contract administration, construction and project close out phases of the projects.

RELEVANT EXPERIENCE

- **2nd St & 7th St Watermain Design, Ecorse, MI - Project Manager** - provided design services for a 2,600-foot-long, 6" diameter watermain replacement project located on 2nd Street/Cicotte Street from Southfield Road to 3rd Street and 7th Street from Southfield Road to Labadie Street.
- **Wixom Sanitary Sewer Replacement, Novi, MI - Utility Engineer** - Designed upgrades of two sanitary pump stations; Drake's Bay and Wixom Road Pump Station. With the sewer being undersized for the new pumps, the surcharge state needed to be alleviated with the installation of a new, larger sewer. SD developed a preliminary layout and sewer sizing and paired it to the capacity of the larger pumps at Wixom Road. This determined that 1,200' of sanitary sewer needed to be upsized from 18" to 21" and 1,600' of sanitary sewer needed to be upsized from 12" to 15".
- **Various Sewer Repairs, Numerous Municipal Clients, PA, MI – Project Engineer/Manager**-Project Manager and Project Engineer of numerous assessments and designs of sewer line repairs to mitigate overflows, basement backups and general hydraulic capacity problems with sewer lines. Traditional excavation and repair, full and spot liner repairs, parallel sewers, flow equalization, interceptor realignment and trenchless repairs are a few of the techniques used to mitigate line capacity problems.
- **Various Road Improvement Projects, Southfield, MI – Project Engineer** - Worked on design and field inspection of municipal road improvement projects in the Village of Clarkston and City of Southfield. This included local road reconstruction, milling and resurfacing, curb and gutter replacements, ADA sidewalk ramp replacements and storm inlet/sewer improvements.
- **Borough of Carnegie Sanitary Sewer Repairs, Carnegie, PA – Project Manager** Construction management and coordination of sanitary sewer repair contracts encompassing point repairs and lining to correct deficiencies in the system.
- **Crafton Borough Sanitary Sewer O&M Compliance Projects, Crafton, PA – Project Manager** - Design, construction management and coordination of sanitary sewer repair contracts encompassing point repairs and lining to correct deficiencies in the system and CCTV of the sewer system in accordance with the Borough's approved O&M Plan.
- **Ross Township Sanitary Sewer O&M Compliance Projects, Ross Township, PA – Project Manager** - Design, construction management and coordination of sanitary sewer repair contracts encompassing point repairs and lining to correct deficiencies in the system and CCTV of the sewer system in accordance with the Township's approved O&M Plan.

ADDITIONAL EXPERIENCE

- **2022 Ecorse Sanitary Sewer Improvements, Ecorse, MI**
- **Powell Road Extension, Plymouth, MI**
- **Mill Street Roadway, Bridge, and Utilities, Ecorse, MI**
- **Oakridge and Blakely Utility Rehabilitation, Jackson, MI**
- **GLWA WRRF Scum Site Utilities, Wayne County, MI**



KEVIN SCHROEDER

Construction Technician

EDUCATION

Associate of Applied Science,
2010, Baker College, Auburn
Hills, MI

TRAINING

MDOT/FSU HMA Paving Op-
erations

MDOT/LTU Michigan Certified
Aggregate Technician Level
One Cert. #500029-0123

MDOT/FSU Density Technolo-
gy Cert. # 11793-0222
exp. 01/2027

MCA Concrete Field Testing
Technician Level One

ACI Concrete Field Testing
Technician – Grade I - Cert. #
01530806
exp. 02/2027

MDEQ Storm Water Manage-
ment - Construction Site Cert.
#C-19171 – exp. 07/2027

ACEC Materials Acceptance
Process exp. 2025

MDOT/FSU Underground Pipe
Installation and Inspection,
2016

MDOT Bridge Deck
Construction & Rehabilitation
exp. 2/2028

Confined Space Entry

MACP, PACP, LACP

ISCO Fusion Training

Mr. Schroeder has more over a decade of experience providing construction inspection on public and private projects. Mr. Schroeder has been involved in the construction of roads and utilities for various government agencies working as a construction technician. Kevin has a thorough knowledge and understanding of the MDOT Construction Manual, MDOT's Standard Specifications for Construction, MDOT Standard Plans, MDOT Material Sampling Guide, qualified products list, and all other publications utilized in carrying out roadway construction engineering initiatives. He is proficient using FieldManager.

RELEVANT EXPERIENCE

- **Asphalt Road Rehabilitation Program, Rochester Hills, MI – Construction Technician** - Performed construction inspection of existing asphalt road rehabilitation; including milling, crack repairs, catch basin rehabilitation, ADA sidewalk ramp improvements, concrete curb and gutter remove and replace and asphalt overlay.
- **Paving Resurfacing Program, Rochester Hills, MI** - Performed construction inspection of existing asphalt road rehabilitation; including milling, crack repairs, catch basin rehabilitation, ADA sidewalk ramp improvements, concrete curb and gutter remove and replace and asphalt overlay.
- **General Engineering and Construction Services, Novi, MI – Construction Technician** - Construction inspection on various projects including sanitary sewer, storm sewer, water main, ADA ramps and sidewalks, pathways, and roadway paving.
- **General Engineering and Construction Services, Troy, MI – Construction Technician** - Responsible for construction inspection of open cut utility installation, drainage, and paving operations for multi-family, single family, commercial, retail, and industrial developments and roads within the City of Troy.
- **Miller Road Rehabilitation, Flint, MI - Lead Construction Technician** - Provided full time inspection services for 1.4 miles of HMA resurfacing and repairs and water main replacement. Project also included ADA ramp improvements, signing, pavement markings, and MOT staging plans.
- **Court Street Rehabilitation, Flint, MI - Lead Construction Technician** - Performed full inspection services. Work included 2.14 mi of hot mix asphalt cold milling and resurfacing, pavement removal, concrete curb, gutter, sidewalk and ramps, water main, drainage, sewer, joint and crack repairs, signing and pavement markings on East Court Street from Crapo Street to Center Road in the city of Flint, Genesee County. Inspected for proper placement, uniformity, and operation of traffic control and safety devices.
- **US-23 Pavement Repairs, Monroe County, MI - Construction Technician** - Performed full inspection services. Work included 3.85 mi of concrete pavement repair on US-23 from School Road to Ida Center Road, in Monroe County. Inspected for proper placement, uniformity, and operation of traffic control and safety devices.
- **Novi Neighborhood Roads Concrete Program, Novi, MI – Construction Technician** - Performed full Construction Engineering for Concrete pavement rehabilitation the City of Novi, Oakland County. The Project includes road rehabilitation consisting of transverse joint, longitudinal joint, slab concrete repairs, and ADA sidewalk ramp improvements. Inspect for proper placement, uniformity, and operation of traffic control and safety devices.
- **Michigan Airline Trail, Various, MI - Construction Technician** - Performed full Construction Engineering on a 5.3 mi of hot mix asphalt construction, concrete curb and sidewalks/ramps, culvert replacement, signing, and traffic signals on the Michigan Air Line Trail from Wixom Road to Haggerty road in the cities of Wixom, Walled Lake, and Commerce Twp. In Oakland County. Inspected for proper placement, uniformity, and operation of traffic control and safety devices.



SYDNEY WAYNICK

Construction Technician

EDUCATION

BS, Civil Engineering,
Michigan State University,
2019

TRAINING

NASSCO ITCP-CIPP
#C0036144-022022;

ACI Concrete Field Testing
Technician Grade I

MCA Concrete Field Testing
Technician Level I

MDOT/FSU HMA Paving
Operations

MDOT/FSU Certified
Aggregate Technician Level
One

MDOT/LTU Density
Technology

CTT Constructing Pedestrian
Facilities for Accessibility
Workshop

American Heart Association
Heartsaver First Aid, CPR, AED

ADS Storm Sewer Pipe
Connections to Structures
Webinar

PLAN Webinar – Site Visit
Guidelines

MCA Portland Limestone
Cement Course

Ms. Waynick has six years of experience providing construction inspection on public and private projects. She holds several construction engineering certifications. Ms. Waynick has been involved in the construction of roads and utilities for various government agencies working as a construction technician. Sydney has a thorough knowledge and understanding of the MDOT Construction Manual, MDOT's Standard Specifications for Construction, MDOT Standard Plans, MDOT Material Sampling Guide, qualified products list, and all other publications utilized in carrying out roadway construction engineering initiatives. Ms. Waynick is extensively familiar with MDOT design and standards as well as AASHTO standards.

RELEVANT EXPERIENCE

- **Innovation Hills, Rochester Hills, MI - Construction Technician** - Provided construction inspection and administration services for the recreation area at Innovation Hills, a universally designed playground located in Rochester Hills.
- **General Engineering and Construction Services, Plymouth, MI - Construction Technician**- Construction inspection on various projects including sanitary sewer, storm sewer, water main, ADA ramps and sidewalks, pathways, and roadway paving.
- **General Engineering and Construction Service, Novi, MI - Construction Technician** Responsible for construction inspection of open cut utility installation, drainage, and paving operations for multi-family, single family, commercial, retail, and industrial developments and roads within the City of Novi.
- **Novi Concrete Road Program, Novi, MI - Construction Technician:** Performed inspection and provided IDR's for Concrete pavement rehabilitation and reconstruction throughout the City of Novi. The project included concrete panel replacement, concrete road reconstruction including aggregate base and edge drain installation, ADA sidewalk ramp improvements, and catch basin adjustments.
- **Novi Asphalt Road Program, Novi, MI - Construction Technician:** Performed inspection and provided IDR's for asphalt pavement rehabilitation and reconstruction throughout the City of Novi. The project included removal and replacement of 1.5" of asphalt, with isolated reconstruction areas including new aggregate base and edge drain installation, ADA sidewalk ramp improvements, and catch basin adjustments.
- **Canton Road Program, Canton, MI - Construction Technician:** Performed inspection and provided IDR's for Concrete pavement rehabilitation Canton Township. The Project includes road rehabilitation and ADA sidewalk ramp improvements.
- **North Sky Sidewalk Drive Inspection, Ann Arbor, MI - Construction Technician:** SD provided inspection services for sidewalks and driveways constructed in the Right-of-Way in front of new homes, including coordinating with the material tester and ensuring ADA standards were met.
- **AAHC White State Street, City of Ann Arbor, MI - Construction Technician:** SD provided onsite inspection for the installation of water main on the new building site. Additionally, SD overseen all the water main pressure and chlorine testing for the site.
- **Wildlife Woods Pickleball Courts, Novi, MI - Construction Technician** - Performed construction inspection associated with the recreational facilities development including installation of water main, sanitary sewer, storm sewer collection system, concrete and HMA paving, concrete sidewalk, ADA ramps, and curb.
- **Land Improvement Review, Novi, MI - Construction Technician** - Construction inspection on various projects including sanitary sewer, storm sewer, water main, ADA ramps and sidewalks, pathways, and roadway paving.



STEPHEN SZALKIE

Senior Construction Technician

TRAINING

MDEQ Storm Water Management - Construction Site

MDOT Density Technology

MDOT LAP: Federal Aid 101 for Local Agency Construction Inspectors

MDOT Concrete Paving Inspection

MCA Concrete Instruction Inspector

MCA Concrete Field - Testing Technician, Level 1

ACI Concrete Field - Testing Technician, Grade 1

Materials Acceptance Process Seminar

Mr. Szalkie has over a decade of experience in the construction industry. He has the depth of experience required to inspect all types of roads and bridges. He holds several construction engineering certifications. Steve has been involved in the construction of roads and utilities for various government agencies working as a construction technician and has a thorough knowledge and understanding of the MDOT Construction Manual, MDOT's Standard Specifications for Construction, MDOT Standard Plans, MDOT Material Sampling Guide, qualified products list, and all other publications utilized in carrying out roadway construction engineering initiatives. He is proficient using FieldManager and is well versed in MDOT, AASHTO, and FHWA construction procedures, specifications, manuals, and guides.

RELEVANT EXPERIENCE

- **2024 Asphalt Road Program, Rochester Hills, MI - Senior Construction Technician** - Provided full construction inspection services for the 2024 Rochester Hills Asphalt Road Program.
- **Joseph Campau Green Pathway, Wayne County, MI - Construction Technician** - Remove existing pathway and replace with 10' wide HMA. Underground storm sewer and drainage structure placement. Remove road crossings and place tabletop crossings. Underground conduit installation. Install security call/boxes and lighting along pathway. Brick pavers and sidewalks. Planting areas and raingardens. Site furnishings - benches, playground equipment. Grade checking for all aspects of work being performed.
- **Charter Township of Meridian As Needed Construction Services, Meridian Township, MI - Construction Technician** - Roadway improvements including approximately 15 miles of roadway for the Township 10-year road millage. Performed all construction-engineering services for the local road improvement projects. These services include contract administration, construction inspection, quality control, and coordination. Maintained communication throughout the duration of the projects.
- **Brighton TSC As-Needed, Various Locations, MI - Construction Technician** - Provide full Construction Engineering As-Needed Services for MDOT BTSC.
- **I-94BL (Huron) & 7th Signal Modernization, Ann Arbor, MI - Construction Technician** - Provided inspection services for traffic signal modernization, concrete curb and gutter, sidewalk, and sidewalk ramps on I-94BL (Huron St) at 7th St.
- **Schaefer Rd from I-94 to Prospect, Dearborn, MI - Construction Technician** - Provided full time inspection services for 0.60 mi of hot mix asphalt cold milling and resurfacing, concrete pavement and retaining wall repair, signing and pavement markings on Schaefer Road from I-94 northerly to Prospect Avenue in the city of Dearborn, Wayne County. LAP Project.
- **Southfield Road from River Drive to West Jefferson Avenue, Ecorse, MI - Construction Technician** - Responsible for oversight of full construction engineering for 0.78 mi of hot mix asphalt resurfacing, concrete curb and gutter, sidewalk, sidewalk ramps, guardrail, signing and pavement markings on Southfield Road.
- **Outer Drive (Ford to Golfview), Dearborn, MI - Construction Technician** - Provided full time inspection services for 0.64 mi of HMA cold milling and resurfacing, pavement repair, Sidewalk ramps, signing, and pavement markings on Outer Drive Road from Ford Road to Golfview Drive in Dearborn, Wayne County. LAP Project.
- **I-94 M-17 US-12 BR, Ypsilanti, MI - Lead Construction Technician** - Provided full time Construction Engineering. Work included 2.79 mi of hot mix asphalt cold milling and resurfacing, concrete patches, joint and crack repairs, drainage system repairs, bridge rehabilitation including epoxy overlay, full depth deck patching, beam repairs, replace pin and hanger, substructure patching, pedestrian fencing and repair railing and construction of a hot mix asphalt shared-use path and pavement markings in the city of Ypsilanti, Washtenaw County.



Jason B. Stoops, P.E.

Associate / Project Manager

Jason is G2's Ann Arbor office manager. Over his 24-year career, he has provided geotechnical engineering for many new construction projects in the Greater Detroit / Ann Arbor area including office buildings, distribution centers, student high-rise developments, retail developments, schools, multi-family developments, as well as pavement design, construction and forensic evaluations.



EDUCATION

- ▶ Bachelor of Science, Civil and Environmental Engineering – University of Michigan
- ▶ Master of Science, Civil Engineering – University of Michigan



REGISTRATIONS & CERTIFICATIONS

- ▶ Licensed Professional Engineer – State of Michigan
License No. 6201050982



AFFILIATIONS

- ▶ American Society of Civil Engineers (ASCE): Past President SE Branch
- ▶ Vice Chair Lawrence Tech Civil and Architectural Engineering Advisory Board
- ▶ Geoprofessional Business Association (GBA) – Business Practice Committee Chair
- ▶ Urban Land Institute (ULI) of Michigan
- ▶ Engineering Society of Detroit
- ▶ American Council of Engineering Companies Michigan
- ▶ Adjunct Professor Lawrence Tech – Foundation Engineering



SPECIALTY

- ▶ Geotechnical Engineering
- ▶ Pavement Engineering
- ▶ Construction Quality Control Observation and Testing

Some of his signature projects include:

Pavement Programs, Various Cities, MI

Pavement investigation, condition evaluations, and design of repair programs for city streets in Livonia, Commerce Township, Ferndale, Eastpointe, Grosse Pointe, Grosse Pointe Woods, Roseville, Clawson, Saline, Dexter, Ypsilanti, Milan, Romulus, Novi, Farmington, Ecorse, Allen Park, Northville, Dearborn Heights, and Harper Woods.

Northville Township Essential Services Complex

Geotechnical investigation, special inspections and materials testing for \$44 million, 96,000 square foot facility.

Amazon Fulfillment Center, Romulus, MI

Special inspections and materials testing for \$140 million, 850,000 square foot facility.

Plymouth-Canton Community Schools Bond Program

\$275 million school improvements, including new athletic campus, natatorium, building additions, and site paving.

The Verve, Ann Arbor, MI

Geotechnical investigation and special inspections/materials testing for 12-story student high-rise development

ITC Headquarters, Novi, MI

Project Manager overseeing construction observation and testing for a six-story, 188,000 square foot new headquarters.

Waterford Mott High School, Waterford, MI

Field Engineer QA / QC testing during construction of new additions.



Gabriella Adams, P.E.

Staff Engineer

Gabriella graduated from Lawrence Technological University (LTU) in 2019, earning a B.S. in Civil Engineering. After graduation, Gabriella joined G2's construction engineering team for her first full-time position. As a Construction Staff Engineer, Gabriella performs, coordinates, and manages field inspections and investigations. She assists with project management for quality control observation and testing.

EDUCATION

- ▶ B.S. Civil Engineering – Lawrence Technological University

REGISTRATIONS & CERTIFICATIONS

- ▶ Licensed Professional Engineer
- ▶ ACI Concrete Field Testing Technician Grade I
- ▶ MCA Concrete Field Testing Technician Level I Certification
- ▶ MDOT Density Technology Certification
- ▶ Radiological Training for Nuclear Density Gauge Operation and Transportation
- ▶ Michigan Certified Aggregate Technician Level I

SPECIALTY

- ▶ Concrete Mix Design Reviews
- ▶ Sampling and Evaluation of Concrete, Plastic State
- ▶ Hot Mix Asphalt Evaluation
- ▶ Reinforcing Steel Evaluation
- ▶ Soil Density Evaluation
- ▶ Bearing Capacity Evaluation
- ▶ Floor Flatness and Levelness Determination
- ▶ Masonry Inspection
- ▶ Aggregate Pier Inspection
- ▶ Modified / Standard Proctor Lab Soil Testing
- ▶ Concrete Strength Testing

Gabriella's project experience includes:

Stephens Road Detention Basin, Warren, MI

Assisted with managing quality control operations of the 22-million-gallon detention basin with 40,000 cubic yards of structural reinforced concrete covering a footprint of 4.5 acres, storm water detention pond, and associated outbuildings.

Encore/Elevate Apartment Complex, Royal Oak, MI

Observed soil evaluation, site evaluation, foundation construction, and masonry inspection.

Bloomfield Hills South Middle School, Bloomfield Hills, MI

Observed site preparation, foundation construction, building pad backfill, and masonry inspection.

FCA Warren Truck Assembly Plant, Warren, MI

Performed construction materials testing for building additions, including concrete, density, and hot mix asphalt.

Hoover Road Water main and Road Rehab, Warren, MI

Performed density testing for the aggregate base and exterior mainline concrete testing for road reconstruction.

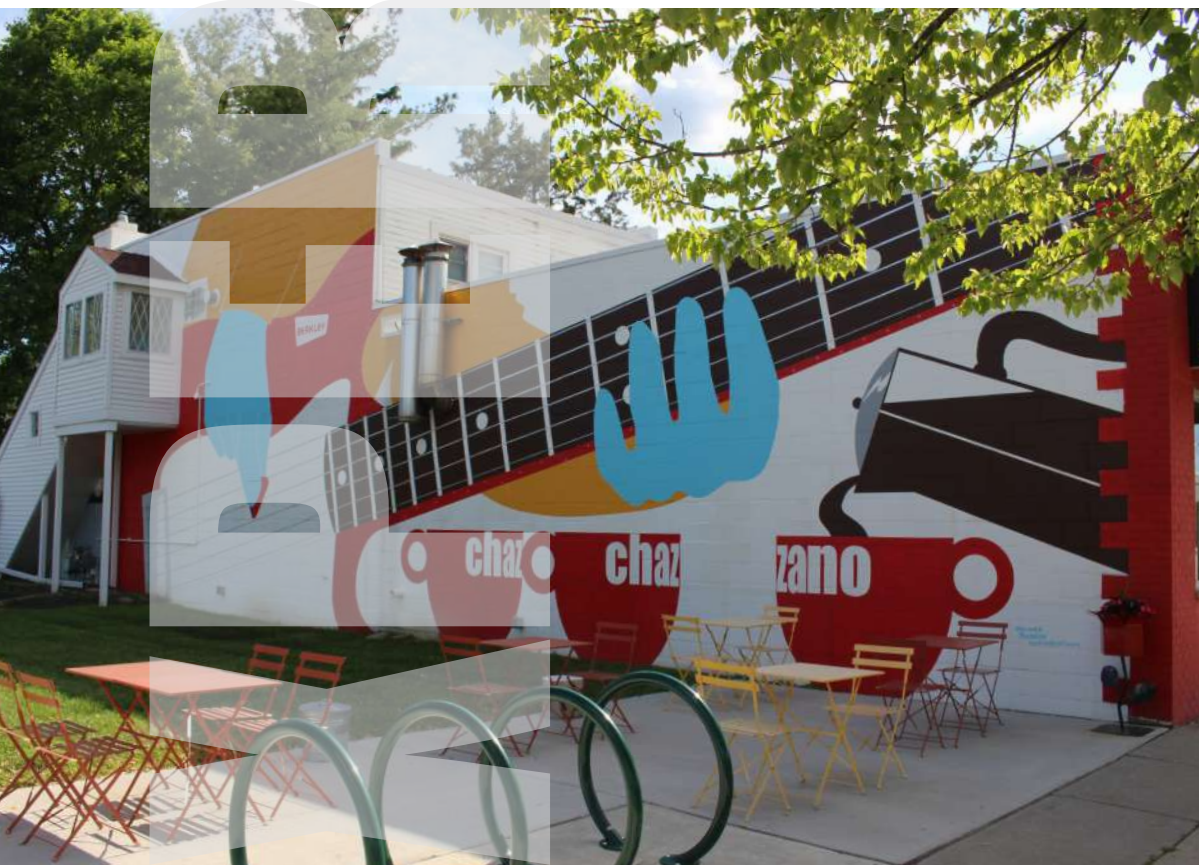
Little Mack Road Reconstruction, Roseville, MI

Subgrade evaluation, density testing, and exterior concrete testing.

CHAZ



PREVIOUS
EXPERIENCE





Since 1954, Spalding DeDecker has had the privilege of serving more than 80 different municipalities, either as their consulting engineer of record, or on an individual project basis. We have provided professional engineering and surveying services for more than 9,000 successful municipal projects.

EXCELLENCE SINCE 1954

QUALITY CONTROL

Using our ISO-based procedures, we continually improve quality, assign proper allocation of resources, and help deliver the project on time and within budget.



**80+ MUNICIPAL
CLIENTS**



**MORE THAN
9,000 PROJECTS**

OUR CLIENTS

We deeply value our clients and the diverse communities they represent, recognizing that each project is an opportunity to enhance and respect the unique characteristics of each area we serve.

ADDITIONAL SERVICES AND PROJECTS

In addition to the enclosed client sheets, SD is working with the following municipal clients:

City of Ecorse
Cascade Township
Ingham County
City of Taylor
Oakland County Drain Commissioner
Macomb County Public Works
City of Williamston
City of Hamtramck
City of Wyandotte

Meridian Township
Delhi Township
Road Commission for Oakland County
City of East Lansing
City of Leslie
City of Jackson
City of Kentwood
City of Dearborn
City of Holland





Spalding DeDecker stands as a versatile partner in municipal engineering, seamlessly integrating as the in-house engineer, program manager, plan reviewer, and project manager for several esteemed municipal clients, including Ann Arbor, Novi, Plymouth, Armada Township, Canton Township, Harland Township, and Chesterfield Township.

TAILORED ENGINEERING SOLUTIONS

IN-HOUSE PROJECT MANAGEMENT



IN-HOUSE PLAN REVIEW



IN-HOUSE PROGRAM MANAGEMENT



IN-HOUSE ENGINEERING



EXPERT IN-HOUSE STAFF

Our team is adeptly equipped with the expertise and a robust staff, ensuring we deliver tailored, high-quality engineering solutions. Our ability to perform these multifaceted roles demonstrates our commitment to fostering strong, enduring partnerships with each client, providing reliable, top-tier service across all projects.

City of Ann Arbor

In-House Project Managers
In-House Plan Review

Armada Township

In-House Plan Review
In-House Engineering

City of Novi

In-House Program Managers
In-House Plan Review

Canton Township

In-House Program Managers

Plymouth

In-House Plan Review
In-House Engineering

Hartland Township

In-House Plan Review
In-House Engineering

Chesterfield Township

In-House Plan Review



GENERAL ENGINEERING SERVICES

Plymouth Township is located midway between Ann Arbor and Detroit. With nearby major highways, Plymouth Township is close to key major area sporting events, attractions and airports. The community is served by full-time police, fire, and dispatch services. With over 27,000 residents Plymouth Township retains its small town appeal to everyone.

Since 2009, Spalding DeDecker (SD) has provided as-needed engineering consulting and surveying services to the Charter Township of Plymouth under a general services contract.

SD is responsible for providing services for review of site plans, engineering plans, and permit documents for all private developments. SDA provides prioritization planning, estimating, design engineering and construction engineering for public improvements including sidewalks, paving, park improvements, and utilities.

SD provides the following professional services for the City:

Plan Review

- Commercial and Condominium Site Plan Review
- Platted Subdivision Plan Review
- Construction Plan Review
- Construction As-Built Plan Review
- Floodplain Review

Engineering

- CIP Planning
- Preliminary Design
- Final Design
- Design Survey

Construction Engineering

- Construction Layout
- Construction Inspection
- Contract Administration
- Materials Testing Coordination
- As-Builts

“SD personnel have demonstrated excellent understanding of Plymouth Township standards and practices as well as state and federal requirements.”

Patrick Fellrath, PE



OWNER / CLIENT

Charter Township of Plymouth
9955 North Haggerty Road
Plymouth, MI 48170
Patrick Fellrath, PE
Director of Public Services
(734) 453-3840
pfellrath@plymouthtwp.org

KEY PERSONNEL

Jeremy Schrot, PE
Taylor Reynolds, PE
Ted Meadows
Mark Collins, PE
Phil Strunk, PE

PROJECT START - END

2009 - Ongoing

Recent projects either completed or ongoing include:

- Water Tank and Watermain Extension
- Water and Sanitary Sewer System Modeling
- MS4 Permit Renewal and Standards Update
- 2021-2025 Annual Sidewalk Replacement Program
- GIS Services
- Powell Road Extension
- As-Needed Watermain Break Repairs
- 2020 -2024 Annual CIPP Sewer Lining
- 2021 Major Road PASER Evaluations
- Sidewalk Gap Prioritization
- Sprayscape Effluent Connection
- Ann Arbor Road Sanitary Sewer Extension
- Friendship Station Storm and Parking Lot CDBG
- Miller Park Pavilion
- Ann Arbor Road CSX Sidewalk TAP Grant and Design
- Wilcox Road Sidewalk
- Powell Road Sidewalk
- Eastlawn Watermain and Paving
- Ridge 5 Watermain
- Township Park Drive Paving
- North Territorial Sidewalk Gap
- Ann Arbor Trail Sidewalk Gap
- Main Street Sidewalk Gap

GENERAL ENGINEERING SERVICES

Chesterfield Charter Township is a charter township of Macomb County in the U.S. state of Michigan. The township was organized in 1842, formed out of a portion of Macomb Township.

Since 2018, Spalding DeDecker (SD) has provided as-needed engineering consulting and surveying services to Chesterfield Township under a general services contract.

SD is responsible for providing services for design, engineering and construction. Spalding DeDecker looks forward to building our relationship with the Township of Chesterfield.

SD provides the following professional services for the City:

Engineering

- Preliminary Design
- Final Design
- Design Survey

Construction Engineering

- Construction Layout
- Construction Inspection
- Contract Administration
- Materials Testing Coordination
- As-Builts

OWNER / CLIENT

Township of Chesterfield
47275 Sugarbush Road
Chesterfield, MI 48047
Mitchell O'Connor, PE, Township Engineer
moconnor@chesterfieldtwp.org

PROJECT START - END

2018 - Ongoing

KEY PERSONNEL

Taylor Reynolds, PE
Ted Meadows
Jeremy Schrot, PE
Phil Strunk, PE
Mark Collins, PE



Recent projects either completed or ongoing include:

- GIS Creation and Maintenance Services
- Anchor Drive Bridge Replacement
- Edgewater Street SAD Paving
- 2020 - 2025 Annual Sidewalk Replacement Program
- Site Plan Review
- Township Hall Bridge Improvements
- Township Hall Parking Lot Improvements
- 2021 Sidewalk Gap Program
- Jefferson Ave. Pathway TAP Grant and Design
- 23 Mile Road Pathway
- 23 Mile Road and Gratiot Avenue Sidewalk Gaps
- Senior Park CDBG
- Edgewater Road Reconstruction
- Roselawn Street Paving
- Gratiot Ave PRV and Watermain Rehabilitation
- Veteran's Memorial Park Parking Lot
- 24 Mile Rd Sidewalk upgrades, ADA
- 24 Mile Road Sidewalk Gap
- Township Properties Pavement Assessments

ENGINEERING AND CONSTRUCTION ENGINEERING SERVICES

The City of Ann Arbor is a diverse community that is rapidly growing. With its vibrant history, charming arts, scenic trails, numerous parks, bustling downtown districts, and remarkable architecture, the City of Ann Arbor serves as a hub to thousands of residents, visitors, students, and the emergent neighboring communities. The City's infrastructure improvements have grown exponentially in recent years.

Since 2017, Spalding DeDecker (SD) has been providing as-needed construction engineering services including inspection, contract administration, and materials testing coordination. Starting in 2023, SD has been providing engineering and project management services.

Work includes:

Project Management

Plan Review

Surveying

Engineering

- Preliminary Design
- Final Design
- Geotechnical Engineering Coordination
- Public Engagement

Construction Engineering

- Construction Inspection Services.
- Contract Administration
- Materials Testing Coordination
- As-Builts

OWNER / CLIENT

Nicholas Hutchinson, PE - City Engineer
(734) 794-6410 ext. 43633
nhutchinson@a2gov.org

Brian Nollar - Civil Engineering Specialist Supervisor
(734) 794-6410 ext. 43646
bnollar@a2gov.org

PROJECT START - END

2017 - Ongoing

KEY PERSONNEL

Jeremy Schrot, PE
David Dykman, PE
Ted Meadows



Recent projects either completed or ongoing include:

- N. University Ct./U of M Central Campus Recreation
- S. State St. Retaining Wall
- U of M Clinical Inpatient Tower
- CMAQ - Traffic Signals
- NMB Watermain Replacement and Resurfacing
- Washtenaw Ave Watermain Replacement
- Annual Street PM Program
- Dexter Ave Sidewalk and Storm Water
- Seventh Street CPM
- Streetlight Replacement
- E. Huron River Drive Retaining Wall
- Apex – Phoenix Underground Transmission Project – ITC Duck Bank Phases 2, 3, 4
- Scio Church Road Improvements
- University of Michigan Ford Robotic Watermain
- Annex - City Sidewalk
- North Sky Sidewalk/Drive Inspection
- DTE State Station Sub Duct Bank Phases 1, 2, & 3
- AAHC White State Henry – Swift Lane Apartments Water Main Installation
- 2020 SCOOT Traffic Signal Project
- Swift Run Sewer Lining Project
- Geddes Road Water Main
- DTE Gas Main Installation
- Lamp Post Sanitary Sewer
- 2021/2022 Sewer Lining Project
- City-Wide Retaining Wall Assessments
- 2022 Sidewalk Gap Elimination
- Boardwalk Drive Culvert
- Research Park Drive Resurfacing (TEDF)
- 2022 Sewer Lining
- Plan Review Services
- Pavement Marking Maintenance Project
- Streetlight Capital Maintenance
- YIM Water Main Replacement
- Ann Arbor Street Project Support
- Page Ave Sidewalk
- 2024 Sidewalk Gaps
- Ellsworth Road Resurfacing
- Ellsworth Sidewalk Gap Elimination

GENERAL ENGINEERING SERVICES

Located in Macomb County, the City of Sterling Heights is the second largest suburb of Detroit and the fourth-most populated city in Michigan. Originally an agricultural area, Sterling Heights' automotive history took off when Ford and Chrysler opened plants within the city limits, bringing many people into the area for work. With a culturally diverse population, serving the City's infrastructure needs requires tailored solutions.

Since 2024, SD has been providing as-needed engineering and construction engineering services including road design, inspection, and marketing communications, among other services.

Work includes:

- Design Survey
- Water Main Design
- Construction Inspection
- Contract Administration
- Landscape Architecture

OWNER / CLIENT

Brent Bashaw, PE
City Engineer
(586) 446-2721
bbashaw@sterlingheights.gov

PROJECT START - END

2024 - Ongoing

KEY PERSONNEL

Jeremy Schrot, PE
Bob Ford, PLA
Taylor Reynolds, PE
Cassi Meitl, AICP, PMP
Nick Wallace, PLA
Kyle Bassett, PE, PTOE



Recent projects either completed or ongoing include:

- Nature Preserve Trails
- 15 Mile and Dodge Pump Station Surface Treatment
- Nature Preserve Trails
- Red Run Park Expansion
- Parking Study
- Rotary Park
- Belvidere Park Historical Master Plan
- John C. Nelson Park Community Garden

GENERAL ENGINEERING SERVICES

Hartland Township is located in Livingston County, Michigan. With a population of over 15,000, it combines rural character with growing residential and commercial development. Established in 1836, the township features cultural landmarks like the Hartland Music Hall and Cromaïne District Library and offers convenient access via US-23 and M-59.

Since 2020, SD has been providing as-needed engineering, surveying, and construction engineering services.

Work includes:

- Topographic Survey
- Construction Staking
- Site Plan Review
- Grant Administration
- Design Engineering
- Stormwater Management
- Construction Inspection
- Construction Administration
- Materials Testing Coordination
- As-builts

OWNER / CLIENT

Michael Luce
Township Manager
(810) 632-7498
mluce@hartlandtwp.com

PROJECT START - END

2020 - Ongoing

KEY PERSONNEL

Jeremy Schrot, PE
Ted Meadows
Kevin Schroeder
David Jackson
Taylor Reynolds, PE
Mark Collins, PE
Bruce Carlstrom, PE
Scott DeVries, PE
Jennifer Roath, PE



Recent projects either completed or ongoing include:

- Water Filter and Treatment Plant Upgrade
- M-59 PRV Design
- Water System Reliability and Comprehensive Planning
- GIS Creation and Maintenance Services
- M-59 Sidewalk Gap Project
- M-59 Water Transmission Main Extension
- Spranger Field Park Pavilion
- Hartland Plaza
- Towne Square - Lots 10 & 11, Chipotle, Buffalo Wild Wings, Big Boy
- Redwood Living Plan Review & Ph 2
- Villas of Hartland
- Yatooma Oil
- Jenni Lane
- Courtyards of Hartland/Senior Community
- Charyl Stockwell Academy
- Mister Car Wash
- Old US-23 Mini Storage
- Morning Star Renovation
- HAYAA Shed/Pavilion
- Hartland Dental Office
- Lake Waldewn Country Club
- Highland Rd Self Storage
- M-59 and Old US-23 PUD
- Hartland commerce center - Ph 3, 4
- Heck Industries Building Addition
- Hartland Planet Fitness
- Consumers Energy Vector Hartland Intertech
- Ben Franklin Plumbing
- Nader's Plaza
- Shops at Waldenwoods Stormwater Improvements
- Target Drainage Improvements
- Cobblestone Preserve Rd Rehab SAD
- Peterson Drive Rehabilitation SAD

GENERAL ENGINEERING SERVICES

Grand Rapids is the second-largest city in Michigan and the largest city in West Michigan. With a growing population, its infrastructure is in need of repair and revitalization.

Since 2017, Spalding DeDecker (SD) has provided as-needed engineering consulting and surveying services to the City of Grand Rapids under a general services contract.

SD is responsible for providing design engineering and construction services for public infrastructure improvement projects.

SD provides the following professional services for the City:

Engineering

- Preliminary Design
- Final Design
- Design Survey

Construction Engineering

- Construction Layout
- Construction Inspection
- Contract Administration
- Materials Testing Coordination
- As-Builts

OWNER / CLIENT

City of Grand Rapids
City Hall, 5th Floor
Grand Rapids, MI 49503
Cindy Irvin, PE
(616) 456-3060

PROJECT START - END

2017 - Ongoing

KEY PERSONNEL

Taylor Reynolds, PE
Ted Meadows
Jeremy Schrot, PE
John Fortunato, PE
Bruce Carlstrom, PE
Chris Harrington, PE
Lynelle Berkenpas, PE



Recent projects either completed or ongoing include:

- Butterworth Resurfacing Design
- Division Avenue Resurfacing Design
- 29th Street Resurfacing Design and CE
- 44th Street Sidewalk Improvements Design and CE
- Lake Eastbrook Blvd and Roundabout Design and CE
- Westside Side Athletic Complex Parking Lot Design & CE
- Wealthy St. Parking Lot Reconstruction Design and CE
- Eastern Ave Reconstruction, Bike lanes, and Bus Bulbs Design and CE - Ardmore to Oakdale
- Madison Ave Bike lanes and Sewer Rehabilitation Design and CE - Franklin to Wealthy
- LaGrave Fire Station Roof Consulting
- Indian Trails Golf Course Parking Study
- Roof Replacement for LaGrave Fire Station, Burton Fire Station, Franklin Fire Station, and Police Department
- 2018 Surface Lots CE
- 2016 Surface Lot Asset Management

GENERAL ENGINEERING SERVICES

The City of Flint is the largest city in Genesee County nicknamed “Vehicle City” due to its automobile manufacturing production and being the founding place of General Motors.

Since 2019, SD has been providing as-needed engineering and construction engineering services including road design, inspection, and marketing communications, among other services.

Work includes:

- Design Survey
- Road Design
- Water Main Design
- Construction Inspection
- Contract Administration
- Marketing Communications
- MDOT Special Provisions

OWNER / CLIENT

Kathryn Neumann
Administrative Support Technician
(810) 766-7135
kneumann@cityofflint.com

PROJECT START - END

2017 - Ongoing

KEY PERSONNEL

Jeremy Schrot, PE
Ted Meadows
George Platz, PS
Mike DeDecker, PS
Ted Meadows
Alan Loebach, PE



Recent projects either completed or ongoing include:

- East Court Street Rehabilitation and Water Main Construction Engineering
- Miller Road and Watermain Design Engineering
- Miller Road Construction Engineering
- Robert T. Longway Blvd from Chavez Drive to E. Boulevard Drive
- Sidewalk Assessments
- Flint River Crossing Water Main
- James P. Cole Water Main



City of Novi DPW Salt Dome

Novi, Michigan

The City of Novi replaced its aging salt dome with a new, modern facility at the Department of Public Works (DPW) site to enhance winter operations and infrastructure resilience. G2 Consulting Group supported the project with geotechnical investigation and construction materials testing services from design through construction.

Fast Facts

PROJECT OWNER

- ▶ City Novi

PROJECT SCOPE

- ▶ Demolition of an existing salt dome and construction of a new facility at the DPW site

SERVICES PROVIDED

- ▶ Geotechnical Investigation
- ▶ Construction Materials Testing

Additional Details:

- ▶ The project utilized Load and Resistance Factor Design (LRFD), a method more commonly applied in bridge engineering. This approach, requested by the structural engineer, allowed for refined safety factors tailored to specific load types and material behaviors—offering a more efficient and performance-based design compared to traditional Allowable Stress Design (ASD).
- ▶ The site presented ideal soil conditions, which streamlined the geotechnical investigation and foundation recommendations. G2's early involvement helped optimize the design and reduce the risk of construction delays.
- ▶ G2 provided full-scope materials testing throughout construction, ensuring compliance with project specifications and maintaining quality control from start to finish.



Stephens Road Detention Basin

Warren, Michigan

To address chronic flooding and water contamination during heavy rain events, the City of Warren constructed a 22-million-gallon reinforced concrete detention basin along Stephens Road. The new combined sewer overflow (CSO) system captures and temporarily stores stormwater and wastewater, preventing untreated discharges into local streams and rivers. Once capacity becomes available at the wastewater treatment plant, the stored water is safely processed and returned to the environment.

Fast Facts

PROJECT OWNER

- ▶ City of Warren

PROJECT SCOPE

- ▶ Construction of a 22-million-gallon reinforced concrete detention basin

SERVICES PROVIDED

- ▶ Geotechnical Engineering and Slope Stability Design
- ▶ Construction Materials Testing and Quality Assurance

Challenges and Solutions:

- ▶ Commercial Contracting Company (CCC) brought G2 Consulting Group onto the project team to provide geotechnical engineering services, including slope stability design for the 20-foot-deep excavation. G2's analysis ensured safe and efficient construction of the basin's subgrade structure.
- ▶ The detention basin required over 40,000 cubic yards of concrete. G2 provided quality assurance and materials testing services throughout construction to ensure compliance with specifications and long-term durability of the structure.
- ▶ By diverting combined sewer overflows into the detention basin, the project significantly reduces the risk of water contamination in local waterways, improving environmental outcomes for the community.



Wixom Road Rehabilitation

Detroit, Michigan

The City of Novi's Wixom Road Rehabilitation project is a 1.88-mile corridor improvement initiative designed to enhance safety, traffic flow, and pavement longevity. The project includes hot mix asphalt cold milling and resurfacing, the addition of a left turn lane, new concrete curb and gutter, guardrail installation, and updated pavement markings—all constructed in accordance with MDOT specifications. G2 Consulting Group provided construction materials testing and special inspections throughout the project.

Fast Facts

PROJECT OWNER

- ▶ City of Novi

PROJECT SCOPE

- ▶ 1.88 miles of roadway rehabilitation including resurfacing, turn lane addition, curb and gutter, guardrail, and pavement markings

SERVICES PROVIDED

- ▶ Quality Assurance /
Special Inspections /
Materials Testing

Challenges and Solutions:

- ▶ Unlike many municipalities, the City of Novi does not directly manage its road projects. Instead, designers lead the effort, requiring close collaboration between the City, OHM Advisors (design representative), and G2. Weekly coordination calls and a proactive communication strategy ensured alignment across all stakeholders.
- ▶ With the corridor running through a densely populated area, minimizing disruption to residents and businesses was a top priority. G2 participated in a comprehensive startup meeting with all project committees to review lessons learned from the previous year and develop a proactive plan to address anticipated challenges.
- ▶ Drawing from past project experiences, the team identified potential issues early and implemented mitigation strategies before construction began. This forward-thinking approach helped maintain the project schedule and reduce community inconvenience.



AVAILABILITY & ASSURANCE OF PROMPT SERVICES



AVAILABILITY & ASSURANCE OF PROMPT SERVICES

Key project team members will be available to provide the services outlined in this proposal. The Spalding DeDecker team prides itself on our ability to deliver projects on time and on budget. Our management team meets regularly to forecast staff workload, utilizing metrics from our proposal detailed breakdowns of hours as well as our as-needed general engineering service projections. Resource management is an important component of our workflow, which is why we start each week with a workload meeting that includes our full Planning-Infrastructure-Engineering (PIE) staff to discuss priorities for each staff member and upcoming deadlines. Additional staffing is allocated to projects based on needs.

Spalding DeDecker has the staff capacity to handle the proposed services in a prompt manner and will be partnering with a sub-consultant, G2 Consulting Group, who will provide subsurface investigations and material testing.



DISCLOSURE



DISCLOSURE



DISCLOSURE

Spalding DeDecker has no actual or perceived conflict of interest with the City of Berkley.





UNDERSTANDING OF THE SCOPE/AGREEMENT TERMS AND CONDITIONS



INTRODUCTION

Spalding DeDecker understands that one of the biggest requirements of a successful project is good communication. At Spalding DeDecker (SD), we integrate our construction staff into the design process to provide constructability and value engineering reviews which are the key to minimizing project delays and cost overruns. Our design and construction staff continue to collaborate through the entirety of construction to maintain continuity and ensure that the project goals are met.

Similarly, throughout the duration of any project with the City of Berkley, SD will keep the City updated on the progress. In addition to the monthly overall status summary, Bi-Weekly Progress Status Reports will be submitted to the City. SD has a standard format for this report or can use a form provided by the City. We will also remain in regular contact with the City's team verbally, through electronic mail, and through other written communication.



LOCAL FAMILIARITY

Spalding DeDecker (SD) has been working with the Oakland County Road Commission since 2004 performing design and construction management for several road and traffic signal projects including 12 Mile Road and Southfield Road widening projects. These two projects also required environmental assessments; one of the many services that SD also provides.

Locally, SD is also currently working in Royal Oak for the Detroit Zoo designing a new stormwater collection system utilizing the existing lakes and ponds.

Centrally located and only 20 minutes away from our Rochester Hills, Detroit, and Novi Offices, SD staff can provide timely in-person service to the City of Berkley, as needed.

UNDERSTANDING OF SERVICE

SD is committed to the highest standards of performance and continues to embrace our mission of recognizing client needs and continually striving to exceed expectations. Our firm has never lost sight of its goal to establish itself as the "Benchmark of Excellence" in Consulting Engineering, Planning, and Surveying. Our objectives place primary focus on problem-solving, meeting expectations for project longevity, easing operational and maintenance demands, and cost-efficiency. Our expertise allows us to provide environmentally friendly designs that balance technology and development with nature.

It is SD's understanding that the City of Berkley would like to contract a consulting engineering firm to provide a variety of engineering services which include but may not be limited to:

- ▼ Engineering services as required on municipal projects, including but not limited to sewer lines, street paving, street resurfacing, water mains, sidewalks, public parks, parking lots and green infrastructure designs.
- ▼ Perform various topographic surveying and testing tasks as requested.
- ▼ Assist various departments in the development of a six-year capital improvement plan.
- ▼ Prepare construction plans and specifications, including preliminary reports, identification of alternatives, cost estimates, and contract documents.
- ▼ Obtain all necessary permits from the approving agencies for related projects.



- ▼ Provide general construction management services required on projects to coordinate and document activities such as preconstruction meetings, construction staking, continuous monitoring of projects, coordination and supervision of testing services, approval and correction of shop drawings, attendance at meetings, final inspection and measurement, periodic reporting of progress, preparation of progress payments, review and recommendation of claims, preparation of change orders, and preparation of final payment.
- ▼ Perform proactive identification of opportunities for grants and other funding, preparation of grant applications and other applications for project financing, and completion of the required reporting documents and disbursement requests.
- ▼ Prepare special studies and reports on subjects and activities requested by the city manager or City Council on a variety of subjects, including but not limited to water, sewer, and drainage systems studies, road pavement condition evaluations, traffic engineering, and asset management plans.
- ▼ Review drainage, site circulation, and traffic impacts, storm water detention, grading plans, as-built plans, and provide engineering and inspection services of these items for private development as needed.
- ▼ Review as-built construction drawings from private projects, create and record as-built records from various Public Infrastructure projects.
- ▼ Create, maintain, and edit ARCGIS data files and maps including printing of all sizes and formats of maps for City use.
- ▼ Provide training for City staff on ARCGIS usage as needed.
- ▼ Provide a set schedule of on-site availability to address questions from the public, City Staff, City Council, Outside Contractors, and other agencies.
- ▼ Provide technical guidance and advice as well as research, review and other assistance in drafting ordinances and regulations and improving and creating development review processes.
- ▼ Attend meetings of City Council and other boards and commissions as requested and assist the city in defense or prosecution of legal claims and disputes.

Additionally, SD can offer the following services not listed in the RFQ:

- ▼ Preparing plans and specifications for other engineering disciplines varying in complexity including park facility and trail improvements, buildings, traffic signals, bridges, grading plans, legal descriptions, easements, athletic field and courts, street and parking lot lighting, traffic lights and traffic calming measures, water and sewer pumping station and pipe network design, floodplain and backwater analyses, streetscapes, and landscaping improvements.
- ▼ Provide Pavement Surface Evaluation and Rating (PASER) data collection for City streets, parking lots and trails.
- ▼ Provide water sampling and flow monitoring for sewer systems.
- ▼ Development of or assistance with Asset Management Systems.
- ▼ Preparation of Capital Improvement, Land Use, and Master Plans.
- ▼ Provide a certified stormwater operator and trained staff to monitor construction projects for Soil Erosion and Sedimentation Control (SESC) per the Michigan Department of Natural Resources (MDNR) requirements as needed.
- ▼ Assist with staff training either in person or using virtual presentations, as needed.

ENGINEERING SERVICES

DESIGN ENGINEERING

SD currently provides design engineering services for over 80 local municipalities under Engineer-of-Record and as-needed engineering services contracts. In our Engineer-of-Record capacity, SD performs a variety of design tasks from small projects such as fire station floor drain repairs to multimillion dollar infrastructure projects. We understand the varying nature of projects that can come out of the as-needed engineering contract and have the manpower, expertise, and understanding to work seamlessly with Berkley's staff.



SD has extensive experience and expertise designing Michigan Department of Transportation (MDOT) Local Agency Program (LAP) projects having completed Preventative Maintenance (PM), Resurfacing, Restoration and Rehabilitation (3R), and New Construction/Reconstruction (4R) projects of all shapes and sizes for both municipalities and regional road agencies including the Oakland County Road Commission among many others.

SD is MDOT-prequalified in the following Vendor Service Classifications:

- | | |
|--|--|
| ▼ Construction Engineering: Assistance | ▼ Design - Traffic: Capacity & Geometrics Analysis |
| ▼ Construction Engineering: Bridges & Ancillary Structures | ▼ Design - Traffic: Pavement Markings |
| ▼ Construction Engineering: Roadway | ▼ Design - Traffic: Safety Studies |
| ▼ Construction Engineering: Roadway - Local Agency Program | ▼ Design - Traffic: Signing - Freeway |
| ▼ Construction Inspection: Bridges & Ancillary Structures | ▼ Design - Traffic: Signing - Non- Freeway |
| ▼ Construction Inspection: HMA Pavement | ▼ Design - Traffic: Work Zone Maintenance of Traffic |
| ▼ Construction Inspection: Roadway | ▼ Design - Traffic: Work Zone Mobility & Safety |
| ▼ Construction Inspection: Traffic and Safety | ▼ Design - Utilities: Municipal |
| ▼ Construction Services: Office Technician | ▼ Design: Project Development Studies |
| ▼ Design - Hydraulics I | ▼ Surveying: Construction Staking |
| ▼ Design - Hydraulics II | ▼ Surveying: Hydraulics |
| ▼ Design - Roadway | ▼ Surveying: Right of Way |
| ▼ Design - Roadway: Complex | ▼ Surveying: Road Design |
| ▼ Design - Roadway: Intermediate | ▼ Surveying: Structures |

While we recognize that not all projects will be held to those standards, we utilize our experience with more complex projects to help vet out possible sticking points for our locally let projects.

Our approach to public infrastructure project design and construction implementation for the City of Berkley is as follows:

- ▼ Establish a detailed scope of work, price, timing, and deliverables based on discussions with City staff.
- ▼ Meet with key City staff to review elements of the project and develop communication protocols and public involvement requirements for the project.
- ▼ Complete topographical survey and geotechnical investigation.
- ▼ Prepare base plans and/or Grade Inspection (GI) design plans and cost estimates for budgeting, permitting or easement requirements, or public involvement purposes.
- ▼ Prepare final plans, specifications, standard details, and detailed cost estimates.
- ▼ Secure permit approvals from appropriate permitting agencies such as the Road Commission, Drain Commission, MDOT, Michigan Department of Environment, Great Lakes and Energy (EGLE), County Health Departments, etc.
- ▼ Prepare bid documents and administer the bid process in accordance with City standards and procedures.
- ▼ Assist the City in procuring contractors for construction.

Throughout the duration of any project with the City of Berkley, SD will keep the City updated on its progress. In addition to the monthly overall status summary, bi-weekly Progress Status Reports will be submitted to the City. SD has a standard format for this report or can use a form provided by the City.

The City will greatly benefit from the efficiency and consistency in our processes that we have developed through years of experience, including the dynamic capabilities we have built into our Civil 3D CAD platform which ensure



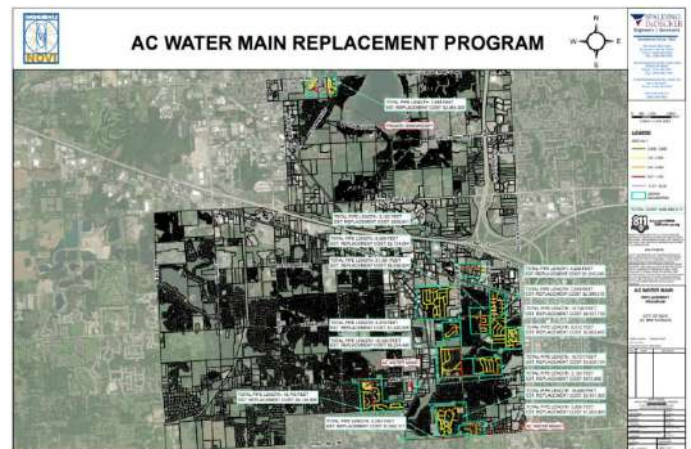
maximum flexibility for all design projects. While this general approach details much of the anticipated workload from the City of Berkley, we will collaborate with City officials to create a specific scope of services on a project-by-project basis.

ENGINEERING STUDIES AND REPORTS

SD recognizes that the intent of this service is to assist with and/or provide engineering studies including participating in the preparation of project scopes, cost estimates, and construction schedules for the City's Capital Improvement Program (CIP). The SD team consists of staff members that have previously worked with the cities of Northville, Farmington Hills, Detroit, Dearborn, Ann Arbor, Sterling Heights, Kentwood, Williamston and other municipalities. We understand the burden that CIP estimates place on City staff, especially at the end of the year. SD has the technical expertise and staff availability to assist the City with preparation and justification of items selected for CIP. Our staff are certified in Manhole Assessment Certification Program (MACP) and Pipeline Assessment Certification Program (PACP) and hold many MDOT and EGLE certifications.

SD has been involved in many Environmental Assessments (EA's) throughout our history *including two recently for the Road Commission for Oakland County for a two-lane to four-lane boulevard expansion and a six-lane to six-lane boulevard expansion*. We understand and have worked within the guidelines of the new NEPA requirements including the newer requirement for a stand-alone technical report on noise abatement. We have technical writers on staff for hydraulics, environmental, traffic, and general civil engineering and can advise on anything from small-scale sidewalk gap-filling projects to large-scale roadway improvements. We have written feasibility and scoping studies providing exhibits and cost estimates for different alternatives and mapping out potential timelines and permitting actions required.

Beyond the transportation engineering studies, SD has also completed several recent utility replacement and sidewalk gap studies including our recent asbestos-cement (AC) replacement program management and capital improvement study for the City of Novi and our 5-year sidewalk gap capital improvement plans for Plymouth, Washington, and Chesterfield Townships. SD utilizes GIS mapping and algorithms we have developed to evaluate and prioritize improvements based on social, economic, and life expectancy factors.



When providing the City with unique specialty services, a specific project approach and work plan will be developed closely with the City's personnel to assure the intent, and deliverables meet the City's needs. In general, we will approach any unique service task as follows:

- **Kickoff Meeting** - SD will meet with the City of Berkley to fully understand the needs and objectives to define the scope and requirements of the unique services.
- **Develop Preliminary Work Plan** - Develop concepts and work plan including duration, schedule, and finalize project budget.
- **Document Existing Conditions and Data** - Obtain record drawings, utility information, previously completed studies, software systems, pictures, and videos and define the current conditions or data associated with the services.
- **Perform Services** - Perform needed services including, but not limited to, environmental studies, engineering analysis, grants, and training.



- ▼ **Provide Preliminary Deliverables** - This may include a draft report, preliminary design, draft grant application, interim training assessments, or preliminary status reports.
- ▼ **City Review** - Meet with City personnel, citizens, stakeholder agencies, and others to review the work and discuss any changes.
- ▼ **Internal Review** - Perform an objective peer review prior to providing final deliverables to the City.
- ▼ **Submit Final Deliverables** - Implement City comments and complete final deliverables.

PROJECT ADMINISTRATION

Design and construction are not the only components of successful projects. Organized project administration that ensures compliance with funding, environmental, federal, state, and local rules, processes, and regulations is the behind-the-scenes force moving a project towards on-time and on-budget completion.

Project administration and Local Agency Representation are comprised of many different tasks and skills sets. From a client perspective, “red tape” is a primary reason professional project administration services are used. SD has vast experience administering projects through a variety of funding agencies including:

- ▼ Michigan Department of Transportation (MDOT)
- ▼ Michigan Department of Environment, Great Lakes, and Energy (EGLE)
- ▼ Michigan Department of Natural Resources (MDNR)
- ▼ Michigan Economic Development Corporation (MEDC)
- ▼ Community Development Block Grant (CDBG)
- ▼ United State Department of Agriculture (USDA)
- ▼ US Environmental Protection Agency (EPA)
- ▼ Federal Highway Administration (FHWA)

Our project administration staff work behind the scenes to fulfill the needs of the project while minimizing time demand from City staff until key points in the process (e.g. reviews and approvals). Our years of experience in delivering these projects allows us to keep all the details, reports, reviews, permit applications and other documents up to date and submitted expeditiously to keep the project moving forward.

Project administration and local agency representation, especially when using federal funding, starts as soon as the project kicks off. Recent changes in the National Environment Protection Act (NEPA) process require that environmental, historical, and cultural impacts be reviewed and quantified early to avoid unnecessary delays to the project schedule and scope. Many federally funded projects also require review from the State Historic Preservation Office (SHPO) and the FHWA. SD has guided dozens of projects through the NEPA and SHPO processes including wading through FHWA and NEPA guidelines for environmental assessments for the widening of major transportation corridors in Oakland County including 12 Mile Road and Southfield Road for the Road Commission for Oakland County. These projects include widening a two-lane roadway to a 4-lane boulevard as well as widening a 6-lane roadway to a 6-lane boulevard, respectively. Early pursuit of EGLE, EPA, and EGLE/US Army Corps joint permits are key to avoiding project delays. SD are experts at navigating these processes and will ensure your projects meet their desired schedules.

SURVEYING

Surveying is an integral part of design projects. The topographical survey provides the foundation for the design engineer. The boundary and right-of-way survey shows legal ownership between public and private. The construction layout allows the improvements to be constructed in the proper location. In addition to supporting our in-house design team, we can support the City in several different ways. This may include performing topographical or boundary surveys for City-owned properties or other parcels where the City is investigating a particular issue, has an easement question, or is looking to purchase land. On the construction end, we are experts in providing construction staking and can perform layout for improvements using plans generated by other consultants or by the City.

City of Berkley

Spalding DeDecker | PR25-251

www.sda-eng.com



Technology is ever evolving in the surveying profession. The toolbox of today's surveyor is large, so matching the right tool to the project will increase both accuracy and efficiency. In addition to using robotic total stations, GPS and digital levels, Spalding DeDecker's surveyors are experts in real-time data capture using 3D laser scanning and drone aerial mapping. Field data collection is part of any topographical survey requirement. Benchmarks and control point accuracy are key to a project's success. All topographical survey features on a project site will be located using the Michigan State Plane Coordinate system and NAVD'88 vertical datum. Surface drainage and underground utility information is collected using a combination of field work and record plan information. This information is analyzed and clearly presented on the survey plan. Property lines, right-of-way lines, and known easements are field located and shown based upon a combination of field monumentation and record legal description information.



SD's Survey teams utilize several different methodologies to provide topographic survey depending on the situation including Leica GPS units and robotic total-stations, 3D Laser Scanning using Leica RTC360 survey-grade high-definition terrestrial LiDAR scanners, Data capture using 3-D Matterport cameras to create virtual tours for projects, aerial mapping using a manned fixed wing aircraft or drones and bathymetric (underwater) surveys using our BathyCat Survey Catamaran.

Using the latest version of AutoCAD Civil 3D, our professional survey CAD team can work with any provided template file. Formats, points, feature lines, 3D break lines, and a final surface will all be matched together in layering standards provided by the City. Spalding DeDecker surveyors will meet or exceed the design surveying requirements required by the City of Berkley regarding both the field measurements and the CAD deliverable for any surveying task.

Our surveyors are also experts at construction staking for any type of municipal project. Staking objects may include sanitary sewers, storm sewers, water mains, road paving, curbing, pathways, sidewalks, ADA-compliant sidewalk ramps, and bridges. New advancements in the construction industry such as machine control grading and stringless paving are now common. With the adoption of these methods, it is very important to perform strict quality control and quality assurance. We can support the City with this work, which would include things such as confirming the contractor's digital terrain models, checking project controls, verifying test areas, and checking the final improvements. Establishing record drawings and as-built information is usually the final step in the closeout of a design project, and we can support the City by providing GIS information to fit seamlessly within any database.

All our surveying field operations bring a **100% commitment to safety**. This is exhibited in our written safety program, detailed safety manual, safety-training matrix, safety committee, toolbox talks, and monthly safety meetings. All field personnel are required to wear appropriate personal protective equipment in all circumstances.

TRANSPORTATION AND TRAFFIC ENGINEERING SERVICES

SD has exceptionally well qualified engineers who specialize in transportation infrastructure, particularly for projects with federal funding. The tasks associated with Transportation Design services include:

- ▼ Preliminary design survey
- ▼ Roadway design, including roundabout design
- ▼ Bridge design
- ▼ Roadway PASER condition inspections
- ▼ Biennial bridge inspections
- ▼ Hydraulic analysis for culvert and storm sewer design
- ▼ Utility coordination



- ▼ Permanent signing and pavement markings plans
- ▼ Transportation Mobility Plan and maintenance of traffic / construction staging plans

- ▼ Traffic signal design & traffic modeling
- ▼ Roadway inventory data collection (in Roadsoft) and pavement management plans

The design of all projects will conform to current MDOT, FHWA, and American Association of State Highway and Transportation Officials (AASHTO) practices, guidelines, policies, and standards, and meet 3R or 4R guidelines, MDOT LAP Guidelines for Geometrics. All survey and design drawings will be prepared using AutoCAD Civil 3D, or other format as required by the City of Berkley. Temporary and permanent signing and pavement markings will be in accordance with the 2011 edition of the Michigan Manual for Uniform Traffic Control Devices (MMUTCD) and per the direction of the City of Berkley and the work will be performed in accordance with Spalding DeDecker's ISO 9001-based procedures and checked for accuracy, legibility, and constructability according to the Quality Assurance/Quality Control (QA/QC) plan.



Bridge Engineering Services - SD's team will be supported by our preferred provider, Great Lakes Engineering Group (GLEG), which specializes in providing bridge design and construction oversight, load rating analysis, and bridge safety inspection services. Our combined staff share MDOT prequalifications for bridge related design, load rating, bridge safety inspection, and construction engineering services. GLEG has inspected and load rated simple to complex bridges for both MDOT and numerous local agencies, including all the structures owned by the Oakland County Road Commission and most of the structures under Oakland County's jurisdiction.

Traffic Modelling and Operations Studies - Traffic operations studies form the foundation of any other type of traffic service including signal design, roundabout design, and environmental studies, and will generally be part of any traffic safety study conducted for the City of Berkley. They are based on the methods of the Highway Capacity Manual and set the framework for assessing the impact of transportation improvements on traffic patterns, economic development, environmental quality, energy consumption, safety, and mobility.

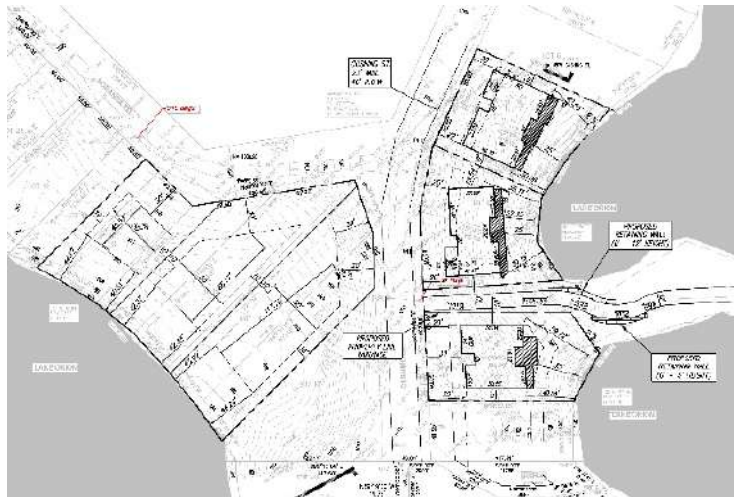
Traffic Signal Design - Our team members have firsthand knowledge of the Oakland County traffic signal standards, MDOT Standard Specifications for Construction, MMUTCD, MDOT Signal Standards, MDOT Road Design Manual, and the AASHTO Policy on Geometric Design of Highways and Streets as it relates to signalized intersection design. Traffic signal modernization may include upgrading the signals to a box span arrangement or mast arm installation, providing vehicle, pedestrian, and bicycle detection systems in accordance with the current edition of the MMUTCD, MDOT specifications for the MDOT routes, and Oakland County specifications. Typically, we obtain all available information, collect traffic data at the signal, and as needed along the corridor. A warrant study will be performed and if needed, an existing and optimized analysis will be performed as discussed below. After this phase of the project, we will present our findings to the City, and if desired, with a public presentation. Recommendations will consist of signal configuration, timing, number of through and turning lanes, length of turning lanes, proposed pavement markings, and anticipated level of service.



PASER and Pavement Management - SD has several engineers who are certified in Pavement Surface Evaluation and Rating (PASER) with extensive training and experience and will provide detailed Pavement Management and PASER reports for City streets, parking lots, and other facilities to quantify and help prioritize maintenance projects for streets, parking lots and trails.

PRIVATE DEVELOPMENT PLAN REVIEW SERVICES

SD has been providing private development plan review services for municipalities throughout southeast Michigan for more than 60 years. Such plan reviews include commercial site plans, condominium site plans, and subdivision plats. Through this vast experience, we have been able to design a system for plan reviews that upholds the integrity of our clients' codes, ordinances, standards, and master plans, while providing the developers with a predictable process for obtaining approvals. Serving fast growing communities over the years like Clinton Township, Northville Township, Plymouth Township, Hartland Township, and the City of Novi has given us decades of experience to develop and refine this system. Processing large volumes of projects requires that reviews are closely tracked, deadlines are set, and review comments are clearly documented and distributed in a timely fashion. Typically, all plan review and engineering review letters are completed within one week of SD receiving the plans. The general process for performing these plan review services is outlined below.



Processing large volumes of projects requires that reviews are closely tracked, deadlines are set, and review comments are clearly documented and distributed in a timely fashion. Typically, all plan review and engineering review letters are completed within one week of SD receiving the plans. The general process for performing these plan review services is outlined below.

- ▼ **Tracking System:** The incoming plans are assigned individual job numbers and recorded on our project board and electronic database to ensure timely action.
- ▼ **Commercial and Condominium Site Plan Review:** All site plans will be reviewed in accordance with the City of Berkley's current Zoning and Code of Ordinances, Master Land Use Plan, and Engineering Standards.
- ▼ **Platted Subdivision Review:** Tentative Preliminary Plat, Final Preliminary Plat, and Final Plats for proposed subdivisions will be reviewed for compliance with Zoning Ordinance and the Subdivision Control Act.
- ▼ **Construction Plan Review:** SD will review the detailed construction drawings in accordance with the latest standards of the City of Berkley, including opinions of probable cost and supporting documentation. Typically, this work includes a detailed review of public and private underground utilities, paving (roads, sidewalks, pathways, parking lots, etc.), grading, drainage, and other infrastructure improvements made to the site.
- ▼ **Construction As-Built Plan Review:** SD will perform a technical review of the as-built plans prepared by the developer's agent for completeness, accuracy, and compliance with the standards of the City of Berkley.

GEOGRAPHIC INFORMATION SYSTEMS

SD has developed and currently administers or provides data for several Geographic Information Systems (GIS) for Ann Arbor, Flint, Novi, Canton, Plymouth Township, Hartland Township and several others. Our services include:



▼ **ArcGIS Online Implementation:**

ArcGIS Online Implementation involves deploying the cloud-based ArcGIS Online platform to create a centralized and secure environment for managing, analyzing, and sharing spatial data, enhancing organizational efficiency and collaboration.

1. Deploy ArcGIS Online as the central GIS platform for Chesterfield Township.
2. Configure user roles and permissions to ensure secure access to spatial data.
3. Implement best practices for data management and security within the ArcGIS Online environment.

▼ **Data Migration and Integration:**

Data migration and integration encompass the seamless transfer of existing datasets to a new system or platform while ensuring their compatibility and cohesion, facilitating continuity and optimal utilization of information across the organization.

1. Assess existing GIS data and develop a migration plan to transfer data to ArcGIS Online.
2. Execute the data migration process, ensuring data integrity and accuracy.
3. Integrate migrated data seamlessly into the ArcGIS Online platform for continuity of GIS operations.

▼ **Customized Mapping Solutions:**

Customized mapping solutions involve the development and tailoring of maps and applications to meet specific needs, incorporating unique layers and features that enhance visualization and analysis of spatial data for a particular organization or project.

1. Collaborate with stakeholders to identify specific mapping requirements for infrastructure, land use, zoning, public services, and other relevant datasets.
2. Develop customized maps and applications within ArcGIS Online to meet the unique needs of Chesterfield Township.
3. Implement layers and features that enhance visualization and analysis of spatial data.

▼ **Training and Capacity Building:**

Training and Capacity Building for ArcGIS Online is a service that provides comprehensive instruction and skill development to empower individuals and teams with the proficiency to effectively use and maximize the capabilities of the ArcGIS Online platform.

1. Conduct comprehensive training sessions for Chesterfield Township staff on ArcGIS Online functionalities.
2. Provide hands-on training for data input, map creation, and spatial analysis.
3. Tailor training programs to different departments, addressing specific workflow needs.
4. Establish collaborative workflows within ArcGIS Online to enable multiple city departments to work on shared maps and applications.
5. Implement features that enhance communication and coordination among municipal functions.
6. Foster a culture of collaboration by promoting the use of shared spatial data.

▼ **Collaborative Workflows:**

Collaborative workflows involve establishing streamlined and interactive processes that enable multiple individuals or departments to work seamlessly together, fostering efficient communication and coordination within a shared workspace.

1. Establish collaborative workflows within ArcGIS Online to enable multiple city departments to work on shared maps and applications.
2. Implement features that enhance communication and coordination among municipal functions.
3. Foster a culture of collaboration by promoting the use of shared spatial data.



Technical Support:

Ongoing technical support for ArcGIS Online entails continuous assistance, guidance, and troubleshooting services to address user inquiries, resolve issues, and ensure the sustained and optimal utilization of the ArcGIS Online platform.

1. Offer ongoing technical support to address any issues related to ArcGIS Online.
2. Provide guidance on best practices for data management, mapping, and spatial analysis.
3. Ensure seamless implementation and utilization of ArcGIS Online by actively addressing user concerns.

ENVIRONMENTAL DESIGNS

Stormwater is perhaps the most common element affecting all aspects of a municipality: from traditional developments like roads and buildings, to surrounding natural ecosystems like rivers, forests, and wetlands. Choices made during project design and construction, particularly regarding stormwater management, are critical for allowing developments to flourish while protecting natural resources.



Integrating Development and Natural Resources

Spalding DeDecker understands that weaving development in and around natural ecosystems requires both a holistic understanding of the health and function of these natural resources along with an appreciation of their value to the community at large. For this reason, SD actively searches for opportunities to incorporate, highlight, and mimic the function of pre-existing natural features. This can be accomplished using a wide range of stormwater management options from traditional detention basins to green stormwater infrastructure practices such as rain gardens, bioswales, tree planters, and porous pavement. While green infrastructure can improve the health and function of local waterways over time, SD can also immediately address existing damage to streams, wetlands, and culverts. SD has staff trained and experienced in natural stream channel design methodologies, wetland mitigation, as well as environmental grant funding mechanisms. This knowledge allows us to improve the health of your natural resources and increases the ability of both streams and stormwater systems to smoothly convey water, prevent flooding, reduce erosion, and control sediment buildup.

Hydrologic and Hydraulic Modeling

Due to the highly interconnected nature of water, project related impacts can be both subtle and highly visible. To detect and analyze the many facets of a project, Spalding DeDecker often utilizes hydrologic and hydraulic computer models such as EPA's Storm Water Management Model (SWMM) and HEC-RAS. These models can simulate the volume and intensity of stormwater runoff, flooding, and flow through downstream culverts and bridges. Computer models like these have the advantage of evaluating an entire project in conjunction with any surrounding rivers or lakes that could "backwater" and cause flooding upstream. Backwater effects like these are often missed by traditional stormwater calculation and design methods. SD has provided review services for countless developments across the State, as well as design engineering for projects such as our recent Crittenden Drain Relocation project that included relocating a State regulated stream. SD designed, modeled, and provided permitting support through the Conditional Letter of Map Revision.

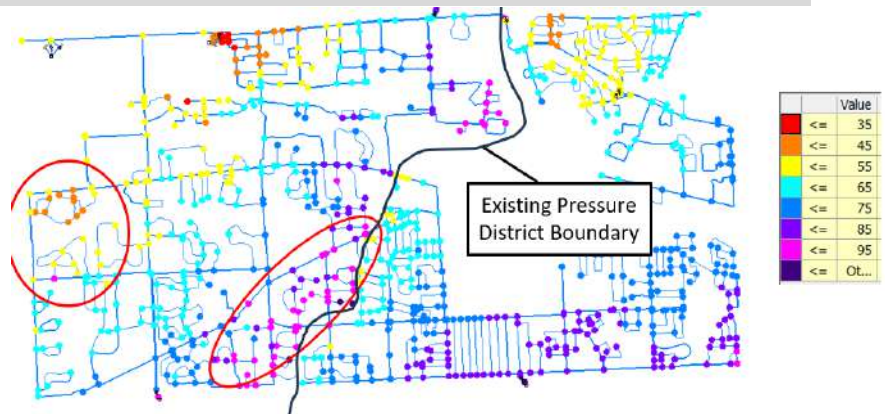
In addition to our hydraulic services, SD also provides wetland delineation and mitigation services. Generally, these relate to identification for our roadway rehabilitation projects or infrastructure improvements. SD will advise the City on design alternatives that will limit impact on wetlands and/or provide mitigation tactics to



fulfill the State's requirements. SD has a working relationship with the EGLE reviewers and regularly communicates with that office on creative solutions.

WATER DISTRIBUTION SYSTEM MODELING

SD maintains licenses in KY Pipe and WaterGEMS as well as providing downloads to municipalities via EPANET. A calibrated water model can be a powerful tool in forecasting and identifying infrastructure needs. A recent example was utilizing SD's recently updated, and calibrated, water model for Plymouth Township that we used to run a future needs scenario for an upcoming commercial development district. SD was able to identify a deficiency in both fire flow volume as well as pressure deficiencies in the max day scenario. Through proposed alternative modelling, we were able to identify that a small ground storage tank in concert with the creation of a new pressure district would provide the volume needed while mitigating excessive pressures elsewhere in the system. The early identification also allowed the Township to work with the developers in that district to offset potential costs while also providing ample time for grant funding identification.



GEOTECHNICAL SERVICES

Subsurface Investigations

SD will work with our sub-consultant, G2 Consulting Group (G2), to provide pavement cores and soil borings at the interval and depth requested and as needed by the City of Berkley. The geotechnical report will summarize encountered conditions and provide pertinent geotechnical recommendations for pavement section design, pipe support and trench excavation, engineered fill, temporary groundwater control during construction, and subgrade preparation including corrective measures, as warranted. SD will utilize the data from the pavement cores to analyze the most cost-effective pavement cross-sections that will stand up to the design traffic volume and composition of traffic. The geotechnical report will be presented to the City prior to beginning the design work.

Material Testing

G2 offers a variety of engineering and testing services through in-house staff, including:

- ✓ Soil and aggregates testing
- ✓ Subgrade verification testing
- ✓ Concrete field and laboratory testing, masonry testing, and inspection
- ✓ Structural steel fabrication and erection inspection, precast concrete fabrication inspection
- ✓ Asphalt and pavement engineering and testing, roofing inspection, or other testing as necessary

Their in-house laboratories fully meet the requirements of ASTM C1077, D3666 and D3740, the standards that set minimum requirements for laboratories conducting tests on concrete and aggregates, bituminous paving materials, soil, and rock. Both MTC and SEI are AASHTO accredited and participate in AASHTO reference sample programs and independent reviews of their internal quality program.

LANDSCAPE ARCHITECTURE AND ARCHITECTURAL SERVICES

Landscape Architects and Planners, Inc. (LAP, Inc.) are now part of the Spalding DeDecker family and will apply their decades of municipal experience to enhance the aesthetics of the community and design projects with

sustainability in mind. Our team will take into consideration the City's Master Plan and ensure that green infrastructure designs meet City's standards and conditions. LAP, Inc. will work alongside Spalding DeDecker's Lead Hydraulics Engineer, Jen Roath, and Project Manager, Jeremy Schrot, to ensure that sustainable designs meet the needs of the City's stakeholders, and everyone involved remains in regular communication.

SD also partners with several architectural firms. Building designs emerge through a process of careful consideration of the project goals, site context, construction methods, and building codes, guided by an in-depth dialogue between one of our architectural partners and the City staff and elected officials. We believe the best buildings reflect the character and sensibilities of those who occupy them. Buildings grow out of a process of extensive and thoughtful dialogue and multiple ideas and concepts will be explored and discussed. We will present a minimum of two design options to fully explore ideas to ensure that the design is right for the community.

PROJECT FUNDING

Spalding DeDecker (SD) has extensive experience in many avenues of funding from application to implementation and construction. We have worked with grants, loans, bonds, and funds from the Local, State, and Federal levels. Funding sources include:

- ▼ Michigan Department of Environment, Great Lakes, and Energy (EGLE)
 - Drinking Water State Revolving Fund (DWSRF)
 - Sewer Revolving Fund (SRF)
 - Clean Water State Revolving Fund (CWSRF)
 - Stormwater, Asset Management, and Wastewater (SAW)
 - Brownfield Redevelopment Grants
- ▼ Rural Development Grants
- ▼ Invasive Species Grant
- ▼ Michigan Department of Transportation (MDOT)
 - Transportation Improvement Program (TIP)
 - Safety
 - Transportation Economic Development Fund (TEDF)
 - Transportation Alternatives Program (TAP)
 - Congestion Mitigation and Air Quality Improvement Program (CMAQ)
- ▼ Special Assessment Districts (road, utility, drain)
- ▼ Michigan Transportation Fund (MTF) Act 51
- ▼ Local water and sewer funds
- ▼ Community Development Block Grants (CDBG)
- ▼ Connecting Communities Grants
- ▼ MDNR Trust Funds
- ▼ Water Infrastructure Improvements for the Nation (WIIN)
- ▼ Transportation Investment Generating Economic Recovery (TIGER)
- ▼ Michigan Economic Development Corporation (MEDC)
 - Infrastructure Capacity Enhancement Grant (ICE)
- ▼ Environmental Protection Agency (EPA)
 - Superfund
- ▼ Great Lakes Restoration Initiative
- ▼ FEMA Flood Hazard Mitigation Grants
- ▼ U.S. Fish and Wildlife Service Great Lakes Restoration Initiative
- ▼ Six Rivers Land Conservancy
- ▼ Ralph C. Wilson



At Spalding DeDecker, we pride ourselves on being on the front lines of funding for the communities that we work with. SD has a history of submitting winning grant funding applications including the very recent \$7.5M DWSRF grant received by the City of Ecorse through the American Rescue Plan Act of 2021 (ARPA) and can assist Berkley's engineering and planning staff to help identify candidates for funding based on metrics we have developed throughout our history. For grant opportunities already identified, SD will work with City staff to provide background research, exhibits, cost estimates, and permit or funding applications.

ORDINANCE WRITING AND LEGAL DOCUMENTS

SD has many staff members who are highly experienced with creating legal documents for municipalities and counties, including several senior engineers who had previous high-level careers in public service including City Engineers and County Road Commission officials. Some of these legal documents include:

- ▼ City Ordinances
- ▼ Memos and letters to City Council (reports, recommendations, etc.)
- ▼ Permanent and temporary easements
- ▼ Right of Entry consent documents for Lead water Service Replacement (LSR)
- ▼ Special Assessment District (SAD) establishment and agreements

REVIEW AND DEVELOPMENT OF ENGINEERING STANDARDS

As engineer-of-record for many communities, we regularly work closely with city engineers and public works staff to review and update current engineering and plan review standards or create new standards as needed. This includes the development or updating of design standards and details for water, sewer, and paving projects and design requirements for commercial and residential developments to meet the specific needs of the community while complying with county, state and federal standards when applicable.

PROJECT SCHEDULE AND ADVANCED WORK PLANNING

Scheduling and workload assessments are assembled during the proposal phase of any project to serve as a roadmap for all tasks to be completed. The schedule will be developed based on the scope provided and staff best suited for any given project. The scope will be broken into individual tasks with an allotment of time for each task. Those tasks and timelines will be tracked from the planning phase through bidding phase to ensure City timelines are met and to maintain an open dialogue on potential scope changes that may affect the schedule.

The project schedule will be reviewed with City staff at the start of the project during the kickoff meeting and updates will be provided monthly, or bi-weekly, as desired. All impacts to the critical path of the project will be brought to the attention of the City with alternative action items defined to maintain minimal disruptions to the desired project completion date.

URBAN PLANNING SERVICES

Our award-winning Urban Planning and GIS Team strives to balance social, economic, and environmental responsibility, build community partnerships, and create impactful urban design in the multiracial, multiethnic, and multicultural urban communities that we serve. Our clients are cities and other local units of government, nonprofit organizations, and private developers, primarily in Michigan.

Our team of professional planners and GIS specialists tailor planning processes (i.e. existing conditions research, engagement and consensus-building activities, and needs assessments) to deliver implementation-focused reports with maps, graphics, and actionable plans. Verbal and written communication is our strength. We collaborate with civil engineers, surveyors, landscape architects, and other colleagues to connect planning and design and move projects forward through approvals and construction.



Our Urban Planning Services include:

▼ **Community and Economic Development**

- ArcGIS Mapping
- Campus Planning
- Community Master Planning
- Community Engagement
- Grant Writing
- Mobility and Transportation Planning
- Park and Recreation Planning
- Policy Recommendations
- Project Coordination and Implementation
- Report Layout and Design
- Research and Report Writing
- Sustainability and Stormwater Consulting
- Zoning Analysis and Land Use Recommendations

▼ **Property Development and Redevelopment**

- Complete Streets and Bikeway Design
- Land Use Entitlement Approvals
- Rezoning and Right-of-Way Modifications
- Pedestrian and Multimodal Streetscape Improvement Design
- Site Plan Permits
- Site Evaluation and Due Diligence
- Site Planning
- Site Plan Development Approvals
- Site Plan Review
- Utility Coordination

CONSTRUCTION ENGINEERING

INTRODUCTION

Spalding DeDecker (SD) understands the City of Berkley is seeking qualified consultants to provide as-needed Construction Engineering Services to assist the City on both Private Development work and Capital Improvement Projects with city, state, and/or federal funding. SD will provide high-quality staff, procedures, systems, and coordination efforts to support the City of Berkley in the successful construction and close-out of these projects. We understand that Private Development and Capital Improvement Projects are each unique in their own ways due to their funding sources and required procedures; we recognize both involve timely communication and coordination efforts, thorough inspection and detailed documentation. Our highly trained Construction Engineering (CE) Department staff has the knowledge, experience and proven ability to assist and lead our clients through successful construction of their community's infrastructure improvement projects.

PROJECT COORDINATION AND SCHEDULING

The Spalding DeDecker team will be led by *Director of Construction Engineering/Senior Project Manager Ted Meadows and assisted by Project Manager Josh Mailloux*. Mr. Meadows will be the single point of contact for the City. Ted, Josh and the other members of our CE team together have extensive experience in managing, inspecting and administering capital municipal and county projects, MDOT Local Agency Program (LAP) projects, and private development projects. In addition, our team recently performed CE services on capital projects for the cities of Ann Arbor, Dearborn, Flint, Jackson, and Novi, and Canton and Hartland Townships together with numerous private development projects in Novi, Ann Arbor, Canton, Hartland and Plymouth Township.

From our experience SD recognizes that construction projects may have unpredictable and sometimes volatile schedules that are dependent on weather conditions, contractor scheduling issues, timing of funding, staffing needs and availability, and many other influences. Due to these circumstances, which are sometimes uncontrollable, we understand the City may contact us on extremely short notice to request inspection services. With this in mind, we have a daily scheduling meeting to discuss the needs for all our active projects in order to plan and ensure staff availability to serve the needs of our clients.



Mr. Meadows will coordinate and manage the City's as-needed inspection services for SD. We are prepared to provide full-time and overtime inspection during daytime working hours as well as overnight hours. Upon notification from the City, we will assign and familiarize SD staff with the scope and specific details of each project. Each project will be assigned a Lead Inspector, and he or she will report progress and any concerns to our Project Manager daily. Communication between our lead inspectors and the project manager ensures that all concerns are brought to the City's attention within 24 hours of their discovery. We have found that prompt communication and anticipating issues are vital in the project's success.

INSPECTION SERVICES

We understand the City of Berkley has a multitude of both Private Development and Capital Improvement Projects each year, and some of these projects may be under construction simultaneously. As a result, we are prepared to provide up to 10 inspectors to the City of Berkley simultaneously. In addition, we have a history in providing construction engineering services for both private development and public projects. Our inspection staff is well prepared and has the knowledge and experience to perform detailed inspection in both arenas of construction projects.

The construction administration and site inspection services required by this RFP include verifying that provided materials and work performed by the Contractor are in conformance with the project plans and specifications, as well as preparation of Inspector's Daily Reports (IDR's).

SD will provide Construction Inspectors to perform as-needed inspection and other services as follows:

- ▼ Provide detailed review plans and specifications for the project prior to construction to be familiar with content, requirements, sequence of construction, and other important aspects of the work.
- ▼ Lead/Attend preconstruction meetings
- ▼ Communicate daily with the City Project Manager regarding the progress of the project and any issues that may arise on the project.
- ▼ Communicate daily with the Contractor to ensure work is performed per the approved plans and specifications and to coordinate inspection activities, and schedule, and to assist in proper inspection and oversight of the work.
- ▼ Communicate with material testing personnel to schedule proper testing for compaction, asphalt, and concrete for capital projects.
- ▼ Lead/Attend weekly progress/planning meetings related to the project.
- ▼ Verify that materials to be used as part of the work meet the project specifications and approved shop drawings.
- ▼ Monitor, document, and notify responsible party(s) of potentially hazardous site conditions relating to construction crew members, motorists and pedestrians which are observed.
- ▼ For private development and City funded projects, use FieldBook to create and track IDRs, punch lists, time limits, and materials as required by the Project Manager.
- ▼ For MDOT funded projects, generate IDR's to document work by the Contractor utilizing AASHTOWare or FieldBook software.
- ▼ Communicate with the survey crew(s) to obtain cut sheets, and aide with proper interpretation of the construction staking and coordinating daily staking needs.
- ▼ Inspect the Contractor's workmanship of concrete and asphalt to verify it is consistent with the means and methods, tolerances, time requirements, temperature requirements and other aspects of the specifications, and document this on the IDR.
- ▼ Inspect and document on an IDR that work is competed to the line and grade, as well as elevation shown on the project plans and per the specifications.



- ▼ Provide daily inspection of the temporary traffic control and maintenance of traffic throughout the construction influence area.
- ▼ Provide certified storm water operators and conduct weekly inspection and after rain events of soil erosion and sedimentation control devices for proper maintenance and effectiveness.
- ▼ Perform and document NPDES inspections at required frequencies. If necessary, suspend work or reject materials not conforming to contract requirements.
- ▼ Provide inspection and manage testing of City owned utilities per City standards including, but not limited to:
 - ▼ Water main - pressure testing, disinfecting, flushing, and bacteria testing.
 - ▼ Sanitary Sewer – deflection testing, air or infiltration/exfiltration testing, cleaning and CCTV
 - ▼ Storm Sewer – cleaning and CCTV.
- ▼ If required on CIP projects, perform and document wage rate interviews.
- ▼ Develop the project punch-list and work with the contractor during completion of the punch-list, including follow up inspections and documentation.
- ▼ If required on a CIP project, maintain force account documentation during the project.
- ▼ Help coordinate and resolve delivery conflicts to businesses and residents throughout the project.
- ▼ Coordinate with the City Staff for a trash removal plan during construction for business and residents.
- ▼ Review the Contractor's equipment on-site to confirm it meets the intent of the project. Also document the type and amount of equipment that is on-site on the IDR.
- ▼ Document daily on the IDR the contractor workforce and weather conditions.
- ▼ Document daily on IDR contractor activities, including explanation of any downtime, damage to the site or work, work activities by others including franchised utilities, City forces, adjacent property owners, or others that may be impacting work activities.
- ▼ Provide final measurements of the work as it's completed, calculate quantities, and document this on the IDR or in a field book as appropriate.
- ▼ Conduct periodic nighttime review and inspection of temporary traffic control and maintenance of traffic throughout the construction influence area.
- ▼ Provide a field mark-up of the construction plans based on changes to the work or extra work performed during the project, to assist in City preparation of as-built drawings.

EQUIPMENT

Construction technicians will be fitted with the following equipment:

- ▼ Laptop computers with Bluebeam and FieldBook (MDOT funded projects) software with Internet access
- ▼ Cell phone
- ▼ Automated level with tri-pod legs, 25-foot grade pole
- ▼ 6-foot level, torpedo level, 24-inch digital level
- ▼ Engineers scale 100
- ▼ 100-foot, 25-foot measuring tapes, Measuring wheel
- ▼ Manhole hook or pickaxe
- ▼ Road point shovel
- ▼ Sledgehammer
- ▼ Marking paint
- ▼ First-aid-kit
- ▼ Collapsible gate valve key
- ▼ Current (2020) MDOT Standard Specifications for Construction
- ▼ Current City of Rochester Hills Public Services Standard Specifications and Details



SD has a deep bench of qualified experienced Construction Technicians. We employ 19 full-time field technicians. Specifically, Andrew Eaton, Kevin Schroeder, Steve Szalkie, Russ Rambeau, Sydney Waynick, and Joe Lawnicki will provide inspection of the construction operations within the City of Berkley. Inspection personnel will not be removed from, added to, the project without the written authorization of the City's Project Manager.

SD's Construction Engineering Department also has six technicians certified in Part 91, Soil Erosion and Sedimentation Control of the Natural Resources and Environmental Protection Act as enforced by the Michigan Department of Environmental Quality (MDEQ) – Water Bureau. SD also employs eight inspectors with Stormwater Operator Certification.

PROJECT MANAGERS

With over 20 years of project management experience at Spalding DeDecker and over 40 years of combined experience in the civil engineering design and construction industry, Ted Meadows and Josh Mailloux will serve as the Project Managers for Private Development and City Construction Improvement Projects. Both are well positioned to assist the City's Engineering Department. Upon request they will attend project kickoff meetings, preconstruction meetings, and progress meetings. Both gentlemen will also be available to field general site questions and assist with problem solving of any onsite issues.

DELIVERABLES

From our years of experience, we have a full understanding of the necessary deliverables associated with our services. For locally funded Capital Improvement and Private Development Projects these include IDR's, Material Delivery Tickets and Manifests, Field Measured Drawings and As-Built Markup Checklists, Record Sheets, and Invoices. For MDOT-LAP Projects SD understands that these can be more involved and typically require more comprehensive documentation. SD is well versed in the procedures and requirements related to these projects and will provide the information needed to the City to ensure in their successful completion and closeout.



Inspector's Daily Reports (IDR's)

- ▶ IDRs will be submitted, reviewed and finalized according to the guidelines outlined in the RFP for both locally funded Capital Improvement and Private Development Projects except that Appia™ software will be used.
- ▶ IDRs for Private Development projects, City Construction Improvement Projects, MDOT-LAP administered state and federally funded projects will be created using Fieldbook™
- ▶ IDRs will be completed daily by inspectors and submitted within two working days from the date work occurred.
- ▶ The SDA Project Manager will review IDR's at an interval of twice per week, minimum, unless otherwise determined.
- ▶ The SDA Project Manager will review comments or changes with the inspector and may make minor revisions. Significant revisions will be made by the inspector and documented as required.

Field Measured Plans

In addition to the Inspector's Daily Reports, we acknowledge that field measured drawings are necessary to assist in creating the As-Built Project plans. We will provide these and other information as follows:



- ▶ SD will obtain a copy of the As-built check list(s) appropriate for the project type, and the electronic formatted original contract construction plans from the City.
- ▶ SD will document all plan changes, extra work, or revisions to the plans.
- ▶ SD will collect and confirm all field changes and develop the appropriate “as- constructed” notes and sketches using Bluebeam Revu®.
- ▶ SD will submit marked up plans, sketches and other drawings, completed As-Built checklist(s) and record sheets, and notes for use in preparing the As-Built Project Plans. As required, we will submit this information within one month of project completion, and at periodic intervals as directed by the City.
- ▶ If requested, SD will be prepared to develop the As-Built Project Plans for review and approval by the City. SD will provide electronic drawing files to the City on CD or other approved media conforming to the City’s Standard Specifications and the Public Services Area/Engineering AutoCAD drafting standards. We will provide these files within two months from project completion unless otherwise agreed to by the City.

COST ESTIMATING

Cost control is achieved by using dynamic evaluation and forecasting tools throughout the life of the project. Spalding DeDecker utilizes Deltek Vision software to track effort dynamically during the project. Early planning limits the potential for cost overruns, while consistent tracking efforts ensure that overruns based upon scope change are identified well in advance and communicated to the client. Construction budgets will be tracked along milestones (Schematic Design, Design Development, and Construction Documents) with the initial budget completed during base plan production to ensure that project costs are in line with the City and programmed amount. Any scope refinements or expansion may then be discussed and agreed to prior to moving too far along in the project. Spalding DeDecker has several professionals on staff that utilize Michigan Engineer’s Resource Library (MERL) and review area bid tabulations to ensure cost estimates match recent costs.

DOCUMENT CONTROL AND REPORTING

Our project controls process includes standardized communication and filing procedures, as well as project reporting. We find it critical to define these processes so we can remain agile and work seamlessly as a team regardless of the number of personnel tackling a given project. The standard monthly reporting and “dashboard” status reports allow the Project Manager to streamline tracking and transferring of data with a level of detail suitable to the intended audience.

QUALITY ASSURANCE AND QUALITY CONTROL

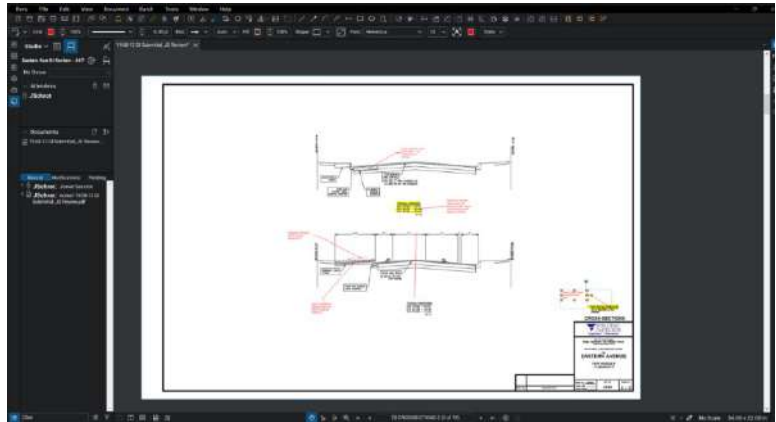


In 2003, as a part of our ISO 9001 certification process, Spalding DeDecker compiled a series of checklists and quality control documentation procedures for each discipline within the company. Spalding DeDecker regularly discusses and implements improvements upon those procedures and processes developed during that certification process. Our process includes two components, Quality Assurance (QA), which is process oriented: doing the right things the right way, and Quality Control (QC), which is product oriented: controlling the quality of our deliverables through standard review checklists and procedures.



While quality reviews are typically completed at the Base, Grade Inspection (GI), and Final Plan stages, our QA/QC is a continuous internal process that involves communication with seasoned experts throughout the company and experienced reviewers independent of the project team. Assigning review tasks to experienced staff outside of the design team, including construction professionals, encourages objectivity and a healthy skepticism of design deliverables. The QA/QC reviewers are included in the project kickoff meeting and utilized for all project milestone reviews, allowing consistency in the deliverables. Deliverables are reviewed with a multi-discipline viewpoint checking aesthetics and usability, engineering design, and constructability. Internal process flow is identified along with document control.

Outside of traditional reviews by hand, Spalding DeDecker has utilized BlueBeam for an integrated approach to collaborative reviews. BlueBeam allows our professionals to simultaneously review projects with the benefit of live-comment updates. Those reviewer comments are then required to be checked-as-complete or responded to for final reviewer sign-off. These BlueBeam sessions may also be shared externally with the City to ensure that stakeholder comments are addressed as intended. This program maintains a record of all reviews throughout the life of the project.



CONSTRUCTABILITY AND VALUE ENGINEERING

With finite resources and seemingly unlimited challenges, SD understands that value is not an option, it is a requirement. To ensure that the City gains the best value, we employ a six-step Value Engineering Approach to any substantial project design and review. That process involves a team of our internal professionals that collaborate and use our collective knowledge gained from interactions with our clients around the State. Our process is as follows:

- 1. Project Overview and Information Phase**
 - a. Identify existing conditions and purpose of project.
- 2. Functionality**
 - a. Identify goals and objectives as well as constraints.
- 3. Creativity**
 - a. Think outside the box to provide alternatives to current design.
- 4. Analysis**
 - a. Determine the following for each alternative.
 - i. Viability
 - ii. Constructability
 - iii. Cost
- 5. Presentation**
 - a. Open forum discussion among our in-house design and construction professionals to review and/or modify proposed changes.
 - b. Present potential value engineering approaches to Owner for final acceptance.
- 6. Implementation**

Depending on the scale and complexity of the design, a team will be appointed that has the appropriate level of design and construction expertise to thoroughly vet both the value provided as well as the constructability.



In some cases, these experts are selected from SD staff, and in other cases specialists are retained from external sources. It is important that these reviewers have not been involved in the original project design, so a high level of objectivity in the evaluation is obtained.

This process is fully documented, with each key area of the design and section of the contract documents evaluated on both checklists and comments written directly on the design documents. At the conclusion of the initial evaluation, the Design Team is brought in with the review team to a “collaboration meeting” to discuss areas of potential improvement.

After a thorough review of options, necessary revisions are made to the contract documents for submission to the City for review and approval. If appropriate, recommendations are made to the City concerning alternative approaches, with the advantages and disadvantages associated with each option fully explained. SD will indicate its recommendation on which option to select, supported by objective reasoning.

PEER REVIEW

Quality control is important for any project, and while we provide thorough reviews for our own in-house projects, we recognize that the City may request review of their in-house designed projects, as well as review of other consultants’ work. Our process for peer review starts with communication with the City and/or consultant on the parameters surrounding the design and the assumptions made throughout the process. We understand that each project comes with its own challenges and that understanding those challenges ahead of time along with a summary of the decisions made can go a long way to resolving needless review comments. As a routine part of our internal quality check, our Construction Manager, Ted Meadows, and our other Construction Project Managers complete a constructability review, identifying challenges that may be faced in the field. They will recommend edits to design and specifications that will improve the field experience for the Owner and Contractor. Time is of the utmost importance when it comes to putting projects out for bid and we understand that our services may be the last line prior to bidding. We pride ourselves on thorough and expeditious reviews focusing on the design elements and value engineering that matter.

PROJECT CONTROLS (QA/QC)

Spalding DeDecker maintains a proactive approach to project controls. We are constantly learning and improving our processes to formulate the most efficient and effective means of procuring design and construction documents, while mitigating risk, adapting to changes in scope, and communicating and/or avoiding cost overruns along the way. Our project managers utilize the latest available industry resources and involve our construction staff throughout the design process to ensure constructability. ***Project controls include Schedule and Advanced Work Planning, Cost Estimating, and Document Control and Reporting as outlined below.***

PROJECT SCHEDULE AND ADVANCED WORK PLANNING

Scheduling and workload assessments are assembled during the proposal phase of any project to serve as a roadmap for all tasks to be completed. The schedule will be developed based on the scope provided and staff best suited for any given project. The scope will be broken into individual tasks with an allotment of time for each task. Those tasks and timelines will be tracked from the planning phase through bidding phase to ensure City timelines are met and to maintain an open dialogue on potential scope changes that may affect the schedule.

The project schedule will be reviewed with City staff at the start of the project during the kickoff meeting and updates will be provided monthly, or bi-weekly, as desired. All impacts to the critical path of the project will



be brought to the attention of the City with alternative action items defined to maintain minimal disruptions to the desired project completion date.

COMMUNITY ENGAGEMENT

SD engages in community outreach for all our projects and understands the importance of doing so given our long history as engineers-of-record for numerous communities in southeast Michigan. *We recognize the level of effort it takes to coordinate a successful communication and public engagement process.*

Stakeholder Outreach

SD recognizes that there can be many key stakeholders for a major project, including the following:

- ▼ City elected officials
- ▼ City Public Works and Engineering
- ▼ City Building, Planning and Economic Development Departments
- ▼ City Police Department (traffic)
- ▼ City Commissions and Boards (Planning, Historic, etc.)
- ▼ Downtown Development Authority (DDA)
- ▼ Chamber of Commerce
- ▼ Neighborhood and Homeowner Associations
- ▼ Regional watershed alliances
- ▼ Michigan Department of Environment, Great Lakes, and Energy (EGLE)
- ▼ Michigan Department of Natural Resources (MDNR)
- ▼ County Road and Drain Commissions/Departments
- ▼ County Health Departments
- ▼ Public transportation services
- ▼ Franchise utilities (AT&T, DTE, etc.)

As necessary, SD will host meetings (virtual or in person) with stakeholders to discuss how the project will impact them individually. *We understand the City's structure and the input required from multiple groups within the City to ensure a successful and smooth process.* SD intends to work with the City's representatives to engage the internal stakeholders to ensure feedback is received and acted on quickly. Communication with the permitting agencies will begin immediately to minimize the potential for project delays.



In-field Engagement

SD understands that strong community relations focus on inclusivity and engagement on a personal level as well as a group level. As part of our process, SD will include a public interaction campaign in the field with residents, as needed to facilitate discussions on the proposed improvements. We understand that decision making is reliant on relationship development and understanding. We will produce community engagement notes on our project-specific community engagement forms.

Public Meetings

SD is prepared to host public meetings in coordination with the City at a public space in the vicinity of the project. Depending on City policies, the meeting may utilize local facilities or be hosted online via virtual meeting. *SD will produce full-size aerial exhibit rolls with the proposed improvements overlaid to allow for meaningful discussion during the meeting.*



Project Webpage

SD can either host a website or work with the City to provide content for a City hosted project-specific website. SD will provide project limits, project overview, construction timeline, and other documents including the following:

- ▼ Project Layout – Aerial with proposed improvements used for Public Meeting
- ▼ PowerPoint Presentation
- ▼ Public Meeting Agenda
- ▼ Comments received and responses

SD will maintain the project website throughout the life of the project and provide content as it becomes available. SD will also collect email addresses for anyone willing to provide that information and send out regular reminders to check the project webpage for updates.

Summary

At the end of each project, SD will provide a written summary document with all outreach and engagement activities including field data collected, comment matrices from public meetings, and input received outside of the traditional meeting formats.

STAFF CAPABILITY

Spalding DeDecker (SD) has been providing consulting civil engineering and surveying services for over 70 years to private and public clients and employs qualified professional engineers, surveyors, planners and technicians. Our project team works together under the guidance of a project manager to implement your vision. The project team executes plans, resolves problems, and supports the client. The project manager monitors the level of staff support provided.

To effectively accomplish the project goals, the project manager will:

- ▼ Review project plans to identify critical staffing issues.
- ▼ Define staffing requirements in terms of both required capabilities and staffing levels.
- ▼ Define current staff availability and forecast future staff availability.

Our knowledge base and pool of professionals can fill your project scheduling needs.

Being a local firm allows us the flexibility to meet your individual requirements.

ESTIMATED TURNAROUND TIMES**Voicemail/Email**

In general, our policy is to return emails and phone calls from our clients within 24 hours. Circumstance may dictate otherwise on occasion, but we strive to maintain response time within a one-day-period.

Development Site Plan Reviews

Based on current and anticipated workloads, our typical time to review a project and provide comments to the City is **5 business days**. We understand the importance of providing clear and concise review comments in a timely manner to meet requirements that may be set forth in ordinances.

Individual Project Assignments

Each survey or design project that the City entrusts to Spalding DeDecker will be unique. While the methodology and objectives may be the same, the complexity, size, and duration to complete may vary greatly. Once the scope of the project is verified with the City, SD will provide a schedule that identifies important milestones



taking into consideration the City's goals and obligations to complete the project. At a minimum, milestone dates will include:

- ▼ Estimated Notice to Proceed date (if contingent on Council approval)
- ▼ Interim project completion milestone submittals
- ▼ Estimated plan review dates
- ▼ Final project completion date

SD commits to staff all City projects with personnel who have the appropriate experience and expertise level for the tasks assigned to each role. We assure the City that adequate staff will be committed to any project entrusted to us to meet or beat deadlines.

WORKLOAD MANAGEMENT

The SD team prides itself on our ability to deliver projects on time and on budget. Our management team meets regularly to forecast staff workload, utilizing metrics from our proposal detailed breakdowns of hours as well as our as-needed general engineering service projections. Resource management is an important component of our workflow, which is why we start each week with a workload meeting that includes our full Planning-Infrastructure-Engineering (PIE) staff to discuss priorities for each staff member and upcoming deadlines. Additional staffing is allocated to projects based on needs.

In addition to workload management, SD employs a rotation program for our younger staff members to allow for cross training amongst the departments. The rotation program allows exposure to the many elements of civil engineering, which strengthens their understanding of the "Big Picture" as well as providing flexible staffing to accommodate an influx of work.

ONSITE AVAILABILITY

SD currently provides onsite engineering services for Novi, Ann Arbor and Plymouth Township and we have engineering staff available to work onsite at the City of Berkley to directly address questions from City staff, elected officials, contractors, residents, business owners and other agencies as needed.

AGREEMENT TERMS AND CONDITIONS

Spalding DeDecker has read and understands the Scope of Services addressed in the RFQ. If the City is open to modifications to their Hold Harmless and Indemnification Clause, Spalding DeDecker has offered some suggestions, marked in red, on the Hold Harmless Form, located in the "Forms" section of the proposal.



FORMS



FORMS





CITY OF BERKLEY
OFFICE OF THE CITY CLERK
 3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

CITY OF BERKLEY BID OPPORTUNITY NON-DISCRIMINATION AFFIDAVIT

BID OPPORTUNITY:	RFQ for Professional Engineering and Surveying Services
-------------------------	---

**THIS AFFIDAVIT SHALL BE SUBMITTED AND MADE A PART OF EACH AND EVERY BID PROPOSAL
TO THE CITY OF BERKLEY, MICHIGAN**

STATE OF MICHIGAN
 COUNTY OF OAKLAND

Catherine M. DeDecker, BEING DULY SWORN
 deposes and says that:

1. In compliance with the City of Berkley Non-Discrimination Policy, the Contractor shall not discriminate against an employee or an applicant for employment in hiring, any terms and conditions of employment or matters related to employment regardless of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status or any other reason, that is unrelated to the person's ability to perform the duties of a particular job or position, in accordance with applicable federal and state laws.
2. The undersigned is duly authorized to execute this affidavit on behalf of the bidder.

Subscribed and sworn to before me this
5 day of JUNE, 2025
 a notary public in and for said County,

Monica R. Freeman
 Notary Public

My Commission expires: 10/31/2030

Catherine M. DeDecker
 Authorized Signature

Catherine M. DeDecker
 Printed Name of Signatory

Spalding DeDecker
 Company Name

905 E South Boulevard
 Address

Rochester Hills, MI 48307
 City, State, Zip Code

248-844-5400
 Area Code & Phone Number



PLEASE NOTE: City of Berkley employees cannot notarize this document.



CITY OF BERKLEY BID OPPORTUNITY CONTRACTOR REFERENCES

BID OPPORTUNITY:	RFQ for Professional Engineering and Surveying Services
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REFERENCE 1:

COMPANY NAME	City of Ann Arbor
ADDRESS	100 N 5th Ave #4, Ann Arbor, MI 48104
TELEPHONE	313-994-2780
CONTACT PERSON	Nicholas Hutchinson
CONTRACT DATES	2017 - Ongoing
DESCRIPTION OF WORK	Since 2017, SD has been providing the following services: In-House Project Management, In-House Plan Review, Surveying, Preliminary Design, Final Design, Geotechnical Engineering Coordination, Public Engagement, Construction Inspection Services, Contract Administration, Materials Testing Coordination, and As-Builts.

REFERENCE 2:

COMPANY NAME	City of Sterling Heights
ADDRESS	40555 Utica Rd, Sterling Heights, MI 48313
TELEPHONE	586-446-2720
CONTACT PERSON	Brent Bashaw, PE
CONTRACT DATES	2024 - Ongoing
DESCRIPTION OF WORK	Starting in 2024, SD has been providing as-needed engineering and construction engineering services for the City of Sterling Heights, including design survey, water main design, construction inspection, contract administration, and landscape architecture.

REFERENCE 3:

COMPANY NAME	City of Novi
ADDRESS	26300 Lee BeGole Drive, Novi, MI 48375
TELEPHONE	248-735-5640
CONTACT PERSON	Benjamin Croy, PE
CONTRACT DATES	2005 - Ongoing
DESCRIPTION OF WORK	Spalding DeDecker has been providing the following services to the City of Novi since 2005: utility design, road/pathway design, plan review, construction inspection and observation for public and private projects, soil erosion inspection for all private development construction projects, and surveying.



CITY OF BERKLEY
OFFICE OF THE CITY CLERK
 3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

CITY OF BERKLEY BID OPPORTUNITY NON-COLLUSIVE AFFIDAVIT

BID OPPORTUNITY:	RFQ For Professional Engineering and Surveying Services
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**THIS AFFIDAVIT SHALL BE SUBMITTED AND MADE A PART OF EACH AND EVERY BID PROPOSAL
TO THE CITY OF BERKLEY, MICHIGAN**

STATE OF MICHIGAN
 COUNTY OF OAKLAND

Catherine M. DeDecker _____, BEING DULY SWORN
 deposes and says that:

1. The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vender of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition; and
2. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid and will not be communicated to any such person prior to the official opening of the bid.
3. The undersigned is duly authorized to execute this affidavit on behalf of the bidder.

Subscribed and sworn to before me this
5 day of June, 2025
 a notary public in and for said County,

Monica R. Freeman
 Notary Public

My Commission expires: 10/31/2030



Catherine M. DeDecker
 Authorized Signature

Catherine M. DeDecker
 Printed Name of Signatory

Spalding DeDecker
 Company Name

905 E South Boulevard
 Address

Rochester Hills, MI 48307
 City, State, Zip Code

248-844-5400
 Area Code & Phone Number

PLEASE NOTE: City of Berkley employees cannot notarize this document.



CITY OF BERKLEY
OFFICE OF THE CITY CLERK
3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

CITY OF BERKLEY BID OPPORTUNITY CONFLICT OF INTEREST DISCLOSURE FORM

BID OPPORTUNITY: RFQ for Professional Engineering and Surveying Services

Name:	Catherine M. DeDecker	Company:	Spalding DeDecker
Title:	Sr. Vice President	Address:	905 E South Boulevard, Rochester Hills, MI 48307

Please describe any relationships, transactions, positions you hold (as owner, director or volunteer of a for-profit or nonprofit organization) or other circumstances you believe could contribute to an actual or perceived conflict of interest between the City of Berkley and your personal interest. (Use additional paper if necessary.)

☐ I have the following conflict of interest to report.

☐ I have the following potential conflict of interest to report.

☒ I have no circumstances that I believe could contribute to an actual or perceived conflict of interest.



Signature
6/13/25

Date



**CITY OF BERKLEY BID OPPORTUNITY
 HOLD HARMLESS & INDEMNITY FORM**

BID OPPORTUNITY: RFQ for Professional Engineering and Surveying Services

PURPOSE:

To the fullest extent permitted by law, the CONTRACTOR expressly agrees to indemnify and hold harmless the City of Berkley (City), its elected and appointed officials, its employees and volunteers and others working on behalf of the City, from and against all loss, cost, expense, damage, liability or claims (whether groundless or not) arising out of bodily injury, sickness or disease (including death resulting at anytime there from) which may be sustained or claimed by any person or persons.

This includes damage or destruction of any property (including loss of use) based on any negligent act or omission ~~(negligent or otherwise)~~ of the CONTRACTOR or anyone acting on its behalf, ~~in connection with or incident to this agreement.~~

The CONTRACTOR shall, ~~at its own cost and expense~~, defend any such claim and any suit, action, or proceeding which may be commenced hereunder (or in the case of a professional liability claim, reimburse defense costs to the proportional extent of Contractor's negligence or willful misconduct). In the event of any suit, action or proceeding, to the extent found liable, the CONTRACTOR shall pay:

- Any and all judgments which may be recovered.
- Any and all expenses including, but not limited to, costs, attorneys' fees and settlement expenses which may be incurred.

The CONTRACTOR shall not be responsible to the City on indemnity for damages caused by or resulting from the City's or any other party's ~~sole~~ negligence.

PLEASE PRINT:

Spalding DeDecker

Contractor Name

905 E South Boulevard

Contractor Street Address

Rochester Hills, MI 38307

City, State, Zip Code

248-844-5400

Telephone

Catherine M. DeDecker

Authorized Representative

Signature

6/13/2025

Date

Witness



CITY OF BERKLEY
OFFICE OF THE CITY CLERK
 3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

CITY OF BERKLEY BID OPPORTUNITY IRAN BUSINESS RELATIONSHIP AFFIDAVIT

BID OPPORTUNITY:	RFQ for Professional Engineering and Surveying Services
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**THIS AFFIDAVIT SHALL BE SUBMITTED AND MADE A PART OF EACH AND EVERY BID PROPOSAL
 TO THE CITY OF BERKLEY, MICHIGAN**

STATE OF MICHIGAN
 COUNTY OF OAKLAND

Catherine M. DeDecker, BEING DULY SWORN
 deposes and says that:

1. Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, the respondent certifies, under civil penalty for false certification, that it is not an "Iran linked business," as that term is defined in the Act.
2. The undersigned is duly authorized to execute this affidavit on behalf of the bidder.

Subscribed and sworn to before me this
5 day of June, 2025
 a notary public in and for said County,

Monica R. Freeman

Notary Public

My Commission expires: 10/31/2030

Catherine M. DeDecker

Authorized Signature

Catherine M. DeDecker

Printed Name of Signatory

Spalding DeDecker

Company Name

905 E South Boulevard

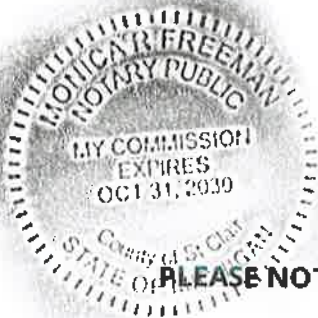
Address

Rochester Hills, MI 48307

City, State, Zip Code

248-844-5400

Area Code & Phone Number



PLEASE NOTE: City of Berkley employees cannot notarize this document.



COMPENSATION





Hourly Fee Schedule Effective January 1, 2025

PROFESSIONAL SERVICES

Where it is agreed that fees for our services will be based upon the time worked on the project, such fees will be computed at the following Hourly Rates, for each of the following classified services.

CLASSIFICATION	HOURLY
Project Executive	\$230.00
Senior Project Manager	\$208.00
Project Manager	\$189.00
Senior Planner	\$171.00
Senior Project Engineer 3	\$182.00
Senior Project Engineer 2 / Assistant Project Manager +	\$174.00
Senior Project Engineer +	\$155.00
Associate Planner	\$127.00
Project Engineer +	\$144.00
Engineer +	\$131.00
Planner +	\$95.00
Graduate Engineer +	\$114.00
Senior Designer +	\$144.00
Designer +	\$120.00
Senior Mapping Specialist +	\$145.00
Mapping Specialist +	\$130.00
Senior CAD Technician +	\$120.00
CAD Technician 2 +	\$110.00
CAD Technician 1 +	\$104.00
Engineering Technician +	\$100.00
Sr. Project Surveyor +	\$175.00
Project Surveyor +	\$145.00
Senior Survey Technician +	\$140.00
Survey Technician +	\$130.00
Senior Survey Assistant +	\$88.00
Survey Assistant +	\$78.00
One (1) Person Survey Crew (W/ Robotic Equipment) +	\$150.00
Two (2) Person Survey Crew +	\$210.00
Contract Administrator / Resident Project Representative +	\$140.00
Construction Technician 3 +	\$121.00
Construction Technician 2 +	\$106.00
Construction Technician 1 +	\$91.00
Confined Space Specialist +	\$150.00
2 Person O & M Crew +	\$322.00
Office Technician +	\$131.00
Soil Erosion Inspector +	\$97.00
Professional Traffic Engineer	\$174.00
Graduate Traffic Engineer +	\$128.00
Senior Landscape Architect	\$155.00
Landscape Architect	\$130.00
Recreation Planner	\$125.00
Landscape Designer/Horticulturist	\$104.00



Hourly Fee Schedule Effective January 1, 2025

Landscape Designer 2	\$94.00
Landscape Designer 1	\$77.00
Design Technician	\$52.00

GENERAL CONDITIONS – SPALDING DEDECKER ASSOCIATES, INC.

1. For classifications indicated with “+”, overtime work will be charged at a rate 1.3 times the indicated rate, for time worked in excess of 8 hours per day.
2. If a Retainer is paid to initialize the Project, the retainer will be credited toward the final payment due for the Project.
3. Fees are due and payable monthly, within 30 days after the date of the invoice. All fees not paid within 30 days of the invoice date will be subject to an additional late-payment charge of 1% (of the invoiced amount) per month, beginning from said thirtieth day. SDA reserves the right to suspend or terminate its work upon failure of the Client to pay invoices as due.
4. All drawings and other documents produced under the terms of this Agreement are instruments of service belonging to SDA, and they cannot be used for any reason other than for this Project.
5. The Client agrees to limit SDA's liability to the Client, due to SDA's negligent acts, errors, or omissions, such that the total aggregate liability of SDA shall not exceed \$10,000 or SDA's total fee for the service rendered on this Project, whichever is greater.
6. In consideration of substantial costs incurred by SDA to stop and restart work on a project once it has begun, should SDA's work be halted by the Client at any time, a project restart fee of \$500 will be due and payable immediately.
7. The Client affirms that it has secured legal rights to work on the property upon which the Project will be built or that such rights will be secured within a reasonable time period. The Client further acknowledges that non-payment of fees owed under this agreement may result in a mechanics lien being placed on the property upon which the work is being done.
8. All fees and hourly rates shown on this Hourly Fee Schedule may be increased by annually.

REIMBURSABLE EXPENSES

The following items are reimbursable to the extent of 110% of actual expenses (including subcontracting expense) accrued for the project:

1. Special materials and equipment unique to the project.
2. Printing and reproductions.
3. Geotechnical Engineering and/or other Subcontracted Services.
4. Shipping and handling.

**AN
ORDINANCE
of the City Council of the City of Berkley, Michigan to amend Section 114-27
Authorization and Establishment of Workforce Housing Exemption of Article III,
Workforce Housing PILOT of Chapter 114 Taxation, of the City of Berkley Code of
Ordinances to clarify that annual shelter rent payments less than 10% are permitted, as
authorized by provisions of the State Housing Development Authority Act of 1966, Public
Act 346 of 1966. MCL 125.1401, et seq.**

**THE CITY OF BERKLEY
ORDAINS:**

SECTION 1: Chapter 114 of the Berkley City Code is amended, as follows:

Chapter 114 TAXATION

Article I – Article II [Unchanged.]

ARTICLE III. WORKFORCE HOUSING PILOT

SECTION 114-24. Title - SECTION 114-26 Definitions. [Unchanged.]

SECTION 114-27. Authorization and Establishment of Workforce Housing Exemption.

- (A) The class of housing projects to which the tax exemption applies and for which a service charge may be paid in lieu of all ad valorem property taxes are housing projects being developed or rehabilitated for workforce housing.
- (B) Subject to the recording of a Restrictive Covenant, workforce housing and the property on which such housing is or will be located is exempt from all ad valorem property taxes as of December 31 of the year in which construction or rehabilitation commences. Construction must start within one year of the date of the Authority's notification of exemption or such longer period of time as may be provided by the PILOT Resolution.
- (C) The City of Berkley will accept payment of an annual service charge in lieu of all ad valorem property taxes for public services from the owner of a housing project for which the City of Berkley has received a certified notification of exemption from the Authority in accordance with the following:

(1) Subject to subsections (D), (E) and (F), for a new construction project, an amount that is the greater of the tax on the property on which the project is located for the tax year proceeding the date on which the construction is commenced or up to 10% of the Annual Shelter Rent obtained from the project.

(2) Subject to subsections (D), (E) and (F), for a rehabilitation project, an amount that is the lesser of the tax on the property on which the project is located for the tax year proceeding the date on which rehabilitation is commenced or up to 10% of the Annual Shelter Rent obtained from the project.

(3) The service charge paid in lieu of taxes shall not exceed the amount in ad valorem taxes that the Sponsor would have otherwise paid if the workforce housing project were not tax exempt.

(D) Notwithstanding the provisions of MCL 125.1415a(3)(b) and 125.1415a(7) to the contrary, upon the adoption of a PILOT Resolution and receipt of a certified notification of exemption from the Authority, a contract is be deemed effected between the City of Berkley and the Sponsor, to provide a tax exemption and accept service charge payments in lieu of taxes as previously described by this section.

(E) Notwithstanding subsection (C), the service charge paid each year in lieu of taxes for that part of a workforce housing project that is tax exempt under this ordinance but not used for workforce housing must be equal to the full amount of the taxes that would be paid on that portion of the project as if the project were not tax exempt. The owner of the project must allocate the benefits of any tax exemption granted pursuant to this ordinance exclusively to workforce housing or to the maintenance and preservation of the housing project as a safe, decent, and sanitary workforce housing.

(F) The annual service charge under subsection (C) for a workforce housing project for which a PILOT Resolution has been adopted must be increased by the Additional Amount if both of the following requirements are met:

(1) Not later than 45 days after the County Treasurer's receipt of the certified notification of exemption, the County Board of Commissioners passes a resolution, by majority vote, that provides that the Additional Amount must be paid.

(2) The approval of the resolution described in subparagraph (1) is in accordance with an ordinance or resolution adopted by the County Board of Commissioners establishing the factors to be considered when assessing whether the Additional Amount must be paid.

SECTION 114-28. Workforce Housing Exemption Application, Review and Approval Process. –
SECTION 114-31. Duration and Recorded Restrictive Covenant. [Unchanged.]

SECTION 2: Severability Clause

Should any word, phrase, sentence, paragraph, or section of this Ordinance be held invalid or unconstitutional, the remaining provisions of this ordinance remain in full force and effect.

SECTION 3: Penalty

All violations of this ordinance are municipal civil infractions and upon determination of responsibility therefore are punishable by a civil fine of not more than \$500, and/or such other sanctions and remedies as prescribed in Article IX of Chapter 82 of the Code of Ordinances.

SECTION 4: Effective Date

This Ordinance becomes effective 30 days following the date of adoption.

SECTION 5: Publication

The City Council directs the City Clerk to publish a summary of this ordinance in compliance with Public Act 182 of 1991, as amended, and Section 6.5 of the Berkley City Charter.

Introduced on the First Reading at the Regular City Council Meeting on Monday, October 20, 2025 .

Adopted on the Second Reading at the Regular City Council Meeting on _____ .

Bridget Dean, Mayor

Attest:

Victoria E. Mitchell, City Clerk



CITY OF BERKLEY
3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

MEMORANDUM

To: Mayor Dean and City Council
From: Kristen Kapelanski, Community Development Director
Date: October 20, 2025
Subject: First reading to amend Section 114-27 of Article III, Workforce Housing PILOT of Chapter 114 Taxation of the City of Berkley Code of Ordinances

Madam Mayor and Members of City Council,

Background

- The State Housing Development Authority Act was passed in 1966 to provide opportunities for low income housing with federal funding administered by the Michigan State Housing Development Authority (MSHDA). This is accomplished through a Payment in Lieu of Taxes (PILOT) system.
- In 2022, recognizing that there is a gap between low income housing and market rate housing and with the intention to increase the supply and affordability of housing, the State Legislature expanded opportunities for local communities to use similar incentives to promote workforce housing (defined as 80%-120% of the area median income), without the involvement of MSHDA.
- As part of this development incentive, a developer or property owner pays a set percentage of rental income instead of a standard property tax for 15 years.
- The City Council approved the PILOT ordinance on May 19, 2025.

Summary

- While reviewing the approved ordinance, staff noted that the text for the annual shelter rent payment, the 'payment in lieu of taxes', reads that the payment must be 10% of the annual shelter rent.
- Council's intention in discussion of the original ordinance approval focused on an annual shelter rent payment of 'up to 10%' as opposed to 'must be 10%'.
- The proposed amendment corrects this discrepancy.

Recommendation

Moved by Councilmember _____ and seconded by Councilmember _____ to approve the first reading to amend Section 114-27 of Article III, Workforce Housing PILOT of Chapter 114 Taxation, of the City of Berkley Code of Ordinances to clarify that annual shelter rent payments less than 10% are permitted, as authorized by provisions of the State Housing Development Authority Act of 1966, Public Act 346 of 1966, MCL 125.1401, et. seq

October 20, 2025 Council Meeting

Moved by Councilmember _____ and seconded by Councilmember _____ to (approve or deny or postpone) a Workforce Housing Payment in Lieu of Taxes (PILOT) for The Columbia.

Ayes:

Nays:

Absent:

Motion:

MEMORANDUM

To: Mayor Dean and City Council
From: Kristen Kapelanski, Community Development Director
Date: October 20, 2025
Subject: Payment in Lieu of Taxes Application from The Columbia

Madam Mayor and Members of City Council,

Background

- The project includes 2465, 2475, 2466 and 2476 Columbia and 2475 and 2465 Cambridge. The current zoning of the site is Planned Unit Development (PUD).
- The City Council originally approved a PUD Plan ('The Columbia') for the subject property in 2024, which included a four-story multi-family development on 0.83 acres at the aforementioned addresses.
- Updates to the plan, including a reduction in the number of units from 57 to 51 and consolidation of all units into one building, were approved by the City Council earlier this year.
- The City's Master Plan identifies diversifying housing choices to accommodate various populations, ages and incomes as a goal. Adding additional units to communities helps to lower the cost of housing in the community and regionally. Multi-family units, in particular, are a way to add population capacity to already built out communities. This goal and its implementation are reflected in the expansion of multi-family housing opportunities in zoning districts throughout the City's main corridors. The second piece of implementing this goal is to encourage the construction of these new units.
- The State Housing Development Authority Act was passed in 1966 to provide opportunities for low-income housing with federal funding administered by the Michigan State Housing Development Authority (MSHDA). This is accomplished through a Payment in Lieu of Taxes (PILOT) system.
- In 2022, recognizing that there is a gap between low-income housing and market rate housing and with the intention to increase the supply and affordability of housing, the State Legislature expanded opportunities for local communities to use similar incentives to promote workforce housing (defined as 80%-120% of the Area Median Income), without the involvement of MSHDA.
- In cases where private financing cannot support the cost of the project, gaps can be filled by public programs and/or incentives, like PILOT, in order to make a development feasible for investors to build in the community, more or less creating a 'financial stack' to bridge the gaps. Communities can use these incentives to achieve the vision of the community (i.e. more diversified housing types, more affordable rents, additional units, more people downtown, etc.)

This leads to more economic activity in the community and potentially greater investment in the future.

- As part of the PILOT incentive, a developer or property owner pays a set percentage of rental income (1% - 10%) instead of a standard property tax for 15 years.
- The City Council approved the proposed PILOT ordinance in the spring. It included several standards for Council to consider in determining whether or not to approve a proposed PILOT.
 - Whether the workforce housing project will reduce the functional obsolescence of an existing building or housing unit(s). (The City's assessor has determined the property in its current form is functionally obsolete per State of Michigan standards.)
 - Whether the workforce housing project is likely to encourage expansion of the population of the City.
 - Whether the location of the workforce housing project is consistent with the goals and objectives of the City's Master Plan.
 - Whether the development or rehabilitation of the workforce housing project complies with ordinance provisions and does not require zoning variances or results in the elimination of a nonconforming use.
 - Whether the workforce housing project will include a level of amenities desired by or appropriate for the community.
 - Whether the workforce housing project will add attractive, viable housing units to the community.
 - Whether the workforce housing project incorporates green technologies or energy-efficient components.
 - Whether the workforce housing project incorporates accessible design and/or universal design principles.
 - Whether the workforce housing project exceeds the general cost of providing city services to the property.

Summary

- The City's first application for use of the PILOT program was received for The Columbia development in August of this year. Over the course of several City Council work sessions, the applicant presented their proposal and potential terms for discussion with the City Council.
- Based on those work sessions, the applicant is proposing a mix of studios and 1-bedroom units at varying Area Median Income (AMI) levels. Information has been provided in this memo for a yearly payment of 2% or 3% of rental income as a replacement for standard property tax along with the detailed public benefits. As the total cost of the rental income payment is increased under the 3% option, the number of units at the lowest AMI levels decrease to make up for the payment increase.
- In order to secure private financing for the development, the developer must demonstrate a positive return on investment that covers the debt service of the private financing. Debt service is the total amount of money a borrower must pay over a specific period to cover the principal and interest owed. The applicant's financial analysis shows a \$2,580,000 gap in financing, meaning the annual net operating income (NOI) does not cover the debt service under the full tax scenario. This means, financing is not available for the project without public abatements. Effectively, without an incentive, the project cannot be financed.

- In order to offset some of the tax revenue loss, the developer has proposed several public benefits (Table 1).

Table 1 – Community Benefits Cost		
Community Benefit		Cost to Developer
Sewer and Watermain Replacement*		\$150,000
Contribution to future Coolidge Streetscape Plan		\$40,000
Annual contribution to Public Safety over initial PILOT term		\$150,000
Total		\$340,000

*Watermain replacement may be a requirement if the fireflows are not adequate to support the structure. This is evaluated as part of the construction plan/building permit process.

- It should be noted that although Berkley would grant the PILOT, which would waive taxes on the property in lieu of a percentage of gross rents, the reduction in property tax collections isn't solely from the City—the PILOT grants abatement of monies to other taxing jurisdictions such as the Berkley School District and others. Table 2 shows the taxes with and without the abatement in all jurisdictions as well as the PILOT payment for the 2% and 3% options. Table 3, on the following page, breaks out the City's portion and the DDA's portion. The proposed contribution to the Coolidge Streetscape Plan has been split equally between the City and the DDA.

Table 2 – Value of Abatement in All Jurisdictions			
		One Year Revenue (All Jurisdictions)	15 Years (All Jurisdictions)**
Current Taxes/Year		\$15,057	\$260,385
No Abatement/Year*		\$165,346	\$2,859,397
PILOT (All Jurisdictions)***	2%	\$31,544	\$562,569
	3%	\$42,316	\$748,854

* The opportunity to finance an attainable housing project without incentives is not an option.

** Factors in a 2% inflation rate.

***Includes community benefit payments earmarked for specific uses.

Table 3 – Comparison of Berkley's Current Tax Revenue, New Development and Abatement						
	Berkley's Portion			DDA Portion		
	One Year	Over 15	One-Time Community Benefit Payments***	One Year	Over 15	One-Time Community Benefit Payments***
Current Taxes/Year	\$3,662	\$63,321	\$0	\$421	\$7,282	\$0
No Abatement/ Year*	\$39,847	\$689,087	\$0	\$5,158	\$89,201	\$0
Pilot/Year**	2%	\$15,192	\$99,786	\$336	\$5,811	\$20,000
	3%	\$17,787	\$144,678	\$1,008	\$17,434	

* The opportunity to finance an attainable housing project without incentives is not an option.

** Includes \$10,000 annual payment to Public Safety.

***See Table 1 Community Benefits.

- Table 4 shows the breakdown of units at each Area Median Income level for the 2% and 3% options. AMI is set annually by the Department of Housing and Urban Development. It is the midpoint of all household incomes in a specific area. Berkley is in the Detroit-Warren-Livonia metro area. All units rented in the proposed development are income restricted based on the percentages of AMI listed below. Levels that include studios have been indicated. All other units would be one-bedroom.

Table 4 – AMI Unit Breakdown		
AMI Level	2% PILOT	3% PILOT
80%	9 (All Studio)	6 (All Studio)
100%	15 (Includes 6 Studio)	18 (Includes 9 Studio)
110%	21	21
120%	6	6
Total Units	51	51
<i>Avg. AMI Level</i>	<i>103% AMI</i>	<i>104% AMI</i>

- Table 5 shows the rental cost for studio and one-bedroom units at the AMI levels proposed.

Table 5 – AMI and Correlating Rents		
AMI Level	MSHDA Studio Rent/Month	MSHDA One-Bedroom Rent/Month
80%	\$1,414	\$1,514
100%	\$1,767	\$1,893
110%	\$1,944	\$2,082
120%	\$2,120	\$2,272

Recommendation

It is staff's recommendation that the applicant has submitted the necessary information for the City Council to determine if they would like to enter into a PILOT agreement with the applicant for the development of The Columbia.

The addition of 51 new 'workforce' housing units to the downtown gets the City closer to the adopted Master Plan's goal of diversifying housing choices to accommodate various populations, ages and incomes. Supply and demand principles also dictate that having more housing units available helps to lower the cost of housing in the community and regionally, a goal of housing initiatives throughout the state. Encouraging and incentivizing additional units diversifies the City's housing stock and population demographics. It also adds more residents to the downtown generally, creating a more stable economic environment that favors growth over stagnation.



CITY OF BERKLEY
COMMUNITY DEVELOPMENT
3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

APPLICATION FOR PILOT

Applications for a use of the PILOT program should be submitted to Berkley Community Development Department. They can be dropped off at City Hall, 3338 Coolidge Hwy, Berkley, MI 48072 **OR** can be emailed to planning@berkleymi.gov.

Type of Application Being Filed

☐ New ☐ 15-year Extension Request ☐ Change in Ownership

Name of Applicant: _____

Name of Organization or LLC, if any: _____

Address: _____

Phone Number: _____

Email: _____

Type of ownership of project ☐ Partnership ☐ Corporation ☐ Subchapter S Corporation ☐ Cooperative
☐ Individual Proprietorship ☐ Limited Liability Corporation

Federal ID Number: (b) (6) _____

If a corporation, specify the state and date of incorporation: _____

Primary Contact Information

First and Last Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Team Information

Architect Name: _____

Architect Phone: _____

Architect Email: _____

Construction Project Manager Name: _____

Construction Project Manager Phone: _____

Construction Project Manager Email: _____

General Contractor Name: _____

General Contractor Phone: _____

General Contractor Email: _____

Other Professionals/Contractors:

PILOT Information

Proposed Number of Years: _____

Beginning Year: _____

Ending Year: _____

Shelter Rent % of Exemption: _____

Shelter Rent Amount of Annual Payments (Attach Draft Schedule): _____

Proposed Breakdown of Units at Designated AMI Levels: _____

Check all that have been included with this application. If an item is not included, provide a brief explanation in the text box below.

- ☐ Legal description of the project real property
- ☐ Complete list of owners/ownership interests of the project
- ☐ Background information on applicant and guarantors: include development experience, if any, and all other relevant information pertaining to the PILOT project
- ☐ Site Plan

Explanation for materials missing or excluded from this application:

I have attached a detailed narrative describing the PILOT, including:

- ☐ Intended usage/target market
- ☐ Economic Impact
- ☐ Environmental impact, including any measures taken to mitigate negative impacts or improve the natural environment
- ☐ Impact on City street, water, sanitation and public utilities
- ☐ Impact on attainable and/or affordable housing market
- ☐ Summary of transportation oriented development impact (If project is in the DDA District)
- ☐ Summary of potential impacts on city services including police, fire, EMS, code enforcement and public parking
- ☐ Square footage of the building and land area to be renovated
- ☐ Architectural renderings, including number and types of units
- ☐ Proposed community benefits, if applicable
- ☐ Any other information needed to fully explain the project

Construction Details

Estimated date of project construction commencement: _____

Approximate date of commencement of this project's lease-up period and operation: _____

Description of the project, including size, type and quality of construction:

Construction parking mitigation plan, if any:

Describe the marketing plan for the project, identifying the intended market. List the types of lessees anticipated. If the project is speculative, how long is full occupancy expected to take and who will manage the project:

Finance Details

I have attached the following:

- ☐ Development Pro Forma that outlines proposed hard, soft and financing costs associated with the development.
- ☐ A summary of financing sources, loan terms, including applicant equity, construction and permanent financing, and any government assistance.
- ☐ Operating Pro Forma that outlines all anticipated major revenues and expenses for the full term of the requested PILOT.

- ☐ Audited financial statements of the applicant and guarantors (if audited financial statements are unavailable, please submit non-audited statements).
- ☐ Three credit references for the applicant.
- ☐ Proposed time schedule for closing of the loan or contributing financing availability.
- ☐ Proposed time schedule for first expenditure of funds with regard to the project.
- ☐ Anticipated date construction begins.
- ☐ Anticipated construction completion date.
- ☐ Copy of the completed MSHDA application for Low Income Housing Tax Credits within thirty days of submittal to MSHDA.

Please describe/disclose and potential conflicts of interest the applicant or any guarantor may have with any City Personnel or City Council members:

Please describe/disclose if there are any active or pending civil litigations involving this property or other business holdings:

Please described/disclose if there are any pending criminal proceedings involving this property or other business holdings and any conviction, or other pending criminal matter that is for any felony offense or any theft-related misdemeanor , involving the property or other business holdings:

APPLICANT ACKNOWLEDGEMENT

Before you submit your application, **please read, review and initial** each item below.

- _____ – The person(s) completing this application hereby declares that they will not violate any laws of the State of Michigan or the United States or any Ordinance of the City.
- _____ – Should any of the information provided in this application or any attachment thereto change during the term of the license or any renewal thereof, they will notify the City Clerk in writing within thirty days of such change.
- _____ – They have contacted the Michigan State Housing Development Authority (MSHDA) to ensure eligibility.
- _____ – The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et. seq.

Endorsement

I hereby acknowledge that all information contained herein is true and accurate to the best of my knowledge. I acknowledge.

Applicant Name (print)

Applicant Signature

Date

Narrative Description – The Columbia PILOT Request

Intended Usage / Target Market The Columbia is a mixed-income, multi-family residential development located in the heart of downtown Berkley. The project will offer a blend of studio and one bedroom units across one newly constructed four-story building. The target market includes young professionals, local service workers, small families, and seniors seeking high-quality, walkable housing in a vibrant, connected community. All of the units will be made available at attainable rent levels aligned with area median income (AMI) targets to support workforce housing.

Economic Impact The Columbia will revitalize underutilized parcels by replacing vacant duplexes with 47,672 square feet of high-quality housing. The project will support dozens of construction jobs, generate long-term leasing and property management employment, and contribute to increased consumer spending in downtown Berkley. It also supports Berkley's economic development goals by expanding housing options in the city's core.

Environmental Impact The project will meet current energy code standards and incorporate energy-efficient systems and sustainable materials where feasible. Native landscaping and stormwater best practices will help manage runoff and reduce environmental impact. Existing blighted or outdated structures will be responsibly removed and replaced with clean, modern buildings.

Impact on City Infrastructure The Columbia will tie into existing city infrastructure, including water, sewer, and electric systems. No major offsite utility upgrades are anticipated. Construction plans will ensure minimal disruption to surrounding streets, with traffic management and staging coordinated with the City. Trash and recycling services will be incorporated into the building design to streamline sanitation.

Impact on Attainable / Affordable Housing The project will contribute to Berkley's attainable housing stock by offering income-aligned rental options not currently available in the immediate area. With limited multi-family rental product in downtown Berkley, The Columbia meets a clear and growing need for high-quality, moderately priced housing that supports a diverse and inclusive community.

Transportation-Oriented Development Impact Located within the Downtown Development Authority (DDA) district, The Columbia promotes walkability and reduces car dependency. Residents will benefit from direct access to Coolidge Hwy, Robina Avenue, nearby retail, restaurants, and transit corridors. The design encourages alternative transportation, biking, and pedestrian connectivity.

Impacts on City Services The Columbia is expected to have a minimal incremental impact on police, fire, EMS, code enforcement, and parking services. The property will be

professionally managed with 24/7 response capability. The site includes appropriate off-street parking for residents, and the density is consistent with DDA goals.

Building & Land Area The total building area is 47,672 square feet across one building. The land area includes six combined parcels on Columbia and Robina. The project is designed to maximize efficiency and scale while respecting the surrounding neighborhood fabric.

Architectural Renderings & Unit Types The Columbia will include a mix of unit types:

- Studios
- One-bedrooms

Architectural renderings are attached, showing a clean, modern design that complements downtown Berkley's evolving character while maintaining human scale and pedestrian engagement.

Community Benefits:

- New public pocket park right off Cooledge.
- Replacement of critical infrastructure – sewer and watermain replacement on Columbia - \$150,000
- \$40,000 Contribution / Grant to the Coolidge Street Scape/Improvements Program
- \$10,000 per year public safety payment.

In addition to expanding attainable housing, The Columbia enhances the streetscape, activates vacant parcels, and promotes economic growth while enhancing the Berkley's downtown creating a more walkable corridor. The project also supports local hiring during construction and long-term operations and may offer targeted leasing programs for local employees or seniors.

Other Information The Columbia is committed to a long-term partnership with the City of Berkley. This PILOT request helps ensure long-term attainability , financial viability, and reinvestment in the property over time. With a thoughtful design and strong team, The Columbia will be a lasting asset to the community.

Proposed Schedule:

PILOT/MEDC Approval – Anticipated October 2025

Architecture/CD Documentation – Anticipated October 2025 – February 2026

Building Permit Submittal – Anticipated February 2026

Construction Start – Anticipated March 2026

Complete List of Owners:

Wayne Wudyka

Michael Ferlito

Anthony Ferlito

References:

Community Financial

500 S. Harvey St.

Plymouth, MI 48170

Alex Dunenas

aduenas@cfcu.org

Chase Bank

5601 Metro Pkwy

Sterling Heights, MI 48310

Tim Tsai

tim.t.tsai@chase.com

Church's Lumber Yard

107 S. Squirrel Road

Auburn Hills, MI 48326

Renee James

rjames@churchslumber.com

Chuck Moore's Commercial Sign

28010 Groesbeck

Roseville, MI

Dan Teodecki

dan@cmoorecss.com

Exhibit A – Legal Description

PROPERTY DESCRIPTION

(PER TITLE COMMITMENT NO. 21223250-LP, ISSUED BY BELL TITLE AGENCY, DATED AUGUST 17, 2021)

LAND IN THE CITY OF BERKLEY, COUNTY OF OAKLAND, MICHIGAN TO WIT:

PARCELS 1 AND 2:

LOTS 123 AND 124, EXCEPT THAT PORTION NOW INCLUDED IN COOLIDGE HIGHWAY, HANNAN'S WEST ROYAL OAK SUBDIVISION, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 14 OF PLATS, PAGE 3, OAKLAND COUNTY RECORDS.

(TAX ID.: 25-17-353-001 - 2475 CAMBRIDGE)

(TAX ID.: 25-17-353-002 - 2465 CAMBRIDGE)

PARCEL 3:

EAST 53.4 FEET OF LOTS 185 AND 186, HANNAN'S WEST ROYAL OAK SUBDIVISION, AS RECORDED IN LIBER 14, PAGE 3 OF PLATS, OAKLAND COUNTY RECORDS

(TAX ID.: 25-17-355-002 - 2465 COLUMBIA)

PARCEL 4:

LOTS 185 AND 186, EXCEPT EAST 53.40 FEET OF EACH, ALSO EXCEPT WEST 10.19 FEET OF LOT 185 AND WEST 10.17 FEET OF LOT 186, HANNAN'S WEST ROYAL OAK SUBDIVISION, AS RECORDED IN LIBER 14, PAGE 3 OF PLATS, OAKLAND COUNTY RECORDS.

(TAX ID.: 25-17-355-001 - 2475 COLUMBIA)

PARCEL 5:

EAST 53.4 FEET OF LOTS 125 AND 126, HANNAN'S WEST ROYAL OAK SUBDIVISION, AS RECORDED IN LIBER 14, PAGE 3 OF PLATS, OAKLAND COUNTY RECORDS.

(TAX ID.: 25-17-353-016 - 2466 COLUMBIA)

PARCEL 6:

LOTS 125 AND 126, EXCEPT THE EAST 53.40 FEET OF EACH, ALSO EXCEPT WEST 10.25 FEET OF LOT 125, ALSO EXCEPT WEST 10.23 FEET OF LOT 126, HANNAN'S WEST ROYAL OAK SUBDIVISION, AS RECORDED IN LIBER 14, PAGE 3 OF PLATS, OAKLAND COUNTY RECORDS.

(TAX ID.: 25-17-353-015 - 2476 COLUMBIA)

Michael Ferlito Biography



Partner - Ferlito Group
&
Maximus Self Storage

Michael Ferlito is the President and CEO of the Ferlito Group, co-founder of Bamboo and partner in Maximus Self Storage. Michael's experience in real estate spans 17 years through development and construction of several Michigan and Florida projects. In December 2014, Michael received his MBA from Wayne State University with a concentration in Finance. He plans to continue using his skills to drive new business forward nationwide.

Michael is a member of the St. John's Guild as well as a part of several forward-thinking organizations such as the Urban Land Institute, the Detroit Economic Club, the Detroit Athletic Club, Entrepreneurs' Organization and is a CCIM candidate. In 2017, Michael was the recipient of two distinguished honors from the Detroit City Council, the Spirit of Detroit Award and Community Service Award.

Michael and his wife, Alena, were married in February 2019. They are parents to two beautiful children, Nadia and Joey. Alena is a professional singer and was featured on NBC's The Voice. She also owns her own beauty business, the Beauty Gals, one of the largest on location hair and make-up companies in Michigan. Michael and Alena reside in Royal Oak, MI. When Michael is not in the office, he enjoys fitness, health and wellness, wine, golf, and family.

Wayne M. Wudyka

Founder & CEO

Huntington Cleaners and Certified Restoration Drycleaning Network (CRDN)

Wayne M. Wudyka is a nationally recognized leader and innovator whose career has been defined by building successful businesses across several industries including drycleaning, insurance restoration, franchising, and real estate development. As the Founder and CEO of Huntington Cleaners and Certified Restoration Drycleaning Network (CRDN), Wayne has transformed traditional service industries into scalable, high-impact enterprises that blend profitability with community benefit.

In 1992, Wayne acquired Huntington Cleaners, a drycleaning operation with six employees and \$260,000 in annual revenue. The company has expanded to offer a wide range of services. In addition to drycleaning, Huntington provides leather care, home pickup/delivery routes and maintains a locker-based amenity service in nearly 200 residential and commercial office buildings. Today, along with Wesch Cleaners, Camelot Cleaners, and CRDN of Michigan and Northwest Ohio, Wayne's operation is among the largest performing drycleaning and restoration in North America.

In 2001, Wayne established Certified Restoration Drycleaning Network, now known as CRDN. A first-of-its-kind national franchise model, CRDN formalized the textile restoration process for the insurance industry, and has since added electronics, art and, most recently, contents restoration to its offering. His leadership turned an overlooked service into a trusted, cost-saving solution for homeowners and insurers alike.

Today, CRDN franchise owners operate in roughly 150 territories across the US, Canada and the UK. CRDN ranks among the fastest-growing brands in the disaster restoration industry, appearing in the *Franchise Times Top 400* three years in a row.

A proven entrepreneur, Wayne also revitalized legacy brands like Martinizing Cleaners to profitability before selling in 2021. His portfolio of strategic acquisitions have included 1-800-DryClean, Pressed4Time, Dry Cleaning Station, Mai-Kai Cleaners and George Mitchell Cleaners.

Beyond business, Wayne brings a deep commitment to ethical leadership and community service.

He and his wife Dr. Andrea Wudyka are in the process of funding a second school in Ghana, following the completion of the Andrew Kolar School in partnership with Albert Wugaa of the Pontifical Mission Societies. Over 1,600 students attend the K-12 schools, serving 22 villages.

Wayne is in his tenth year serving as a board member for Academy of the Sacred Heart in Bloomfield Hills, now currently Vice Chair. He has previously served as a member of the Oak

Park 11 Mile Authority Board, a group appointed by the mayor to help organize initiatives for a new entertainment district on 11 Mile in Oak Park, Michigan. Wayne is also the former president of the Berkley Chamber of Commerce and a former member of the Downtown Development Authority in Berkley, Michigan. He has also been a Little League coach in Birmingham for more than a decade and helped to rebuild local fields.

Wayne and his wife, Dr. Andrea Wudyka, have three children – Wayne II, James and Rose – and reside in Birmingham.

TERM SHEET

To: Wayne Wudyka, Anthony Ferlito, Michael Ferlito

From: André Esshaki
1st Vice President

Date: June 5, 2025

Thank you for the opportunity to assist with your financing needs. The following are proposed terms for discussion purposes only. This is not a commitment to lend. This term sheet does not contain each condition that may be imposed or required by First State Bank in the making of a loan of this type. These terms are subject to full underwriting and approval and may change prior to approval.

Borrower: (Entity To Be Formed)

Request: \$11,000,000

Purpose: Complete construction for THE COLUMBIA, a Class A, 57,000 SF workforce housing project located at 2476-2496 Columbia Rd, Berkley, MI 48072.

Rate: WSJP – 0.50% during construction (currently 7.00%). The floor rate is 6.00%.

Term: Up to 24 months.

Advance Basis: Loan amount limited to the lesser of \$11,000,00 or 70% of the value of the property as-if redeveloped and stabilized.

Collateral: 1st lien position on CREM on the real estate building to be built at 2476-2496 Columbia Rd, Berkley, MI 48072.

Guarantors: Wayne Wudyka, Anthony Ferlito, Michael Ferlito

Fees:

- Commitment Fee: 1%
- Loan Processing Fee: \$350 with auto debit / \$700 without auto debit
- Attorney Documentation: TBD
- Title Work: TBD
- Appraisal or Collateral Evaluation: TBD
- Phase I or Transaction Screen: TBD
- Construction draw fee: \$250 (if applicable) – due with draw request
- Construction contract and budget review fee: TBD
- Other fees as applicable for a loan of this type



Financial Reporting Requirements:

- (1) Borrower shall furnish to Bank copies of its federal tax returns, including all K-1's and other supporting schedules, which shall be due by June 30 of each year, provided however, that a copy of any extension filed shall be due to Bank within 10 days of filing.
- (2) Individual Guarantors shall furnish to Bank: (a) copies of their federal tax returns, including all K-1's and other supporting schedules, which shall be due by June 30 of each year, provided however, that a copy of any extension filed shall be due to Bank within 10 days of filing, (b) annual personal financial statements, including a statement of contingent liabilities, which shall be due by June 30 of each year, and (c) copies of all federal tax returns for the entities listed on Schedule E of their tax returns, which shall be due by June 30 of each year.
- (3) Corporate Guarantor shall furnish to Bank copies of its federal tax returns, including all K-1's and other supporting schedules, which shall be due by June 30 of each year, provided however, that a copy of any extension filed shall be due to Bank within 10 days of filing.

Prepayment Penalty: N/A

Financial Covenants:

Minimum Debt Service Coverage of 1.20x to be measured annually at 12/31

Other Requirements:

- Property Taxes to be escrowed
- Main Operating account to be maintained at FSB.

Cash Management Services:

FSB offers an array of cash management services to make doing business efficient and cost effective. Let me know what products and services below you would like to learn more about:

- Positive Pay
- ACH Origination
- Sweep Accounts
- Business Express Deposit
- Mobile Banking
- Online Banking
- Wire Services
- Business Credit Cards
- Merchant Services
- Quick Books Direct Connect
- Lockbox



Acceptance:

I accept the terms as presented above and understand they are subject to change based on full underwriting and approval by First State bank.

Borrower:

Wayne Wudyka

Borrower:

Anthony Ferlito

Borrower:

Michael Ferlito



The Columbia

Project Summary

General Project Assumptions	
Acquisition Date	1/1/2025
Construction Begin Date	1/1/2026
Construction Duration	18 months
Construction End Date	6/30/2027
Lease Up Begin Date	7/1/2027
Lease Up Duration	months
Lease Up End Date	6/30/2027
Stabilized Year (Ops Year)	Year 2
Stabilization Date Start	1/1/2029
Stabilization Date End	12/31/2029
Exit Year (Ops Year)	Year 10
Exit Date	12/31/2036
Market-Rate Escalation Factor	2.00%
Affordable Escalation Factor	2.00%
Expense Escalation Factor	2.00%

Development Scope	
Gross SF (GSF)	42,721
Residential GSF	42,221
For-Sale GSF	-
Commercial GSF	500
Net Rentable SF (NRSF)	
Affordable NRSF	35,601
Market-Rate NRSF	-
Commercial NRSF	500
Total NRSF	36,101
Residential - # of Units	51
Affordable	51
Market	-

Incentive Assumptions		
<u>Brownfield TIF</u>		
Incr. Property Tax Capture	\$	-
<u>Property Tax Abatement</u>		
Type of Abatement		NA
Abatement Savings	\$	-

Sources & Uses				
Item	Amount	\$ / Unit	\$ / GSF	% of Total
Construction Period Sources				
Retained Land Equity	\$ 1,100,000	\$ 21,569	\$ 25.75	7%
New Equity	\$ 1,497,037	\$ 29,354	\$ 35.04	10%
Construction Loan	\$ 10,631,275	\$ 208,456	\$ 248.85	68%
MCRP Loan	\$ 2,500,000	\$ 49,020	\$ 58.52	16%
Deferred Developer Fee	\$ -	\$ -	\$ -	0%
Total Construction Sources	\$ 15,728,312	\$ 308,398	\$ 368.16	100%
	TRUE			
Permanent Sources				
Retained Land Equity	\$ 1,100,000	\$ 21,569	\$ 25.75	7%
Total Equity	\$ 1,497,037	\$ 29,354	\$ 35.04	10%
Perm Loan	\$ 11,728,128	\$ 229,963	\$ 274.53	75%
MCRP Loan	\$ 1,403,147	\$ 27,513	\$ 32.84	9%
Deferred Developer Fee	\$ -	\$ -	\$ -	0%
Total Permanent Sources	\$ 15,728,312	\$ 308,398	\$ 368.16	100%
	TRUE			
Uses				
Land & Building Valuation	\$ 1,100,000	\$ 21,569	\$ 25.75	7%
Hard Cost	\$ 10,999,528	\$ 215,677	\$ 257.47	70%
Due Diligence & Closing Costs	\$ -	\$ -	\$ -	0%
Professional Fees	\$ 853,556	\$ 16,736	\$ 19.98	5%
Constr. Period Financing Costs	\$ 1,431,847	\$ 28,075	\$ 33.52	9%
Leasing, Marketing, & Tenant Improvements	\$ 215,000	\$ 4,216	\$ 5.03	1%
Other Soft Costs	\$ 177,514	\$ 3,481	\$ 4.16	1%
Developer Fees	\$ 515,448	\$ 10,107	\$ 12.07	3%
Constr. Period Operating Deficit Reserve	\$ 204,163	\$ 4,003	\$ 4.78	1%
Project Reserves	\$ 231,256	\$ 4,534	\$ 5.41	1%
Total Uses	\$ 15,728,312	\$ 308,398	\$ 368.16	100%

1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 2680, 26

Investment & Exit Summary			
Item		Amount	
Total Equity Raised			
Sale Year NOI	Year 10	\$	1,148,056
Exit Cap Rate			6.75%
Sale Value		\$	17,008,233
<i>Sale Value/Door</i>			\$333,495
Selling Expense	2.5%	\$	(425,206)
Loan Payoff		\$	(11,671,585)
Mezz Payoff		\$	-
Net Proceeds from Sale		\$	4,911,442
		<u>Annual</u>	
Stabilized Yield-to-Cost			6.0%
Avg Cash-on-Cash			5.5%
Gross Project IRR			14.9%
Equity Multiple			3.22

Stabilized (Yr. 2) Operating Cash Flow				
Item	Total	\$ / Unit	\$ / GSF	% of EGR
Effective Gross Revenue				
Market Rate Effective Gross Revenue	\$ -	\$ -	\$ -	0%
Affordable Effective Gross Revenue	\$ 1,138,751	\$ 22,328	\$ 26.66	93%
Parking Effective Gross Revenue	\$ 81,838	\$ 1,605	\$ 1.92	7%
Total Effective Gross Revenue	\$ 1,220,589	\$ 23,933	\$ 28.57	100%
Operating Expenses				
Market Rate OpEx	\$ -	\$ -	\$ -	0%
Affordable OpEx	\$ (234,182)	\$ (4,592)	\$ (5.48)	-21%
Retail OpEx	\$ (16,152)	\$ (317)	\$ (0.38)	-20%
Total Expenses	\$ (250,334)	\$ (4,909)	\$ (5.86)	-21%
NOI	\$ 970,255	\$ 19,025	\$ 22.71	79%
Cash Flow Before Debt Service	\$ 970,255	\$ 19,025	\$ 22.71	79%
Senior Loan Debt Service				
Annual Debt Service	\$ (733,008)	\$ (14,373)	\$ (17.16)	-60%
Total Senior Loan Debt Service	\$ (733,008)	\$ (14,373)	\$ (17.16)	-60%
<i>Debt Service Coverage Ratio</i>	<i>1.32</i>			
Cash Flow Available for Distribution	\$ 237,247	\$ 4,652	\$ 5.55	19%
FALSE				

Stabilized (Yr. 2) Residential OpEx Assumptions				
	Market-Rate	\$/Unit	Affordable	\$/Unit
Salary & Payroll	\$ -	\$ -	\$ (63,672)	\$ (1,248)
Leasing Commission	\$ -	\$ -	\$ -	\$ -
General & Administrative	\$ -	\$ -	\$ (3,980)	\$ (78)
Insurance	\$ -	\$ -	\$ (23,877)	\$ (468)
Marketing	\$ -	\$ -	\$ (5,306)	\$ (104)
Repairs & Maintenance	\$ -	\$ -	\$ (31,836)	\$ (624)
Contract Services	\$ -	\$ -	\$ -	\$ -
Turnover Costs	\$ -	\$ -	\$ (17,245)	\$ (338)
Community Expenses	\$ -	\$ -	\$ -	\$ -
Utilities	\$ -	\$ -	\$ (31,836)	\$ (624)
Trash Removal	\$ -	\$ -	\$ -	\$ -
Real Estate Taxes	\$ -	\$ -	\$ (10,880)	\$ (213)
Property Management Fee	\$ -	\$ -	\$ (45,550)	\$ (893)
Operating Expenses	\$ -	\$ -	\$ (234,182)	\$ (4,592)
Replacement Reserves	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ -	\$ -	\$ (234,182)	\$ (4,592)

Stabilized (Yr. 2) Parking & Office OpEx Assumptions		
	Commercial	\$/NRSF
Parking OpEx	\$ (16,152)	\$ (32.30)
Common Area Maintenance ("CAM")	\$ (1,821)	\$ (3.64)
General & Administrative	\$ (520)	\$ (1.04)
Insurance	\$ (520)	\$ (1.04)
Real Estate Taxes	\$ (2,074)	\$ (4.15)
Property Management Fee	\$ (515)	\$ (1.03)
Commercial Utilities	\$ (780)	\$ (1.56)
Total Operating Expenses	\$ (22,382)	\$(44.76)

Financing Assumptions						
	A LOAN	B LOAN	C LOAN	D Loan	E Loan	
Loan Terms						
Loan Amount	\$ 10,631,275	\$ 11,728,128	\$ 2,500,000	\$ 1,403,147	\$ -	
Loan Type	Constr-to-Perm	Term	Constr-to-Perm	Term	0	
Loan Position	Senior	Senior	Mezzanine	Mezzanine	0	
Loan Payoff	B Loan	Sale	D Loan	Sale	0	
Lender Type	Bank	Bank	MCRP	MCRP	0	
Funding Date	1/1/2026	1/1/2029	1/1/2026	1/1/2029	1/0/1900	
Term (Years)	3	10	3	10	0	
Maturity Date	1/1/2029	12/31/2036	1/1/2029	1/1/2039	1/0/1900	
I/O Period (Months)	36	12	36	12	0	
Amortization (Years)	25	30	25	30	0	
Interest Rate	8.00%	6.25%	1.00%	1.00%	0.00%	
Loan Sizing Assumptions						
Max LTC	67.5%	70.0%	NA	0.0%	0.0%	
Max LTV	NA	NA	NA	0.0%	0.0%	
Min DSCR	1.2	1.2	NA	0	0	
Assumed Cap Rate	6.50%	6.50%	NA	0.00%	0.00%	
Max Loan Amount	\$ 10,631,275	\$ 11,728,128	\$ 2,500,000	\$ 1,403,147	\$ -	

Recapitalization Analysis	
Item	Amount
Recap Date	12/31/2036
F12 NOI	\$ 1,148,056
Interest Rate	6.00%
DSCR	1.20
Amortization	35
Imputed Loan Proceeds	\$ 13,870,700
Total Remaining Incentives	\$ -
Discount Rate	7.00%
NPV Remaining Incentives	
Recapitalization Proceeds	\$ 13,870,700
Senior Loan Payoff	\$ (10,559,255)
Mezz Loan Payoff	\$ (1,119,496)
Recapitalization Profit / Loss	\$ 2,191,949

TRUE



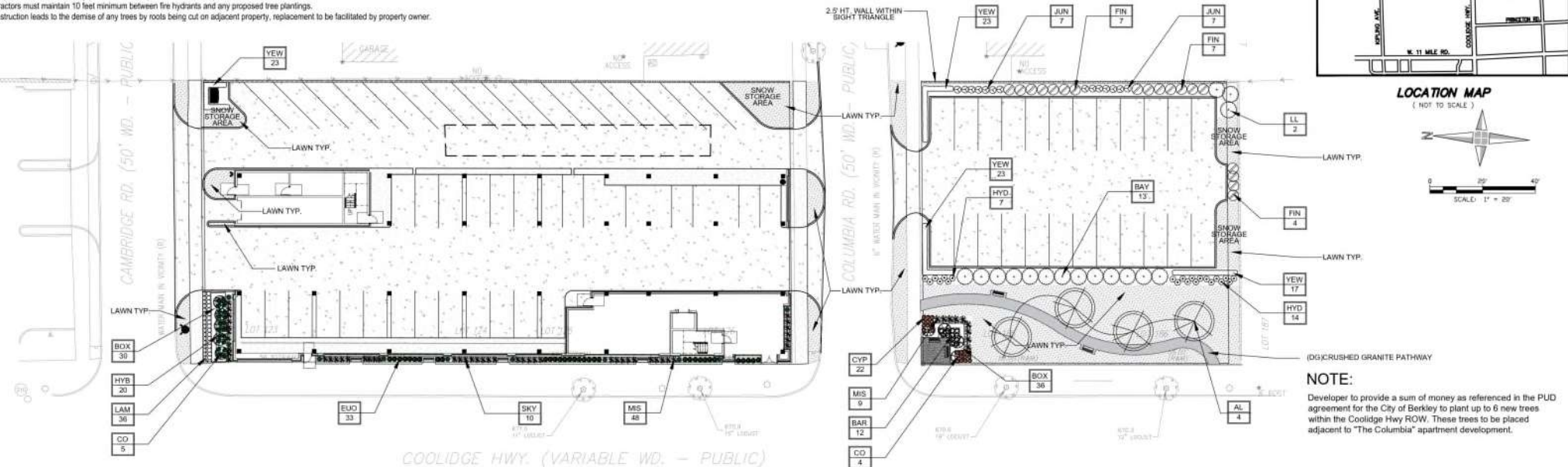
THE COLUMBIA

RAL NOTES:

tion shall conform to the current standards and specifications of local ordinances.
was not built, landscaped, or paved upon shall be seeded or sodded. Terra seed system or approved equal is encouraged.
an areas shall be irrigated with an underground automatic irrigation system. Irrigation heads shall be placed such that water will not hit
and surfaces or structures.
(2) year guarantee period begins at Final Acceptance of landscape material by the City's representative, a landscape architect, and prior
authorization of the occupancy permit. This is the first of two (1 of 2) required City inspections of the Landscape Plan installation.
imum of one cultivation in each month of June, July, and August shall be performed within the 2-year warranty period.
ng Department will not release construction bonds until City landscape architect has inspected the site and approved the installation of
cape plans. Final bond will not be released until the two (2) year guarantee expires and final inspection is made.
or is then responsible for care and maintenance of all plants upon return of bonds. All plant material is to be maintained for the natural life
plant. No removal of any plants material is permitted without replacement.
ctors must maintain 10 feet minimum between fire hydrants and any proposed tree plantings.
struction leads to the demise of any trees by roots being cut on adjacent property, replacement to be facilitated by property owner.

LANDSCAPE CONTRACTOR'S "TWO-YEAR IRRIGATION REQUIREMENT PERIOD"

It shall be the responsibility of the landscape contractor to program and periodically adjust the
irrigation system (provided by others) as required to ensure delivery of proper and adequate
water supply to all plant material, and seeded lawn areas serviced by the same irrigation
system, to ensure the establishment of healthy plant material and lawn for their first year of
growth. Following the landscape contractor's two-year irrigation requirement period, the
contractor shall provide the owner with suggested irrigation maintenance schedule for their use.



PLANT NOTES:

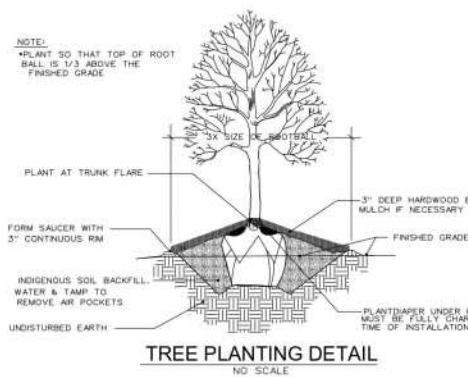
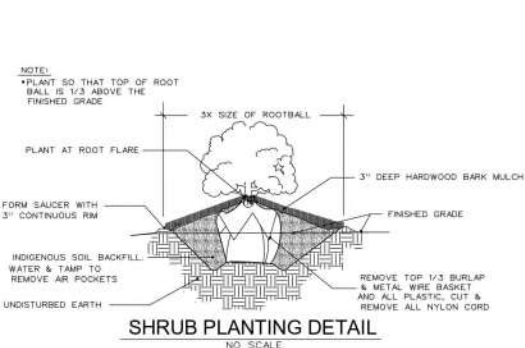
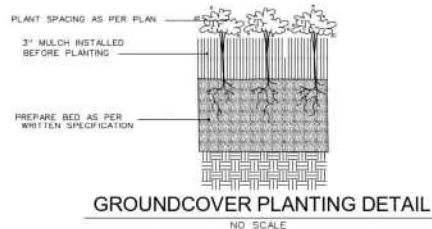
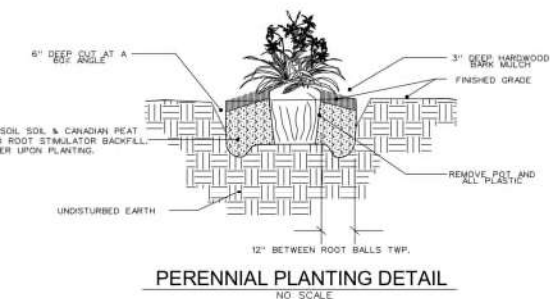
- Plant materials shall be sound, healthy vigorous, free from plant diseases and insects or their eggs, and shall have normal, healthy root systems. Caliper measurements shall be taken 6" above the ground level. All other measurements shall be in accordance with the latest edition of "American Standard for Nursery Stock" (ANSI Z-60.1 + A3002004.)
- Planting bed soil for annuals shall be screened topsoil. To deter weed growth during the establishment of annual, & perennial bed, apply a pre-emergent ("Preen" or equal) after planting 2-3 times per growing season, at a rate per recommendation of product manufacturer.
- Planting pockets shall be no deeper than the height of the root ball, saucer shall be made on the edges of the plant pocket.
- All tree wrap shall be removed upon planting.
- Mulch shall be shredded hardwood bark natural in color, free from deleterious materials and suitable as a top dressing of planting beds and individual tree plantings.
- Trees shall be mulched with minimum of 4" deep hardwood bark mulch.
- Grass seed shall be certified turf grass seed complying with A.S.P.A. specifications, and free of weed seeds and undesirable native grasses. Seeded areas shall not be permitted to dry out. All lawn areas shall be fertilized and watered as required during the first growing season to maintain a dense and vigorous growing lawn.
- Plants shall be guaranteed for two complete growing seasons (24 months). Dead material shall be replaced as needed prior to the expiration of the guarantee period, in accordance with the local ordinance requirements. Failing plants should be replaced within 3 months of failing.
- Contractor shall provide in writing a list of recommended maintenance procedures for the first two (2) growing seasons.
- Remove top 1/3 of burlap on root ball or all if wrapped in plastic covering and/or nylon cord.
- Plant materials shall be used in compliance with the provisions of the local ordinance and shall be nursery grown, free of pests and diseases, hardy in this county, in conformance with the standards of the American Association of Nurserymen, and shall have passed inspections required under state regulations. In addition, plant materials shall be Upper Midwest/Great Lakes grown, No. 1 grade.
- Plant materials shall be planted within the annual planting window of March 15-Nov 15.
- Any plant substitutions must be approved in writing by the City prior to installation.

PLANT SCHEDULE

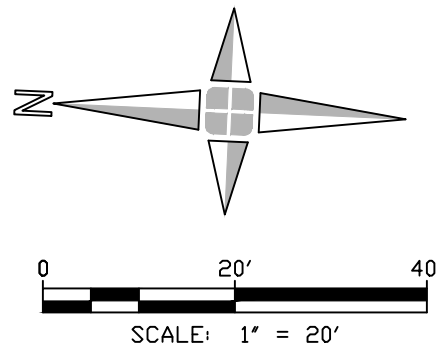
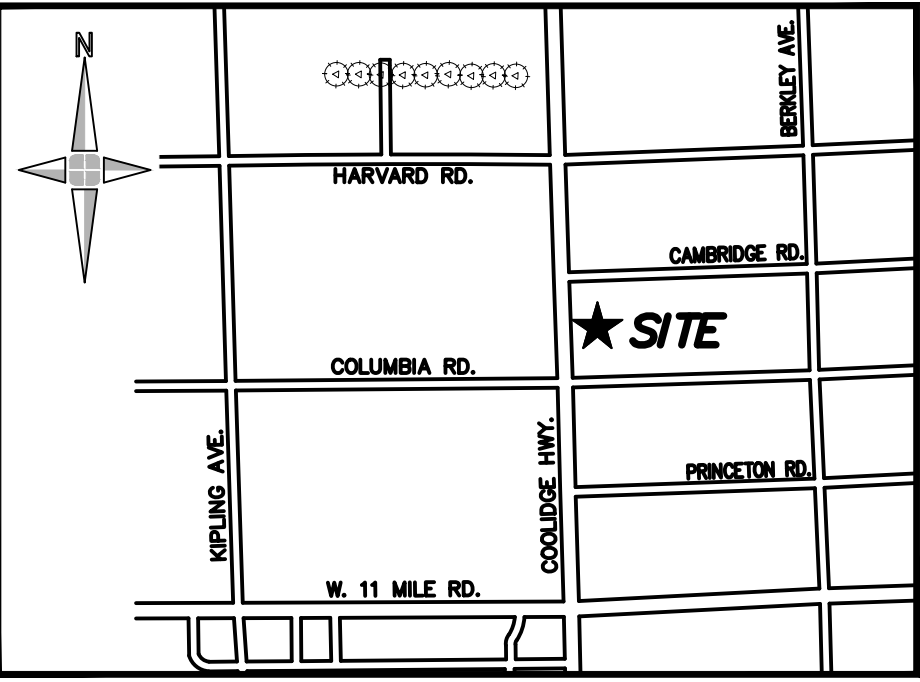
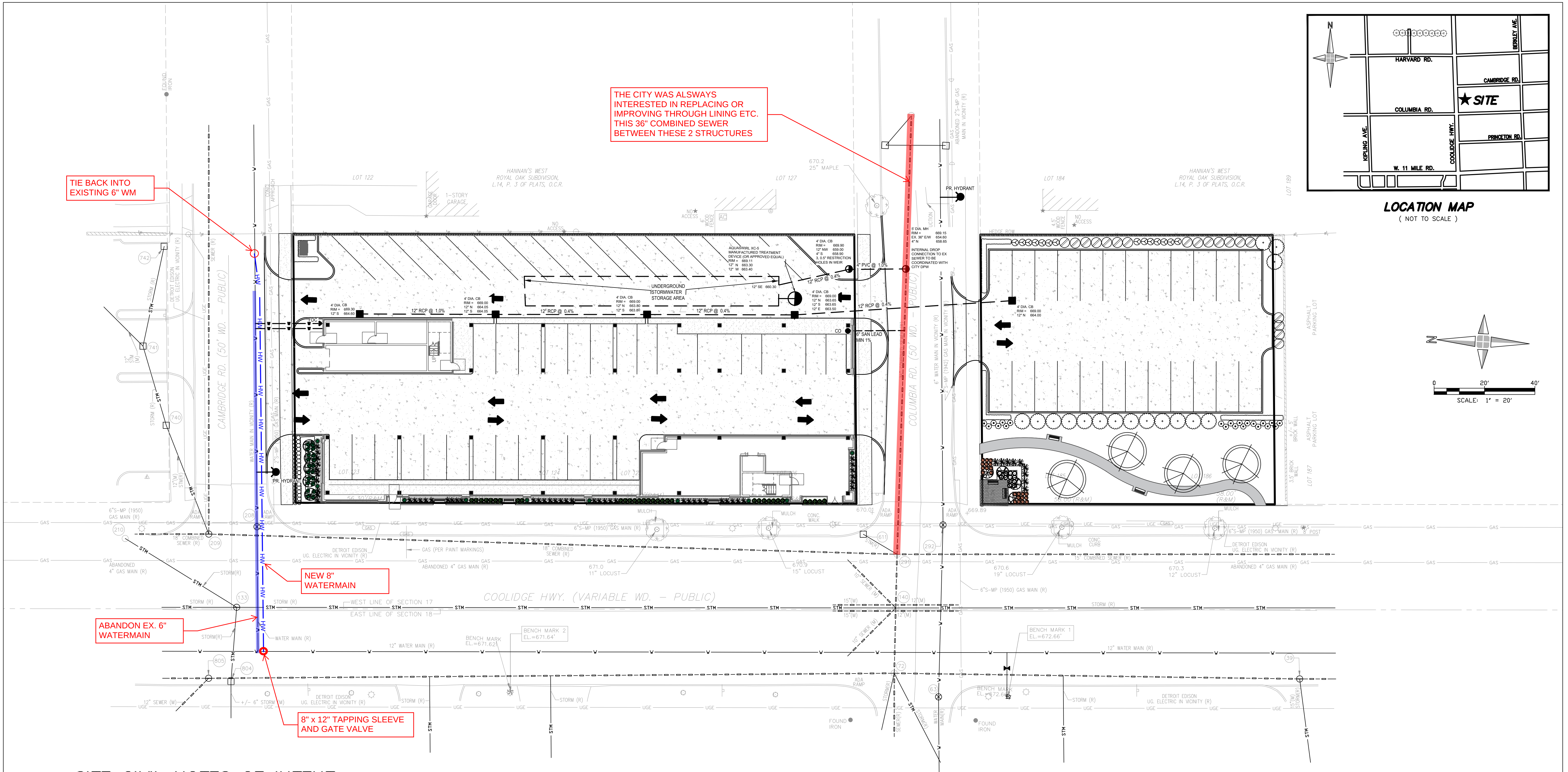
SYMBOL	ABBV	QUANTITY	BOTANICAL NAME	COMMON NAME	SIZE	NOTES
	CO	9	Quercus robur a coccinellid	CRIMSON SPICE OAK	2" cal	BAR
	AL	4	Tilia americana	AMERICAN LINDEN	2" cal	BAR
	BAY	13	Morus pennsylvanica	NORTHERN BAYBERRY	5 gal	CONTAINER
	JUN	14	Juniperus chinensis 'blue point'	BLUE POINT JUNIPER	5 gal	CONTAINER
	SKY	10	Juniperus scopulorum sphyloclad	SKYROCKET JUMPER	3 gal	CONTAINER
	MIS	57	Miscanthus sinensis 'Silverado'	LITTLE KITEN MAIDEN GRASS	3 gal	CONTAINER
	BOX	86	Buxus Green Velvet	GREEN VELVET BOXWOOD	3 gal	CONTAINER
	FIN	18	Rhamnus frangula 'var. wilsoni'	FINE LINE RANBERRY	3 gal	CONTAINER
	BAR	12	Thuja 'Draped Spire'	GOLDEN RUBY BARBERRY	1 gal	CONTAINER
	YEW	86	Buxus Green Velvet	GREEN VELVET BOXWOOD	5 gal	CONTAINER
	CYP	22	Chamaecyparis prostrata '1' tree'	MOPS THREADED CYPRESS	1 GAL	CONTAINER
	HYD	21	Hydrangea paniculata 'limelight'	LITTLE LIME PUNCH HYDRANGEA	3 gal	CONTAINER
	HYB	20	Hydrangea quercifolia 'Wardsley'	MURCHISON CHALKEN HYDRANGEA	3 gal	CONTAINER
	EUD	33	Euonymus alatus 'emerald gold'	EMERALD TO GOLD EUONYMUS	1 gal	CONTAINER
	LAM	36	Lamium maculatum 'brake leaf'	ORCHID FROST LAMB	1 gal	CONTAINER

LAWN SEED MIX:

30% PERENNIAL RYEGRASS
20% PINK KENTUCKY BLUEGRASS
45% CREEPING RED FESCUE
5% ANNUAL RYEGRASS
44/1000 S.F. SEEDING RATE



H:\2020\00020388.00 Berkley Lots\Design\CAD\2025 04 25 Final SP PUD submit\C700 UTILITY Berkley Condo SP REV.dwg



SITE CIVIL NOTES OF INTENT

- GRADING AND SESC: ALL GRADING AND SOIL EROSION & SEDIMENTATION CONTROL MEASURES WILL BE IMPLEMENTED AND STRICTLY ENFORCED THROUGHOUT CONSTRUCTION.
- SANITARY SERVICE: ALL EXISTING SANITARY SERVICES ARE PROPOSED TO BE ABANDONED VIA A SPOT LINER OR ANOTHER DPW APPROVED METHOD, WITHIN 2' OF THE MAIN. NEW SANITARY LEADS WILL BE INSTALLED AND CONNECTED WITH TWISTEE SEWER SADDLE PER DPW.
- WATER SERVICE: THE EXISTING WATER SERVICES WILL BE REMOVED TO THE CITY STOP BOXES OR PER DPW DIRECTION. A NEW DOMESTIC SERVICES WILL BE CONNECTED AND INSTALLED TO THE BUILDINGS. THE BUILDINGS WILL BE FIRE SUPPRESSED AND HAVE SEPARATE FIRE SERVICE LEADS INSTALLED.
- STREETS WILL BE RESTORED THAT ARE ASSOCIATED WITH UTILITY WORK.
- A TRAFFIC CONTROL PLAN WILL BE COORDINATED WITH CITY AND ADDED TO CONSTRUCTION PLANS FOR REVIEW AND APPROVAL.
- APPLICANT WILL COORDINATE / DISCUSS WITH CITY ON ANY ADDITIONAL UTILITY IMPROVEMENTS.
- ADDITIONAL FIRE HYDRANTS ARE PROPOSED TO PROVIDE APPROPRIATE FIRE COVERAGE.
- STORMWATER MANAGEMENT:
 - THE OAKLAND COUNTY WATER RESOURCES COMMISSIONER STORMWATER ENGINEERING DESIGN STANDARDS, UPDATED 11/22/2021, WILL BE FOLLOWED FOR PROPER DESIGN REQUIREMENTS. AND THE DESIGNED STORAGE WILL MEET OCWRC STANDARDS.
 - THIS SITE WILL ALSO UTILIZE A MECHANICAL TREATMENT DEVICE TO CAPTURE FLOATABLES AND FILTER OUT SEDIMENT. THIS UNIT WILL HAVE NDEP CERTIFICATION.
 - THE PROPOSED OUTLET CONTROL STRUCTURE WILL BE RESTRICTED AND DEWATER WITHIN ALLOWABLE TIMES.

STORMWATER SYSTEM NOTE:

STORMWATER MANAGEMENT SYSTEM WILL BE A PRIVATE SYSTEM UNDER THE MAINTENANCE OF THE PROPERTY OWNER. A MAINTENANCE AGREEMENT BETWEEN OWNER AND CITY OF BERKLEY WILL BE PROVIDED ONCE PLAN IS APPROVED. ALL NECESSARY EXHIBITS WILL BE INCLUDED WITH THE AGREEMENT.

LEGEND

- PR STORM SEWER
- PR STORM CATCH BASIN
- PR OUTLET CONTROL STRUCTURE
- PR MANUFACTURED TREATMENT DEVICE
- EX SANITARY LEAD
- EX WATER SERVICE
- FIRE HYDRANT

NOT FOR CONSTRUCTION

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webster

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Surveyors
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Landscape Architects

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Executive: AW
Manager: JKA
Designer: JKA
Quality Control: AW
Section: 25
T-03-N R-10-E

Professional Seal:



Know what's below.
Call before you dig.

DATE:	ISSUE:
07.21.2023	Submit PUD to City
08.25.2023	Submit #2 PUD to City
08.29.2023	Submit #3 PUD to City
10.18.2023	Revised PUD to City
01.12.2024	ROW tree notes on Sht. LS-100
03.20.2024	Revised PUD
04.26.2024	Revised PUD
06.04.2024	Rev. per PC Conditions for Approval
02.14.2025	Revised Plans for PUD Amendment
04.25.2025	City Council Submittal

Developed For:

WJ VENTURES, LLC

2060 COOLIDGE HWY
BERKLEY, MI 48072

248-246-7878

UTILITY PLAN

THE COLUMBIA

CITY OF BERKLEY
OAKLAND COUNTY
MICHIGAN

Date: 07.21.2023
Scale: 1" = 20'
Sheet: C-700
Project: 20388.00

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A RESOLUTION
of the 40th Council of the City of Berkley,
Michigan designating the time and place of
City Council Meetings and its Rules and
Order of Procedure

WHEREAS, Section 4.6 of the City Charter requires that the Council shall determine its own rules and order of business and shall keep a journal of all of its proceedings in the English language, which shall be signed by the mayor and the clerk and shall be available for inspection to the public at all reasonable times.

NOW, THEREFORE, THE CITY OF BERKLEY RESOLVES:

SECTION 1:

That the Council will generally conduct its regular meetings on the first and third Monday at 7:00 p.m. in City Hall at 3338 Coolidge Highway, (248-658-3300), or remotely in accordance with the Michigan Open Meetings Act, MCL 15.261 et seq. When the first or third Monday is not available, the meeting will be moved to the subsequent Monday. A special work session will take place before every regular meeting when needed at a to-be-determined location.

SECTION 2:

Except where in conflict with these rules, Federal or State law, the City Charter, or City ordinance, Robert's Rules of Order (current revision), will govern the conduct of meetings.

SECTION 3:

Regular Council meeting agendas must include the following, in the order that best suits the needs of each meeting, and posted accordingly:

- Call to Order
- Approval of Agenda
- Mayor-led Moment of Reflection
- Pledge of Allegiance
- Public Comment
- Order of Business
- Consent Agenda
 - Approval of Minutes
 - Approval of Warrants
- Regular Agenda
- Communications
- Council Closed Session (if any)
- Adjourn

At the Mayor's discretion, a moment of reflection may be observed at the beginning of Council meetings.

Consent Agenda in this sense includes any item or resolution which is of a routine or recurring nature. If a Councilmember requests to have any item removed from the Consent Agenda, the matter will be moved to the Regular Agenda for discussion or deliberation. All items on the Consent Agenda must be read by title without debate. One motion must be given for the Consent Agenda and a roll call vote must be taken. Resolutions or proclamations honoring individual citizens for personal outstanding accomplishments must also be included in the Consent Agenda. After the passage of the Consent Agenda, the mayor at their discretion, may have the entire resolution read.

The regular meeting agenda is prepared by the Mayor in consultation with the City Manager and City Attorney. One city councilmember chosen on a rotating basis will attend the agenda meeting along with the City Clerk. A consensus of a minimum of three councilmembers is required to put forth an item for a work session agenda. The request must be presented 10 days before the meeting.

SECTION 4:

The City Clerk must keep minutes of every Council Meeting, whether open or closed, showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, all roll call votes taken at the meeting, and the purpose for which a Closed Session is held. Minutes of a Closed Session are to be retained for one year and are not available to the public unless ordered disclosed by a court. In addition, all audio and video recordings of Council Meetings, as well as meetings of the Planning Commission and the Zoning Board of Appeals, must be placed in the City's record retention file the next business day after the approval of the official minutes.

SECTION 5:

The following rules are hereby established not only to affirm the rights of the public to address the meeting and to fully participate in the democratic process, but also to facilitate the orderly and efficient conduct of Council business:

1. At a point on the Council agenda designated for public comment, any person may address the meeting for a reasonable period of time about items not on the agenda. The Mayor may set reasonable limits on the length of citizen comments.
2. Any person addressing the meeting is encouraged to identify the city in which they reside and, if that person wishes a reply to any question, must leave their full name, address and phone number with the City Clerk before leaving the meeting or via email to clerk@berkleymi.gov if attending an electronic meeting.
3. No person may make any statements or comments or distribute any materials designed to announce or promote or oppose their candidacy or the candidacy of another for political office.
4. No person may make any personal attack against a candidate, the Mayor, or any Councilmember or City employee that is defamatory, that disrupts the order of the meeting, or that is unrelated to the manner in which the subject(s) performs their duties.

5. Irrespective of Robert's Rules of Order, the Mayor, acting as presiding officer of the Council, has the same rights, responsibilities and power of discussion as other Councilmembers.
6. No new items may be taken up for discussion on the regular agenda after 10:00 p.m.
7. At any point during the meeting, the Mayor may allow public comments on any issue on the agenda. The Mayor may set reasonable limits on the length of public comments.
8. All Regular and Special Meetings of the Council must be open to the public, and all persons are permitted to attend any meeting that is not a closed session.
9. Upon a two-thirds roll call vote of the members of Council elected and serving, a Closed Session may be held to consider the purchase or lease of real property, to consult with the City's attorney on specific pending litigation, to review applications or appointments to a public office where the candidate requests confidentiality, to consider complaints or charges against a public officer, employee, or individual agent when the named person requests a closed hearing, for strategy and negotiations when connected with a collective bargaining process; and for any other permissible purpose under and in accordance with the Michigan Open Meetings Act.
10. The Council will continue to cablecast its regular meetings to further inform local residents of City government issues, activities, and events.

SECTION 6:

Filling of Vacancies for Boards and Commissions

1. Vacancies will be advertised on the City's website, social media, and other forms of media if needed to allow notification. The application process is detailed in the Boards & Commissions Handbook, and applications are due 45 days before the special meeting where applicants will be interviewed. The vacancy must be posted at least 10 business days before the application deadline.
2. The City Council will conduct Bi-annual interviews except for Boards or Commissions needing members to meet quorum and Boards with specific membership requirements. Applicant interviews and appointee selection will take place during a City Council Special Meeting, 30 days before the appointments are confirmed at a subsequent Regular City Council meeting. In the case of reappointments, additional consideration will be given, including attendance, completion of education requirements (if applicable), and member contributions to the activities of the Board. Each Board's Council Liaison will make a recommendation regarding member reappointments.
3. At the next Regular or Special meeting called for that purpose, the Clerk's Office will provide a motion including the slate of candidates for the vacancies based on the applicants chosen during the preceding Special Meeting held to interview and select upcoming boards and commissions members. Any individual receiving four or more "yes" votes will be considered appointed.

SECTION 7:

Vacancies in the office of City Councilmember must be filled pursuant to Sections 3.6, 3.7 and 13.5 of the City Charter through the following procedure:

1. The City Clerk must publish and post notice of the City Council vacancy and the procedure and deadline for applying. City Council will accept applications from eligible candidates for 5 business days, or such other time as Council may prescribe, in order to complete the appointment process to fill the Council vacancy within the 30 days mandated by the City Charter.
2. The candidates applying are to be narrowed down to a list of finalists.

- a. If 5 or fewer candidates apply, all are considered finalists.
- b. If more than 5 candidates apply, each Councilmember may nominate up to 2 candidates. Nominations are to be provided to the City Manager. Each candidate receiving at least one nomination becomes a finalist.

Finalists will be invited to the next City Council meeting to make a presentation and/or be interviewed by Council. A special meeting may be held for this purpose.

3. At its next meeting, which may be a special meeting, Council must appoint 1 of the candidates to fill the Council vacancy. Each City Councilmember may nominate 1 candidate for appointment. No second to any nomination is required, nor is it necessary for a Councilmember to nominate a candidate if the Councilmember's preferred nominee has already been nominated.
4. A roll call vote must be conducted, and each Councilmember must vote among the nominees. A nominee who receives the vote of 4 or more of the Councilmembers currently holding office must be declared appointed. If no nominee receives 4 votes of the Councilmembers currently holding office and there are more than 2 nominees, then the nominee who receives the fewest votes will be dropped, and another vote must be taken among the remaining nominees. This process will continue until a nominee receives the vote of 4 or more of the Councilmembers currently holding office.

SECTION 8:

The [Oakland Press Daily Tribune](#) will be the official newspaper for the publication of notices and of proceedings and ordinances of the Council, as may be required by the law or by City Charter.

SECTION 9:

The City Attorney is designated to act as a parliamentarian for the City Council.

SECTION 10:

Flagstar Bank is the designated official depository of City funding pursuant to Section 9.7 of the City Charter.

SECTION 11:

This resolution supersedes all existing resolutions, orders, rules, and orders of procedures insofar as they may be inconsistent herewith.

SECTION 12:

The City Clerk must post a copy of this resolution in City Hall and two other public and conspicuous places within the City.

SECTION 13:

Code of Ethics for Government Service applies to City Council as well as administrative officials appointed by Council.

Preamble

A code of ethics for government service calls upon public servants to treat their office as a public trust. It often takes extraordinary moral courage to do what is right. The strength and value of a code of ethics are found in its capacity to inspire voluntary commitment to higher moral standards than law or custom. By doing so, public servants inspire and justify confidence and faith in government.

**ANY PERSON
IN GOVERNMENT SERVICE SHOULD:**

1. Put loyalty to the highest moral principles and to country above loyalty to persons, party, or government department.
2. Uphold the Constitution, laws, and regulations of the United States and of all governments therein and never be a party to their evasion.
3. Give a full day's labor for a full day's pay; giving earnest effort and best thought to the performance of duties.
4. Seek to find and employ more efficient and economical ways of getting tasks

accomplished.

5. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.
6. Make no private promises of any kind binding upon the duties of office, since a government employee has no private word which can be binding on public duty.
7. Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of governmental duties.
8. Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.
9. Expose corruption wherever discovered.
10. Express themselves – in both spoken and written communications – in a manner becoming of a City of Berkeley official or representative and maintain a constructive tone that may not reasonably be construed as demeaning, harassing, accusatory, untruthful, or disrespectful.
11. Uphold these principles, ever conscious that public office is a public trust.

SECTION 14:

Pursuant to Sec 3.5 of the City Charter, resignations of elected officers must be made in writing and filed with the Clerk. At its next regular meeting following receipt thereof by the Clerk, Council must act upon the resignation. Any resignation accepted in this manner must be filed within 30 days of its acceptance, pursuant to Sec 3.5 of the City Charter and Section 7 of these rules.

A resignation filed with the City Clerk may be rescinded by filing a statement in writing with the City Clerk before Council accepts the resignation.

SECTION 15:

Electronic Meetings

Electronic participation of a City Councilmember will be permitted only when required by the Open Meetings Act.

SECTION 16:

Councilmember seating and liaison positions are determined by the mayor in consultation with each councilmember.

Introduced and Passed at a Regular City Council Meeting on Monday, October 20, 2025.

Bridget Dean, Mayor

Attest:

Victoria Mitchell, City Clerk

DRAFT



MEMORANDUM

To: Mayor Dean and City Council
From: Victoria Mitchell, City Clerk

Date: *Monday, October 20, 2025*
Subject: Council Rules & Order of Procedure Amendment

Madam Mayor and Members of City Council,

Background

- Section 8 of the 40th Council Rules & Order of Procedure, as outlined in R-13-25, names the “Daily Tribune” as the official newspaper for the publication of notices and of proceedings and ordinances of the Council, as may be required by the law or by City Charter.
- Due to changes in its business model and increasing operating costs, the final edition of the “Daily Tribune” will be on Thursday, October 30, 2025.
- “The Oakland Press,” offering much of the same coverage, with the additional benefit of publishing seven days a week, will be servicing the “Daily Tribune’s” subscription base.
- There is no cost difference associated with switching publications.
- The Oakland Press offers flexible deadlines to accommodate all departments’ publishing needs.

Summary

- The 40th City Council must name a new official newspaper for its publication needs.
- Staff recommends naming “The Oakland Press” as its official newspaper for the publication of notices and of proceedings and ordinances of the Council.

Recommendation

Matter of recognizing that the City’s designated official newspaper, the “Daily Tribune,” is ceasing publication as of October 30, 2025, and that, therefore, until further notice, the City hereby designates “The Oakland Press” as the City’s official newspaper, effective October 31, 2025, for the publication of the City’s notices, ordinances, and other pertinent items.