

**CITY OF BERKLEY PUBLIC NOTICE  
REGULAR CITY COUNCIL MEETING  
Monday, December 1, 2025  
7:00 P.M. – City Hall  
248-658-3300**

**CALL 41<sup>st</sup> COUNCIL TO ORDER  
APPROVAL OF AGENDA  
MAYOR-LED MOMENT OF REFLECTION  
PLEDGE OF ALLEGIANCE  
PUBLIC COMMENT**

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

**ORDER OF BUSINESS**

***Consent Agenda***

1. [Minutes of the 40th Regular City Council meeting](#) on Monday, November 17, 2025 and the 41st Regular City Council meeting on Monday, November 17, 2025.
2. [Budgeted proposal from Spalding DeDecker](#) for the completion of Design Engineering Services as it relates to the Bacon Avenue Water Main and Road Reconstruction Project.
3. [Proposal for GIS Support Services](#) from Spalding DeDecker in the not-to-exceed amount of \$55,000. Funding for this proposal would primarily come from accounts 592-536-821-000 (Water-Engineering) and 443-901-821-000 (Road Project-Engineering), but other accounts may be utilized based on actual usage.
4. [Intergovernmental agreement with the Berkley School District](#) as it relates to rapid flashing beacon installations on Catalpa Drive.

***Regular Agenda***

1. Recognitions or presentations from the Consent Agenda.
2. [Retainer Agreement for Legal Services](#) re: review of City Manager's determination regarding ethics complaint and authorize the City Manager to sign.
3. [Revised Letter of Engagement](#) with Shifman Fournier and authorize the City Manager to sign.

**COMMUNICATIONS**

**ADJOURN**

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

Note: Official minutes of City Council Meetings and supporting documents for Council packets are available for public review in the City Clerk's Office during normal working hours. Anyone wishing to submit correspondence to the Council before the meeting may send an email to [comment@berkleymi.gov](mailto:comment@berkleymi.gov) by noon on the day of the meeting. Emails sent prior to the deadline will be a part of the meeting record but 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, NOVEMBER 17, 2025 BY MAYOR DEAN**

***PRESENT:*** Councilmember Steve Baker  
Councilmember Clarence Black (attending remotely due to military duty)  
Mayor Pro Tem Ross Gavin  
Councilmember Dennis Hennen  
Councilmember Gregory Patterson  
Councilmember Jessica Vilani  
Mayor Bridget Dean

**OTHER STAFF PRESENT:**

City Manager Crystal VanVleck  
City Attorney Lisa Hamameh  
City Clerk Victoria Mitchell  
Deputy City Manager of Public Services Shawn Young  
Communications Director Caitlin Flora  
Parks & Recreation Superintendent Dan McMinn  
Finance Director Carl Johnson

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

Councilmember Patterson 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, October 20, 2025.

**PROCLAMATION NO. P-29-25:** Matter of Recognizing the Dedicated Service of Election Inspectors.

**PROCLAMATION NO. P-30-25:** Matter of Honoring the Dedication and Service of City Councilmember Jessica Vilani.

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

**REGULAR AGENDA**

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

Councilmember Baker read P-29-25 in its entirety.

Mayor Dean read P-30-25 in its entirety.

Ms. Vilani thanked the council members for their kind words.

- She started off by congratulating her colleagues, Steve Baker and Dennis Hennen, and Mayor Dean on their reelections. She said they may not have always seen eye to eye on every issue, but she was 100% confident that everyone truly wants what is best for the city and is working hard to make sure that happens. She said she learned from all of them over the past four years, and it had been an honor to serve alongside them.
- She congratulated Gary Elrod as well. She said he would soon find that this is not always an easy job and probably takes up a little bit more time and energy than anyone may have told him before. She said she hopes he has a chance to learn from and lean in with this group of people up here, while also staying true to his own values and the residents of the city.
- She said it was very bittersweet to be up there saying goodbye. She said life was very different back in 2021 when she ran. Her daughter was only in seventh grade, and her impending graduation wasn't something she thought about at all. She said today her daughter is a junior, and college material comes to their house daily, and they are preparing to navigate applications and college tours. She said she was additionally excited to plan her wedding. She said she would be remiss if she left out Bonnie, who was the star of the campaign and is now quite happy in her residency at the library, reading with kids and visiting with patients at Corewell.
- She said as much as she truly has loved serving, time is finite, and she cannot prioritize the next chapter of her family while also serving the city in the way that the residents deserve. She said she wanted to thank the 2,305 residents who cast a vote for her back in 2021. She said she didn't have run for office on her bingo card, but she was glad that she took the leap and was really grateful for everyone's support over the years. She said she was especially grateful to those who have reached out with kind words of encouragement over the past four years. She said at times this can feel like a truly thankless job, and those interactions, when they were least expected, were the fuel that kept her going over time.
- She said lastly, she wanted to give a very special thank you to Sydney and Andy. She said they were by her side and her greatest supporters from day one of this journey. She said they knocked on doors, delivered signs, and were the best campaign team a gal could ask for. She said when the campaign turned to serving, they were understanding of the constant nights away and endless events. She said she was so lucky to call them her family and truly could not have done this without their support. She said she was looking forward to having more time and more dinners with them, especially on Mondays.
- She said she wanted to thank everybody, including all of the amazing staff who keep this city up and running. She said it is truly an honor to be a part of this.

**SWEARING-IN CEREMONY:** Newly elected members of the Council to be given Oaths of Office by the City Clerk:

Mayor Bridget Dean  
Councilmember Steve Baker  
Councilmember Dennis Hennen  
Councilmember Gary Elrod

**ADJOURNMENT:**

Councilmember Patterson moved to adjourn the Regular Meeting at 7:15 p.m.

Seconded by Councilmember Vilani

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

Nays: None

Motion Approved.

**THE REGULAR MEETING OF THE FORTY-FIRST COUNCIL OF THE CITY OF BERKLEY, MICHIGAN  
WAS CALLED TO ORDER AT 7:25 PM ON MONDAY, NOVEMBER 17, 2025 BY MAYOR DEAN**

***PRESENT:*** Councilmember Steve Baker  
Councilmember Clarence Black (attending remotely due to military duty)  
Councilmember Gary Elrod  
Mayor Pro Tem Ross Gavin  
Councilmember Dennis Hennen  
Councilmember Gregory Patterson  
Mayor Bridget Dean

**OTHER STAFF PRESENT:**

City Manager Crystal VanVleck  
City Attorney Lisa Hamameh  
City Clerk Victoria Mitchell  
Deputy City Manager of Public Services Shawn Young  
Communications Director Caitlin Flora  
Parks & Recreation Superintendent Dan McMinn  
Finance Director Carl Johnson

**APPROVAL OF AGENDA**

Councilmember Hennen moved to approve the agenda as amended adding item 11 to appoint a Mayor Pro Tem and moving communications before the last item on the agenda.  
Seconded by Mayor Pro Tem Gavin  
Ayes: Black, Elrod, Gavin, Hennen, Patterson, Baker and Dean  
Nays: None  
Motion Approved.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

Mayor Pro Tem Gavin moved to approve the following Consent Agenda  
Seconded by Councilmember Hennen

**WARRANT LIST:** Matter of approving Warrant List No. 1416.

**MOTION NO. M-101-25:** Matter of approving the Intergovernmental Agreement between the City of Berkley and the City of Huntington Woods for Shared Resources and Services.

**MOTION NO. M-102-25:** Matter of approving the Intergovernmental Agreement between the City of Berkley and the Berkley School District for Shared Resources and Services.

**MOTION NO. M-103-25:** Matter of approving a budgeted purchase for upfitting the recently purchased Ford F-250 to Truck and Trailer Specialties of Howell, MI in the amount of \$13,360, utilizing account 592-536-985-000. This purchase also utilizes the Bidnet/Rochester Hills Cooperative Bid.

**MOTION NO. M-104-25:** Matter of authorizing the City Manager to sign the Application for Additional Service Credit Purchase for Stanislaw Lisica, approving 24 months of additional service credit. This

purchase is allowed by the Merit System Schedule and the MERS Plan Document for active members. The total cost calculated by MERS included on the Application for Additional Service Credit is \$34,652. The City of Berkley's share of that cost is \$26,593.81.

**MOTION NO. M-105-25:** Matter of approving the proposal from Vettraino Consulting for the Performance Evaluation Facilitation for the City Manager, and authorizing Mayor Dean to sign the Notice to Proceed.

**MOTION NO. M-106-25:** Matter of authorizing the City Manager to execute a contract for Senior Home Chore Snow Removal Service with Luxury Lawn and Snow, 28240 Farmington Rd, Farmington Hills, MI 48334, for the 2025-26 winter season. This is a budgeted item that will be paid for using Community Development Block Grant funding.

**ORDINANCE NO. O-09-25:** Matter of considering the second reading and approval 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.

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

Nays: None

Motion Approved.

### ***Regular Agenda***

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

None.

**PRESENTATION:** Matter of receiving a presentation by the American Legion.

Jack Blanchard, Emergency Manager, presented:

- He said that in October, he was contacted by Lt. Kobernick from Public Safety about assisting at a fundraising activity to buy a large flag that could be displayed from the ladder truck at city events. He said he took this back to the Legion, and when he brought it up at the executive board, he received overwhelming support from everyone in the Legion family.
- He said tonight, they were there to make a presentation from the American Legion family to Public Safety. He said he wanted to explain who the American Legion family is. He said they had with them Ike Eisenhower, the commander of the Legion; Dale Heidland, the commander of the Sons of the American Legion; and Jim Pierce, the commander of the Royal Canadian Legion, who has been a great asset. He said that through all their efforts, they raised \$1,400 for Public Safety to purchase a 20x30 American flag.
- Commander Eisenhower spoke and stated that it is a privilege to be the commander of the American Legion Post 374. In recognition of the service and the honor that our police department gives to our city, he said that he is happy to present this check for \$1,400 so that they can buy that big flag and hang it when it looks good.
- Lt. Kobernick stated that anything Public Safety asks from the Legion, they're there for them. This was just kind of at a whim, a phone call, and that's a relationship they have with a lot of people in the city. He said that he thinks that's what makes the city great—it really can turn to outside counsel if something comes up.
- Mayor Dean stated that she was not surprised when the Legion gave overwhelming support. She said that she is a member of the auxiliary, and this is what she loves about the Berkley Legion. She said the Legion is very service-oriented; the community reaches out; they reach out to the community. She said that the Legion has done work with so many things, including the Berkley

Cares Community Food Pantry. She said that she is grateful that the Legion is here in Berkley and that they lead with that compassion and with that mind of service. This is just yet another way that the Legion cooperates and supports and understands the values of not only our city but our Public Safety department and the Legion itself.

**PRESENTATION:** Matter of receiving a presentation of the fiscal year 2025 audit by the finance department.

Finance Director Carl Johnson presented:

**Audit Completion**

- Audit completed earlier than expected this year.

**Financial Results – General Fund**

- Presentation summarized key financial results for the prior fiscal year.
- Budget comparison for General Fund:
  - Original budget: revenues equaled expenditures.
  - Amended budget: planned use of fund balance of \$562,000 (rollover budget from prior year items such as equipment, vehicles, and contracts).
  - Actual results: fund balance increased by \$668,000, a favorable variance of \$1.2 million.

**Revenue Highlights**

- Favorable revenue variance: \$300,000.
  - \$150,000 from licenses and permits (building activity).
  - \$180,000 from HVAC grant (revenue rolled over from prior fiscal year).
  - Net of other revenues: \$12,000.
- Revenue variances are primarily one-time items.

**Expenditure Highlights**

- Overall expenditures are approximately 5% under budget.
- \$422,000 in rollover items spent from prior year commitments.
- Retiree healthcare under budget by \$198,000 (self-insured plan).
- Other departments collectively under budget by \$250,000.
- Budget management achieved realistic results while maintaining fund integrity.

**Capital and Infrastructure**

- Limited funds available for capital projects outside HVAC system (\$1.6–1.7 million).
- Only \$300,000–\$400,000 available for general capital needs in the General Fund.
- Key challenge: reinvesting in facilities and equipment within the available budget.

**Water & Sewer Fund**

- Cash balance improved from negative \$1 million (two years prior) to \$1.8–1.9 million at fiscal year-end.
- Lead line and road projects completed; pause in projects during the fiscal year just ended.
- Fund balances meet reasonable cash reserve levels for unexpected events.

**New Funds**

- COM 1 Fund: \$180,000 capitalized for field improvements; five-year lease agreement to cover costs.
- Major Streets, Local Streets, Infrastructure Funds: funds ending \$200,000–\$300,000 higher than expected; to be reprogrammed into a six-year capital plan.
- Parking Fund: \$9,000 collected from overnight parking fees; restricted for parking lot use.
- Opioid Fund: settlement funds collected; restricted use.
- Sidewalk Fund: program paused; to resume with new ordinances and implementation plan.

**Retiree Benefits and Pensions**

- OPEB (Other Postemployment Benefits): liability \$14 million; assets \$8.8 million; funding level ~60% (above 40% state minimum).
- MS Pension (non-public safety): liability \$25.4 million; assets \$14 million; unfunded \$11 million; funding level 56% (below 60% state minimum).

- Public Safety Pension: liability \$33.4 million; assets \$23.7 million; unfunded \$9.6 million; funding level 71%.
- Pension funding plans align with actuarial recommendations; some funds are supplemented by ARPA contributions.

#### Audit Findings

- Previous year: seven findings; all addressed and closed.
- Current year: one finding related to a missing date on the updated bank policy sign-off; corrected immediately.
- Overall financial condition: fund balance at target level; key challenge remains infrastructure and facility funding.

#### Conclusion

- First full year under the new financial team; multiple improvements implemented.
- Financial results are favorable with strong fund management; attention is required for infrastructure and capital planning in the coming years.

**PRESENTATION:** Matter of receiving a presentation of the fiscal year 2025 audit by the auditors.

Partner Greg Soule and Audit Senior Justin Comis from Andrews Hooper Pavlik PLC presented:

- This was a much smoother audit this year. Second-year audits are always smoother.
- Thanked the Finance department, which made the process very easy and very smooth throughout the entire audit.
- Audit Opinion
  - Independent auditor's report: report on the city's financial statements on the annual comprehensive financial report, and it is a clean or an unmodified opinion.
    - Throughout the document, it talks about the basis for their opinion and the standards that they used to conduct the audit.
    - It also talks about the responsibilities of management for preparing the financial statements and their responsibilities as the city's auditor for the audit of the financial statements.
    - Stated that they take a risk-based approach to the audit and look at those risks and controls as part of the process, and that's laid out on page two.
    - There are also some sections on required supplementary information, things like pension and OPED schedules, as well as other supplementary information, such as the non-major fund combining statements and other information within the act for the annual comprehensive financial report.
    - Finally, that report wraps up on page three by talking about other reporting required under the government auditing standards. So, that's our overall opinion. The numbers represent the underlying activity for the city.
- Required Communications
  - If we turn to page 110, that is their required communications letter to the city council. Under audit services, they've completed the financial statement audit. The single audit or the federal expenditures audit is in process. They've completed drafting of the financial statements and helped management in that process, and also worked through the preparation of the auditing procedures report, which we'll file.
  - Their scope letter and initial communications letter described some significant risks of material misstatement facing the city. They audited each of those risks throughout their process and didn't find anything that was required to be communicated to the council.
  - The top of page two talks about the uniform grant guidance or the single audit for federal expenditures related to the HVAC project.
    - There are some federal dollars involved in that, which is triggering a single audit for the city. As part of that single audit, it stated that they use a document published by the federal government called the compliance supplement. Said that they can't complete the single audit at this point because the compliance supplement is not done yet.

- The compliance supplements are published every year. It's effective for audits of years ending June 30th and after for the following year. The city's fiscal year-end is June 30th. Typically, that document is finalized in May, and it's not finalized yet. So, no real indications as to when it's going to be finalized. There were some changes in the uniform grant guidance and some significant shifts on the federal side of the equation. That's all delaying the issuance of the compliance supplement.
- GASB Standards
  - There's some information there around cybersecurity and IT controls.
  - This document gets into adopted accounting standards. There were two this year for the city:
    - One is related to GASB 101 compensated absences, talking about how the city calculates its accrued vacation and sick liability. That did have a significant impact and brought in some additional liabilities related to that, and counted for additional leave that wasn't previously counted under the old standards. So that has been incorporated into the city's financial statements this year.
    - 102 is related to certain risk disclosures about concentrations or constraints that did not affect the city's financial statements this year. That's just some things that if the city faces, those that are going to be some required disclosures potentially in the future.
    - GASB 103 will affect next year's financial statements and will change some information around how the MDNA is reported, as well as the budget-to-actual. They'll add some additional columns to those back schedules that Mr. Johnson went through earlier. So that will affect next year's financial statements.
    - GASB 104 could affect next year's financial statements related to certain capital asset disclosures.
- Auditor Responsibilities
  - Our responsibility under the auditing standards is the next section of the report. It also talks about our responsibilities for testing internal control.
    - No items came to their attention that affected the plan scope and timing.
    - On page five, there are some significant and sensitive estimates related to fixed assets, the estimate of net pension liabilities, and the estimate of the OPED liabilities that Mr. Johnson went through. All of those estimates are significant to the city's financial statements. There are some sensitive disclosures in the financial statements related to deposits and investments, long-term debt, capital assets, and OPED.
    - We had no difficulties encountered in performing the audit.
      - There were some immaterial adjustments that were not reflected in the statements. Those aren't significant.
      - We had no disagreements with management. We have requested a standard management rep letter that is included at the back of this document, so you can see what the management team here signs off on.
      - To our knowledge, there were no consultations with other independent accountants.
      - There were no major issues discussed prior to our retention.
      - There's some information there on our procedures around the required and other supplementary information.
      - No fees for non- audit services.
      - Stated that they do have a management letter that Mr. Johnson indicated that Mr. Comis will talk through related to the government auditing standards communication. As Mr. Johnson said, all of the findings that we identified last year, those seven items we talked through, have been cleared. We verified that during our process. We did identify one item this year.

- Overall, the audit process went much smoothly. Stated that they wrapped up the engagement six weeks earlier than last year, so that's always a good thing.
  - Thanked the team here at the city in that process. Turned over the presentation to Mr. Comis to briefly talk through the internal control.
- Internal Control Discussion
  - The city's audit is conducted under a government auditing standard. With an audit conducted under government auditing standards, it is required to do certain tests and procedures that wouldn't normally be required under a typical audit, such as compliance testing.
  - Focused on the two excerpts followed under internal control over financial reporting.
    - In planning and performing the audit of the financial statements, stated that they considered the city's internal control over financial reporting as a basis for designing their audit procedures that are appropriate in the circumstances for the purpose of expressing their opinions on the city's financial statements, but not for the purpose of expressing an opinion on the effectiveness of the city's internal control. Accordingly, stated that they do not express an opinion on the city's effectiveness of internal control.
    - Focused on the definitions in the section below:
      - A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis.
      - A material weakness is a deficiency or combination of deficiencies in internal control such that a reasonable person would expect that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis.
      - A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness yet important enough to merit attention to those charged with governance.
    - As Mr. Johnson had previously mentioned, there were a number of internal control matters communicated during the prior year audit. None of these issues recurred during the prior year. However, they did note one matter that we deemed a significant deficiency as part of the 25 audit that Mr. Johnson had previously mentioned, related to the city's bank reconciliation process.
      - As Mr. Johnson had previously noted, the city policy indicated that the reconciliation should be signed and dated timely after review, and it was not. Timely bank reconciliations are an important piece of city operations in order to make informed financial decisions. As such, they recommended that the city make sure they follow their policy and also date the reconciliation upon completion of the review.
      - It all comes down to timeliness. The city's policies stipulate that the bank recs have to be prepared timely. The state of Michigan requirements also stipulate that it has to be prepared timely.

**MOTION NO. M-107-25:** Matter of accepting the quarter ended September 30, 2025 budget-to-actual report.

Councilmember Hennen moved to approve Motion No. M-107-25

Seconded by Councilmember Patterson

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

Nays: None

Motion Approved.

**MOTION NO. M-108-25:** Matter of accepting the quarter ended September 30, 2025 investment report.

Councilmember Baker moved to approve Motion No. M-108-25

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

**MOTION NO. M-109-25:** Matter of authorizing the amendment 2026-2 of the 2025-26 budget as presented.  
Councilmember Hennen moved to approve Motion No. M-109-25  
Seconded by Councilmember Elrod  
Ayes: Patterson, Baker, Black, Elrod, Gavin, Hennen and Dean  
Nays: None  
Motion Approved.

**PUBLIC HEARING:** Matter of holding a Public Hearing regarding the Community Development Block Grant Program Year 2026 application in the approximate amount of \$97,000.

Opened at 8:19 PM  
Closed at 8:20 PM

**RESOLUTION NO. R-20-25:** Matter of adopting a Resolution for the Community Development Block Grant (CDBG) Program Year 2026 application in the approximate amount of \$97,000 and requesting the Mayor and City Manager to sign the application and submit it to the Oakland County CDBG Division.  
Councilmember Baker moved to approve Resolution No. R-20-25  
Seconded by Councilmember Gavin  
Ayes: Baker, Black, Elrod, Gavin, Hennen, Patterson and Dean  
Nays: None  
Motion Approved.

**MOTION NO. M-110-25:** Motion to approve the contract extension Letter of Understanding with the Berkley Police Service Aide Association/Michigan Association of Police.  
Councilmember Patterson moved to approve Motion No. M-110-25  
Seconded by Councilmember Baker  
Ayes: Black, Elrod, Gavin, Hennen, Patterson, Black and Dean  
Nays: None  
Motion Approved.

**MOTION NO. M-111-25:** Matter of appointing Ross Gavin as Mayor Pro Tem from November 2025 until November 2027.  
Councilmember Hennen moved to approve Motion No. M-111-25  
Seconded by Councilmember Patterson  
Ayes: Elrod, Gavin, Hennen, Patterson, Baker, Black and Dean  
Nays: None  
Motion Approved.

## **COMMUNICATIONS:**

### **MAYOR PRO TEM GAVIN**

- Parks and Recreation will meet on December 11th at 7 PM at the Community Center.
- The Library Board will meet on November 19th at 7 PM at the Library.

### **COUNCILMEMBER PATTERSON**

- The Beautification Committee met; luminaries are for sale at the library now. When you're there, you can check out the new BerkBuster, the new video rental media section.
- Thanked the veterans for all of their service during Veterans Day.
- Wished everyone a Happy Thanksgiving.

### **COUNCILMEMBER BLACK**

- No updates.

### **COUNCILMEMBER ELROD**

- Stepping in for former Councilmember Vilani, he will be the Council liaison to the Environmental Action (Advisory) Committee.
  - The next meeting is this Thursday, 6:30 PM at Public Safety.
  - He stated that he wanted to draw attention to an upcoming clothing drop-off that's being held at the Library, called Swap Day. It is for adult clothing, not children's clothing. It runs from 12:30 to 1:15 PM for the drop-off, and then shopping continues till 3 PM. This is also a time when the library is doing its own media swap. So, two for one.

### **COUNCILMEMBER HENNER**

- The Zoning Board of Appeals has no meeting in November.
  - Reported that Steve Allen resigned his seat due to health reasons.
- The Tree Board met; they are reviewing educational opportunities throughout the coming year and preparing their work plan for 2026. Their next meeting is Monday, November 24th at 7 PM in the Public Safety conference room.
- He stated that he recently attended the SEMCOG General Assembly and brought back some information on storm water management, downtown economic growth, and also attended the Oakland County Sustainability Conference. He said that one of the highlights was storm water management, green infrastructure, solar, and a group of elected officials got together, and it looks like there might be some opportunity for food waste collection. He said that he knows a lot of people in the city are interested in that, and a lot of other communities were very interested in hearing about our cardboard dumpster, and he's already had one community reach out: How does it work? Where do you get it?
- Thanked the people of Berkley for their trust and support in his re-election and said that he is looking forward to great things that can be accomplished over the next four years.

### **COUNCILMEMBER BAKER**

- Congratulated his colleagues and welcomed them aboard.
- Thanked Jess for all her years of service.
- The Berkley Historical Committee meets tomorrow night, November 18th at 7 PM.
  - Visit [berkleyhistory.com](http://berkleyhistory.com) if you'd like to see what they're up to.
- The Downtown Development Authority board met last week's Wednesday. They're working on all sorts of cool stuff.
- Malala Yousafzai once said, "There should be no place for fear in the mind of a child." He said that that's been on his mind a lot lately since many on the Council, Planning Commission, and Zoning Board of Appeals had to go through ALICE training for active assailant. While that information is absolutely critical, he said that he finds it heartbreaking that this has become part of our culture. Kids shouldn't have to practice these drills multiple times a year. Teachers shouldn't have to rehearse scenarios that take them far beyond the jobs they signed up for. And none of us should have to think twice about going to church or a concert or a community event. He said that we're doing the right thing by preparing, but preparation shouldn't be the norm. Safety should be the norm. A sense of ease should be the norm. He said he hopes that we move forward toward a future where these trainings become something that we talk about in the past tense, not a regular part of our civic life.
- Please take care of yourselves and hug somebody you love.

### **CITY MANAGER VANVLECK**

- Thanked Councilmember Vilani for her service to the city and the support she's shown her.
- Stated that she is excited to get to know Councilmember Elrod and, hopefully, work hand in hand with everything to come.

### **CITY ATTORNEY HAMAMEH**

- Working closely with city staff to get up to speed. Attention will be brought to a number of amendment revisions soon. She stated that they are hoping to clean up a lot by the end of the year.

#### **MAYOR DEAN**

- Congratulated her colleagues at the table who were winners in their election, and Councilmember Elrod. She said that they are going to keep this rolling and continue to move Berkeley forward in a positive direction.
- Thanked Senator Gary Peters for thinking of Berkley when he requested \$385,000 to put toward the replacement of Engine 4. The cost of a new fire truck is about \$1.1 million. It's a long-term plan, but she said that she believes that Berkley is on the way, and so while this is good news, we need to keep our fingers crossed. She said that she is optimistic.
- This past Thursday and Friday, she said that she attended the Mayors and Presidents Institute in Bay City, put on by the Michigan Municipal League, where she was on a panel with Fremont Mayor Jim Reinberg and Saginaw Mayor Brenda Moore. She said that they discussed paths to elected office, shared insights and lessons learned, and then discussed challenges ahead. She said that it was some intense learning and that she is grateful not only for that opportunity to learn but to spend time with her peers from across the state.
- Last week on November 11th, she said that she attended two Veterans Day ceremonies, one at the gazebo and then at the Legion following. She expressed her gratitude to those who have served and those who are serving currently. She said that she has a lot of military in her family. Her oldest brother was Army. Her next brother is a Marine. His son Navy. Her youngest brother Marines and then he joined the Army. He married a woman who was a Marine. Their daughter is a graduate of West Point. She said that she has a nephew who's in the Coast Guard, an aunt who was in the Navy, and an uncle who was in the Army. Somehow that military gene skipped her, but she said that she is grateful for their service and to Councilmember Black for his service.
- Last Saturday, she said that she spent a delightful afternoon at Perch, chatting with residents and visitors to Berkley, and she thoroughly enjoyed listening to all the great things they have to say about Berkley.
- Her next stop on the Mayor's Road Show is Mug and Jug at 42381 Twelve Mile on Friday, November 21<sup>st</sup>, from 4 to 6 PM.

**CLOSED SESSION:** Matter of considering convening in closed session to consider attorney/client privileged communication in accordance with the Open Meeting Act, MCL 15.268(1)(h).

Councilmember Patterson moved to approve convening in closed session to consider attorney/client privileged communication in accordance with the Open Meeting Act, MCL 15.268(1)(h).

Seconded by Mayor Pro Tem Gavin

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

Nays: None

Motion Approved.

**THE CLOSED SESSION MEETING OF THE FORTY-FIRST COUNCIL OF THE CITY OF BERKLEY, MICHIGAN WAS CALLED TO ORDER AT 8:43 PM ON MONDAY, NOVEMBER 17, 2025 BY MAYOR DEAN**

***PRESENT:*** Councilmember Steve Baker  
 Councilmember Clarence Black (attending remotely due to military duty)  
 Councilmember Dennis Hennen  
 Councilmember Gregory Patterson  
 Councilmember Gary Elrod  
 Mayor Pro Tem Ross Gavin  
 Mayor Bridget Dean

***OTHER STAFF PRESENT:***

City Manager Crystal VanVleck  
City Attorney Lisa Hamameh  
City Clerk Victoria Mitchell  
Community Development Director Kristen Kapelanski

Members of Council met in closed session to consider attorney/client privileged communication in accordance with the Open Meeting Act, MCL 15.268(1)(h).

**THE REGULAR MEETING OF THE FORTY-FIRST COUNCIL OF THE CITY OF BERKLEY, MICHIGAN  
WAS CALLED BACK TO ORDER AT 9:30 PM ON MONDAY, NOVEMBER 17, 2025 BY MAYOR DEAN**

***PRESENT:*** Councilmember Steve Baker  
Councilmember Clarence Black (attending remotely due to military duty)  
Councilmember Gary Elrod  
Mayor Pro Tem Ross Gavin  
Councilmember Dennis Hennen  
Councilmember Gregory Patterson  
Mayor Bridget Dean

***OTHER STAFF PRESENT:***

City Manager Crystal VanVleck  
City Attorney Lisa Hamameh  
City Clerk Victoria Mitchell

**ADJOURNMENT:**

Councilmember Baker moved to adjourn the Closed Session at 9:30 PM  
Seconded by Councilmember Patterson  
Ayes: Black, Elrod, Gavin, Hennen, Patterson, Baker and Dean  
Nays: None  
Motion Approved.

**ADJOURNMENT:**

Councilmember Patterson moved to adjourn the Regular Meeting at 9:32 p.m.  
Seconded by Mayor Pro Tem Gavin  
Ayes: Black, Elrod, Gavin, Hennen, Patterson, Baker and Dean  
Nays: None  
Motion Approved.

---

Bridget Dean, Mayor

***ATTEST:***

---

Victoria Mitchell, City Clerk

December 1, 2025 Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to (approve/deny/postpone) a budgeted proposal from Spalding DeDecker for the completion of Design Engineering Services as it relates to the Bacon Avenue Water Main and Road Reconstruction Project.

Ayes:

Nays:

Absent:

Motion:



# MEMORANDUM

To: Mayor Dean and City Council  
From: Shawn Young, Deputy City Manager for Public Services  
Date: December 1<sup>st</sup>, 2025  
Subject: Spalding DeDecker proposal for Engineering Services as they relate to the Bacon Ave Water Main and Road Reconstruction Project

---

Madam Mayor and Members of City Council,

## Background

City Council previously approved a proposal from Hubbell, Roth, and Clark for Engineering Design Services related to the Bacon Water Main and Road Reconstruction Project with a not to exceed price cost of \$282,421.72 with a remaining budget of \$133,610.57.

With the recent change of engineering firms Spalding DeDecker has provided a proposal to complete the design portion of the project for a not to exceed amount of \$120,456.00.

## Summary

- HRC has completed roughly 50% of the design phase to date. We should not see additional fees from HRC for this project short of a small amount of time billed for transitional items.
- The proposal from Spalding DeDecker to complete design is lower than the remaining unbilled balance to date left on the original HRC proposal.
- HRC has already sent over the requested information to make the transition as seamless as possible.
- Spalding DeDecker will assist with completion of items such as Third-Party Utility Coordination, Topographical Survey, Public Engagement Efforts, Preparation of Preliminary and Final Design, Cost Estimates, permitting through various agencies, Bid documents, Bid Reviews, and a Final Recommendation of Award.

- Contract, Design, and Bidding are expected to be completed in early 2026. A Construction start date of the spring of 2026 is targeted.
- The not to exceed price cost for this proposal is \$120,456.00 is budgeted between funds 202-464-821-010, 592-536-821-000, and 443-901-821-000.

**Recommendation**

It is my recommendation that City Council approves the proposal for the completion of design services as they relate to the Bacon Ave Water Main and Road Reconstruction Project as submitted by Spalding DeDecker with a not to exceed amount of \$120,456.00.

November 10, 2025

Mr. Shawn Young  
Deputy City Manager of Public Services  
City of Berkley  
3238 Bacon Avenue  
Berkley, MI 48072

**Re: Proposal for Professional Services for  
Bacon Avenue Watermain**

Dear Mr. Young:

Spalding DeDecker (SD) is pleased to provide the following proposal for design services for the Bacon Avenue Watermain Replacement and Pavement Reconstruction project from 11 Mile Road to 12 Mile Road.

#### **PROJECT UNDERSTANDING**

SD) understands that the City of Berkley would like to reconstruct Bacon Avenue from 11 Mile Rd to 12 Mile Rd along with a replacement of the existing 6-inch and 12-inch water mains in Bacon Avenue. The improvements would include full-depth pavement replacement along with curb and gutter, driveway, and sidewalk replacement throughout the corridor.

The existing roadway is 28 feet wide (face to face) and consists of composite pavement with an HMA overlay of the existing concrete gutter. The pavement itself is in poor to failing condition with block and alligator cracking throughout as well as several areas of patched roadway. With the thickness of the HMA overlay, it is difficult to determine the condition of the underlying curb and gutter but considering the age along with the condition of areas that are visible, it is likely not salvageable. It is our understanding that the City would like to perform a full reconstruction of the roadway cross section, including removal and replacement of the existing curb and gutter. There are also 5-foot-wide sidewalks on both sides of the street that appear to be in fair condition based on a preliminary review. SD understands that the City would like to replace all the sidewalk within the project area to bring everything into ADA compliance. Salvaging some segments of sidewalk may be considered as an option if project budget becomes a concern.

In conjunction with the road reconstruction efforts, the City will also be upsizing the existing 6-inch water main along Bacon Avenue to an 8-inch main and replacing the existing 12-inch water main in-kind. These improvements will include new water services and curb stops to all connected homes and businesses.

We understand that the survey and preliminary design up to a 50% set of plans has already been completed for this project and a thorough review of the preliminary plans and estimates will be necessary to provide for a smooth transition and ensure the proposed design aligns with the City's project goals and budgets. Bringing the design to a bid-ready package by the City's desired timeframe of February 2026 will require a coordinated effort to ensure that the plans are updated accordingly and all necessary permits are acquired.

After a preliminary review of the current design plans, we have the following scope of services we believe necessary to bring this project to a bid-ready state.

## **SCOPE OF SERVICES**

### **Phase 1 – Data Gathering and Records Review**

The following are the major items associated with this phase:

- Kickoff meeting and Field Walk-Through
- Field Check of Topographic Survey
  - Verify all features and structures are shown
  - Confirm utility mapping matches as-builts and identify the level of field measurements undertaken
  - Validate ROW limits match GIS
- Review Existing Design Plans and Estimates
  - Document errors and omissions in 50% plan set and estimates
    - i. Cross Sections
    - ii. Pavement Design
    - iii. Geometric Roadway Design
    - iv. Proposed Utility Layout
    - v. Maintenance of Traffic
  - Verify that design decisions align with City goals
- Review Project Data
  - Utility correspondence
  - Soil boring logs
  - CAD files

### **Phase 2 – Project Documentation**

The following are the major items associated with this phase:

- Provide contract front-end and design specifications matching City Standards
  - We did not receive a copy of this from the previous design consultant.
- Engineer's Opinion of Cost
  - Updated 50%, 90% and Final
- Internal City Scope Review
- Public Engagement
  - Project will not require it, but SD regularly hosts public meetings and/or provides exhibits and documentation for public outreach during design and construction. This can be used in conjunction with a project website.
- Utility Coordination Meeting
- Permitting
  - SESC (Oakland County Water Resources Commissioner)
  - Road Commission of Oakland County Right-of-way permit (Traffic signing and water main replacement in 12 Mile Road)

- EGLE – Part 399 Public Water Supply Permit

### **Phase 3 – Construction Plans**

The following are the major items associated with this phase:

- Title Sheet including sheet index, utility contacts and project location
- General notes sheet including construction notes, project instruction language, hatching and line type information.
- Standard Detail Sheets
  - Utilizing City of Berkley details, as applicable
- Typical Cross Sections
  - Existing and proposed
- SESC and Removal Plans
- Construction Plan
  - Paving, Curb and Gutter, Sidewalk and Storm Catch Basin Replacements
- Road Profile (as necessary with curb and gutter)
- Triple Profiles (As-needed catch basin replacements and curb and gutter replacements)
- Detail Grading
  - ADA Sidewalks and intersection curbs
- Signing and Striping Plan (if deemed necessary)
- Maintenance of Traffic Plan
  - Multi-phase construction will allow for continuous operation with minimal disruption.
- Pedestrian Detour Plan and/or temporary access measures, as necessary

SD will provide the plans to City of Berkley and review with the appropriate staff throughout the project as well as providing internal QA/QC and constructability reviews.

### **SCHEDULE**

Project Award	December 1, 2025
Internal Scope Review	November 11, 2025
Records Review	November 11 – November 21, 2025
Plan Update	December 2 – January 9, 2026
*90% Plan Review	January 12, 2026
Permit Submittals	January 23, 2026
Final Plan Preparation	January 26 – February 9, 2026
*Final Plan Submittal	February 9, 2026
Bid Letting	March 2, 2026
City Council Award	March 16, 2026
Construction	April 27 – November 13, 2026

\*Reviews are intended for either internal QA/Constructability and/or City Review. The stakeholder coordination/engagement, special provisions, engineer's estimate will take place concurrently with this schedule.

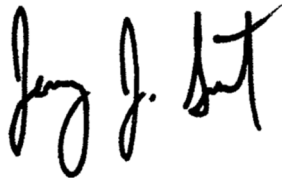
## FEE

Spalding DeDecker preliminarily estimates that the above listed services at the following hourly not-to-exceed total, based on the attached breakdown of staff hours:

Phase 1, 2, 3 – Design Engineering =	<u>\$120,456</u>
<b>Total Engineering Services =</b>	<b>\$120,456</b>

Based on the state of the existing plans and the documentation, SD may need to request additional funds as the project progresses, but will identify and communicate those in advance of any expenditures. Thank you for the opportunity to submit this proposal, and we look forward to working with the City. If you wish to discuss this proposal or require additional information, please feel free to contact me directly at [jschrot@sda-eng.com](mailto:jschrot@sda-eng.com) or (517) 740-7059. Thank you!

Sincerely,  
**SPALDING DEDECKER**



Jeremy Schrot, PE  
Sr. Vice President

Accepted by:  
**City of Berkley**

\_\_\_\_\_  
Shawn Young  
Deputy City Manager of Public Services  
Date: \_\_\_\_\_

DETAILED SERVICE BUDGET BY PROJECT

Project Name: Bacon Ave Watermain  
Client: City of Berkeley

Date Prepared: 11/13/2025  
Billing Rate: Standard  
Prepared By: C. Harrington

Project Number:

Billing Tasks		Tasks by Quantity and Hours				Distribute Total Labor Hours											Sub-Consultants		Totals		
Billing Task #	Billing Task Name	Line #	Sub-Task:	Notes:	Employee Initials								Direct Task Labor Hours	Direct Task Labor Fee	Sub-Consultant & Notes:	Sub-Consultant Fee	Task Subtotal Labor Hours	Task Subtotal Fee	Final Proposal Fee for Billing Task (\$)		
					Principal	Senior Project Manager	Senior Project Engineer	Project Engineer	Engineer	Office Tech	Two Person Crew	Construction Tech 3									
200	Project Documentation	1	Scope, Review, Stakeholder and Utility Meetings		3	3	8	6	10					30	\$4,880.00			30.00	\$4,880.00	BILLING TASK 200 Project Documentation	
		2	Engineer's Opinion of Cost (Updated 60% and 100%)		2	2	2	6						12	\$2,088.00			12.00	\$2,088.00		
		3	Records Review (verify utility information)		2	2	4	4	10					22	\$3,458.00			22.00	\$3,458.00		
		4	Permits (RCD, ECL, SEC, ROW)		2	6	20	22						72	\$11,238.00			72.00	\$11,238.00		
		5	Water Main/Sewer (Design updates)		2	6	20	8	28					64	\$10,008.00			64.00	\$10,008.00		
		6	Signing/Striping (parking areas)		1	3	8	4	8					24	\$3,870.00			24.00	\$3,870.00		
		7	Detail Grading		2	4	16	24	18					64	\$9,890.00			64.00	\$9,890.00		
		8	Maintenance of Traffic		4	4	10	6	16					40	\$6,452.00			40.00	\$6,452.00		
		9	Landscaping		2	5	8	20						35	\$5,772.00			35.00	\$5,772.00		
		10	Specifications and Unique Special Provisions		1	8	20	39	4					72	\$11,514.00			72.00	\$11,514.00		
		11	Billing Task Sub Totals		18	43	116	139	116	0	0	0	435	\$69,170.00	--		435.00	\$69,170.00	\$69,170.00		
210	Construction Plans	12	Construction Plans (60% to Bidding)		10	24	70	80	110					294	\$45,402.00			294.00	\$45,402.00	BILLING TASK 210 Construction Plans	
		13	Final Walk-Through (60 % and Final Plans)		2	2	2	2					8	\$1,512.00			8.00	\$1,512.00			
		14	Constructability Review		2	2			4				8	\$1,400.00			8.00	\$1,400.00			
		15	QA/QC		2	2			4				8	\$1,400.00			8.00	\$1,400.00			
		16	Bidding Phase		2	2	4						8	\$1,572.00			8.00	\$1,572.00			
		17	Billing Task Sub Totals		18	32	76	82	118	0	0	0	326	\$51,286.00	--		326.00	\$51,286.00	\$51,286.00		
Grand Totals					36	75	192	221	234	0	0	0	761	\$	120,456.00			761	120456	\$ 120,456.00	

December 1, 2025 Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to (approve/deny/postpone) a proposal for GIS Support Services from Spalding DeDecker in the not-to-exceed amount of \$55,000. Funding for this proposal would primarily come from accounts 592-536-821-000 (Water-Engineering) and 443-901-821-000 (Road Project-Engineering), but other accounts may be utilized based on actual usage.

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: Shawn Young, Deputy City Manager of Public Services *Sy*  
Date: December 1<sup>st</sup>, 2025  
Subject: Spalding DeDecker Proposal for GIS Support

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Madam Mayor and Members of City Council,

## Background

The City of Berkley has been utilizing an outside firm for several years to assist us with our GIS technical support and updates. Spalding DeDecker has provided a proposal to consolidate this information into a more user-friendly format that all departments can access and understand along with performing updates or changes on an as needed basis.

## Summary

- This proposal is a not to exceed number with actual costs varying based on activity.
- This proposal is higher than our yearly average due to the transitional items, map consolidation efforts, field accuracy assessments, and training involved.
- Part of this project is the creation of a public facing portal for residents and stakeholder to easily view and obtain publicly available information.
- Funding for this work would utilize several different funds based on usage. Water/Sewer, and Infrastructure funds would be the primary source but the General Fund, Sanitation Fund, Local Roads, and Major Roads, are all potentials depending on what set of data points we are collecting or updating.
- GIS data is utilized by several departments to streamline both internal processes and public interfaces such as the development of a public facing GIS online portal, zoning maps, and project development maps.

## Recommendation

It is my recommendation that City Council approves the Spalding DeDecker proposal for GIS Support Services with a not to exceed amount of \$55,000. Funding for this work would primarily be split between account number 592-536-821-000 (Water- Engineering), 202-464-821-010 (Major Street- Engineering), 203-464-821-010 (Local Street- Engineering), and 443-901-821-000 (Road Project- Engineering) funds but other accounts may be utilized based on actual usage.

November 13, 2025

Mr. Shawn Young  
Deputy City Manager of Public Services  
City of Berkley  
3338 Coolidge Hwy.  
Berkley, MI 48072

**Re: Proposal for GIS Services – PR25-583 Berkley GIS Services**

Dear Mr. Young:

Spalding DeDecker (SD) is pleased to submit this proposal for comprehensive GIS services to support the City of Berkley in enhancing and expanding its Geographic Information System (GIS). SD understands that the City of Berkley is seeking to modernize its GIS through a phased approach that includes building a single integrated internal map, consolidating existing data layers, conducting limited field assessments of utilities, and developing a public-facing GIS map. The project will also include a review of the City's existing systems and software, staff training on effective use of GIS tools, and the evaluation of additional applications to support operations and public services and planning for long-term maintenance to ensure the system remains accurate and sustainable.

**PROJECT UNDERSTANDING**

SD understands that the City of Berkley is seeking a centralized GIS platform that consolidates and improves the accessibility and accuracy of existing data. The goal is to create a system that can support internal operations, field data collection, and transparent public communication. ArcGIS Online (AGO) is the software medium that enables these outcomes. The following is a detailed scope by phase with our proposed approach:

**SCOPE OF SERVICES**

**Phase 1 – Initial GIS Build**

- **Internal GIS Map:** SD will meet with City departments to collect existing shapefile data and identify current GIS map usage, departmental needs and look for creative opportunities. Existing GIS layers and datasets will be reorganized and consolidated to create a single, internal map. SD will also integrate useful publicly available datasets that are not already existing maps including EGLE wetland delineation, EGLE contamination mapper, historical aerials, FEMA floodplain, Brownfields, and SEMCOG Contour data. SD will also create a custom map for subdivision and condominium boundaries as well as DDA boundaries, school locations and police and fire locations.
- **Field Assessment:** Using ArcGIS Field Maps and high-accuracy GNSS hardware, a targeted field review of approximately 10% of the City's utility assets will be conducted to verify data accuracy and identify any gaps or inconsistencies.

- **Public-Facing Map:** SD will develop a web-based GIS portal for residents and stakeholders, increasing transparency by simplifying access and viewing of publicly available information.
- **System Review:** SD will evaluate the city's existing GIS licenses and software and provide recommendations for optimization to better serve the city's needs while minimizing unnecessary expenditures and credit usage.

### Phase 2 – Training

- A one-day, on-site training session will be provided for City staff to improve proficiency in using ArcGIS Online. The training will be customized to the City's GIS configuration, as structured and organized by SD.
- Training materials and best practices documentation will be provided to support ongoing staff use of the system.

### Phase 3 – Additional Applications

- **Operational Enhancements:** SD will evaluate the potential integration of additional applications, such as resident scheduling tools and GIS-based work order management, and BSA integration to improve the City's operations.
- **System Coordination:** Recommendations will be provided for integrating these tools with the GIS platform in a streamlined and sustainable manner.

### Fee

Spalding DeDecker will provide the above scope of services for the following lump sum fees:

Task	Description	Fee
Phase 1	Initial GIS Build (Internal Map, Public Map, System Review)	\$40,000.00
Phase 2	Staff Training (Single-Day ArcGIS Online Session)	\$5,000.00
Phase 3	Additional Applications (Enhancements & Integration)	\$10,000.00

### Total Fee: \$55,000.00

SD anticipates that the above fee is a one-time platform integration and build to provide a single source stand-alone map with both existing GIS shapefiles, proposed shapefiles and integration of readily available resources. SD anticipates that this map will require yearly maintenance to keep pace with changes in data as well as changes in staff needs, some of which will be accommodated through the plan review process as a part of private development closeout and others that will require yearly City investment.

Thank you for the opportunity to submit this proposal, and we look forward to working with the City of Berkley. If you wish to discuss this proposal or require additional information, please feel free to contact me.



Sincerely,

**SPALDING DEDECKER**

A handwritten signature in black ink that reads "Robert Mabe".

Robert Mabe

Sr. GIS Specialist

Accepted by:

**City of Berkley**

\_\_\_\_\_  
Shawn Young

Deputy City Manager of Public Services

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

cc.

Cassi Meitl, AICP, PMP

Planning Manager and Project Manager

Jeremy Schrot, PE

Sr. Vice President

December 1, 2025 Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to (approve/deny/postpone) the intergovernmental agreement with the Berkley School District as it relates to rapid flashing beacon installations on Catalpa Drive.

Ayes:

Nays:

Absent:

Motion:



# MEMORANDUM

To: Mayor Dean and City Council  
From: Shawn Young, Deputy city Manager for Public Services *Sy*  
Date: December 1st, 2025  
Subject: Matter of Authorizing an Intergovernmental Agreement with the Berkley School District as it relates to new Crosswalk Rapid Flashing Beacon Installations.

---

Madam Mayor and Members of City Council,

## Background

As part of a limited plan review process associated with the Berkley School District's construction of the new "Bear" fieldhouse a Rapid Flashing Beacon "RFB" was required at two mid-block crossings on Catalpa Dr. The attached agreement outlines each jurisdiction's responsibilities as it relates to the installation, operation, and maintenance of the required RFB's

## Summary

- The Berkley School District shall be responsible for the initial installation of the RFB's.
- Once installation is complete and approved the City of Berkley will be responsible for all future operation and maintenance of the RFB's.
- The City reserves the right to re-evaluate the need of the RFB's after a 15-year period.
- The "RFB's" would be similar to the ones already installed on Coolidge Hwy.

## Recommendation

It is my recommendation that the City Council approve the intergovernmental agreement with the Berkley School District as it relates to the RFB installations on Catalpa Dr.

**STATE OF MICHIGAN  
CITY OF BERKLEY AND BERKLEY SCHOOL DISTRICT  
OAKLAND COUNTY  
AGREEMENT FOR TRAFFIC CONTROL DEVICE**

**Type of Work:** Installation and Maintenance of a Rectangular Rapid Flashing Beacon (RRFB)  
**Location:** Catalpa Drive, Approximately 305' and 605' east of Coolidge Highway  
**Date Effective:** Upon Agreement Adoption

Under authority of state law and by virtue of resolution formally adopted by their respective governing bodies, the under-signed hereby agree to pay the Maintenance Costs (as defined below) related to the above traffic control device on the basis of the following division of costs as set forth in this agreement ("Agreement") and to maintain said device for such time as the CITY OF BERKLEY, in its judgment, determines the device is in serviceable condition and/or still desirable for traffic control at the installed location which shall not be less than fifteen (15) years. The initial installation of the device will be funded directly by BERKLEY SCHOOL DISTRICT (hereafter "BERKLEY SCHOOLS") with all Maintenance and associated Operation and Maintenance Costs thereafter managed and paid for directly by the CITY OF BERKLEY. Title to the traffic signal and related equipment shall be in the name of the CITY OF BERKLEY.

**DIVISION OF MAINTENANCE COSTS**

<u>AGENCY</u>	<u>INSTALLATION</u>		<u>MAINTENANCE (O&amp;M)</u>
	Percent	Estimated Cost	Percent
BERKLEY SCHOOLS	100 %	\$ Direct Costs	N/A
CITY OF BERKLEY	N/A	\$ Direct Costs	100 %
Total	100 %	\$ Direct Costs	100 %

Maintenance Costs include costs related to operation, repair, maintenance, removal, and replacement of the above referenced traffic control device. It is further agreed that the CITY OF BERKLEY will be the agency invoiced for energy billings and/or communications billings ("Billings") for the above referenced traffic control device. CITY OF BERKLEY will pay the invoices for the Billings pursuant to the division of Maintenance Costs stated above.

It is further agreed that the agency responsible for making the initial installation shall be BERKLEY SCHOOLS and replacement installations and performing maintenance shall be the CITY OF BERKLEY. CITY OF BERKLEY is also responsible for the Maintenance Costs pursuant to the division of costs stated above.

To the fullest extent permitted by law, BERKLEY SCHOOLS shall indemnify and hold the CITY OF BERKLEY, its respective officers, employees, consultants, and agents harmless from all suits, claims, complaints, charges, judgments, causes of action and expenses, including attorney's fees, resulting or alleged to result, from any negligent acts or omissions by BERKLEY SCHOOLS, its employees and agents occurring in the performance of or breach in this Agreement.

In the event the traffic control device referred to in this Agreement is located on a road or street that is under the jurisdiction of the CITY OF BERKLEY and by virtue of this Agreement will be maintained by an agency other

than the CITY OF BERKLEY, then and in that event the said agency hereby acknowledges that it is undertaking the CITY OF BERKLEY'S duty to maintain the said traffic control device, further agrees to provide insurance coverage protecting the CITY OF BERKLEY, and further agrees to provide a Certificate of Insurance acceptable to the CITY OF BERKLEY upon the agency's execution of this Agreement.

---

APPROVED:  
BERKLEY SCHOOLS

APPROVED:  
CITY OF BERKLEY

Date 10/14/25 \_\_\_\_\_ Date \_\_\_\_\_

By  \_\_\_\_\_ By \_\_\_\_\_

Director of facilities \_\_\_\_\_  
Title of Authorized Official Title of Authorized Official

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December 1, 2025 Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to (approve/deny/postpone) the Retainer Agreement for Legal Services re: review of City Manager's determination regarding ethics complaint and authorize the City Manager to sign.

Ayes:

Nays:

Absent:

Motion:



# MEMORANDUM

To: Mayor Dean and City Council  
From: Crystal VanVleck, City Manager  
  
Date: December 1, 2025  
Subject: Approval of Retainer Agreement for Legal Services re: review of City Manager's determination regarding ethics complaint with Greco Law PLLC

---

Madam Mayor and Members of City Council,

## **Background**

City Council received a complaint from a resident concerning the perception of an improper disclosure of a conflict of interest during the contract solicitation and engagement of the City's current City Attorney. In response, I conducted a review of the matter and determined that no ethics violation occurred, and advised the resident of my findings. Next, the resident requested a formal review, and the advisory opinion in accordance with Section 2-40(f) of the City Code.

It has been the practice of the City Manager to consult with legal counsel prior to providing an advisory opinion in accordance with Section 2-40(f), and given that the complaint involves the city attorney, and in the importance of maintaining public trust, I am recommending an independent, outside legal review of my findings.

## **Summary**

- The purpose of this engagement is to have outside counsel evaluate both the complaint and my findings against the applicable statutes.
- The proposed firm, Greco Law PLLC brings municipal experience as well as a background conducting independent reviews of ethical complaints. Their familiarity with both municipal operations and ethical standards makes them well-qualified to provide an objective assessment of the complaint and my findings.
- The hourly fee of \$165 an hour is a competitive rate. That said, this independent review was not part of our anticipated attorney budget for the year. However, I am not recommending a budget amendment at this time, as we do not yet know the final cost or overall budget impact.

## **Recommendation**

It is recommended that City Council approve the Retainer Agreement for Legal Services re: review of City Manager's determination regarding ethics complaint, and authorize the City Manager to sign.

DAVID F. GRECO  
[david.greco@greco-law.com](mailto:david.greco@greco-law.com)

# GRECO LAW PLLC

143 Cadycentre, #164 | Northville | MI 48167  
Phone: 248.380.1975

ANGELA M. MANNARINO  
[angela.mannarino@greco-law.com](mailto:angela.mannarino@greco-law.com)

PATRICIA A. KRAL, Paralegal  
[patti.kral@greco-law.com](mailto:patti.kral@greco-law.com)

November 24, 2025

Sent via email to [cvanvleck@berkleymi.gov](mailto:cvanvleck@berkleymi.gov)

Crystal VanVleck, City Manager  
City of Berkley  
3338 Coolidge Highway  
Berkley, MI 48072

**RE:** Retainer Agreement for Legal Services re: review of City Manager's determination regarding ethics complaint

Dear City Manager VanVleck:

This will confirm your decision to retain *Greco Law PLLC* (hereinafter referred to as the "Firm") for the purpose of representing the City of Berkley (hereinafter referred to as "you", "your" or the "Client") with regard an investigation of an ethics complaint. This letter will also confirm the terms and conditions of the retainer.

- All of the Firm's attorneys are licensed to appear and practice law in all courts in the State of Michigan.
- The Firm has not, and cannot, make a guarantee as to the outcome of this matter.
- The Firm is not responsible for the result of any incomplete or inadequate representations made by you.
- You have agreed to compensate my Firm for legal services rendered on an hourly fee basis, computed at our regular hourly rates for all actual attorney, paralegal and law clerk time expended on your behalf, which includes any and all travel time. My hourly rate is billed at \$165 per hour, and paralegal time is billed at \$90 per hour. All time is billed in 1/10 hour intervals. The Firm will notify you in advance of any change in billing rates.
- In the event that the statement or any portion remains unpaid after thirty (30) days, you agree to pay a late charge equal to seven (7%) percent per annum on the unpaid balance of the fee. If payments are not timely made, after reasonable notification, we will discontinue rendering legal

services.

- You may terminate the attorney-client relationship with the Firm at any time, and for any reason. Likewise, the Firm may terminate the attorney-client relationship with you at any time, in its sole discretion, and if appropriate, upon entry of a court order permitting the Firm to withdraw as the Client's attorneys.

Assuming that the above is consistent with your understanding and agreement regarding our retainer, please sign your name in the space provided below to signify your agreement, and return a signed copy of this letter to me. Telecopied, photocopied, scanned and/or emailed execution pages may be accepted as originals. Please keep a copy for your own records.

Your signature will also confirm that this is the entire agreement covering our Firm's retainer for legal services, that no other agreements exist between you and the Firm regarding our retainer that are not stated in this letter, and that this agreement may only be modified in writing by a document signed by both you and me.

Very truly yours,

**GRECO LAW, PLLC**



ANGELA MANNARINO

[angela.mannarino@greco-law.com](mailto:angela.mannarino@greco-law.com)

So accepted and agreed:

\_\_\_\_\_  
City of Berkley

By Crystal Van Vleck, its City Manager

Dated: \_\_\_\_\_

December 1, 2025 Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to (approve/deny/postpone) a Revised Letter of Engagement with Shifman Fournier and authorize the City Manager to sign.

Ayes:

Nays:

Absent:

Motion:



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

# MEMORANDUM

To: Mayor Dean and City Council  
From: Crystal VanVleck, City Manager  
  
Date: December 1, 2025  
Subject: Approval of Revised Letter of Engagement with Shifman Fournier

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Madam Mayor and Members of City Council,

## **Background**

Shifman Fournier has provided the City with trusted, reliable, and highly competent support on all labor-related matters. Their institutional knowledge and consistent responsiveness have been instrumental in helping us navigate complex labor issues efficiently and effectively.

## **Summary**

- Their hourly rate is adjusting from \$165 an hour to \$185 an hour. Even with this adjustment, the new hourly rate remains competitive and continues to represent a strong value of the quality of legal services we receive.
- At this time, a budget amendment is unnecessary. We budget our labor counsel based on the anticipated need, but it is often unknown what issues and need will come up in a year. Currently, we have spent roughly 50% of our labor attorney budget. With contract negotiations happening at the beginning of this fiscal year, we anticipated the majority of our budget to be spent the first two quarters. Even with this increase, it's still possible we will come in under or at budget.

## **Recommendation**

It is recommended that City Council approve the revised Letter of Engagement with Shifman Fournier, and authorize the City Manager to sign.

Howard L. Shifman  
Brandon Fournier  
Robert Nyovich - Of Counsel



31600 Telegraph Road, Suite 100  
Bingham Farms, MI 48025  
Phone (248) 594-8700  
Fax (248) 594-7080  
shifmanfournier.com

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**VIA E-MAIL ONLY**

**PRIVILEGED ATTORNEY-CLIENT COMMUNICATION**

November 13, 2025

Crystal Van Vleck, City Manager  
City of Berkley  
3338 Coolidge Highway  
Berkley, MI 48072

Re: City of Berkley/Change in Hourly Rate

Dear Ms. Vleck:

Effective January 1, 2026, our firm's hourly rate will be adjusted to \$185.00 per hour. It has been the pleasure of our firm to represent the City of Berkley for such a long period of time, and we look forward to continuing to do so. This rate increase will more closely align our billing system with the City and the other clients that our firm represents.

Thank you for your attention and cooperation in this matter.

We look forward to our continued representation of the City of Berkley. If you have any questions or comments, please feel free to contact me at your convenience.

Very truly yours,

SHIFMAN FOURNIER



Brandon Fournier

BF/jdf

Engagement Letter Accepted and Agreed to:

---

DATE

**SHIFMAN FOURNIER**  
**TERMS OF ENGAGEMENT**

This statement sets forth certain standard terms of our engagement as your lawyers as set forth above. You should review this statement carefully and contact us promptly if you have any questions. Unless modified in writing by mutual agreement, these terms and those in the engagement letter will control our relationship. We suggest that you retain this statement and our engagement letter in your file. Our engagement is also subject to and governed by the applicable rules of professional conduct.

**Client**

Our client in this matter will be the City of Berkley.

**Scope of Engagement**

We have been engaged to serve as Labor and Employment Counsel for the client.

**Staffing and Hourly Rate**

Mr. Shifman and I will be responsible for managing this engagement, our compensation for these services will be based solely on the number of hours worked by the person performing the work. Our time on this engagement will be charged at the rate of \$185.00 per hour.

**How We Approach Our Work for You**

We will perform our legal services for you in accordance with our professional judgment. Any expressions by us concerning the outcome of your legal matters are expressions of that judgment but are not guarantees. Such opinions are necessarily limited by the facts that you and others disclose to us and the state of the law at the time our opinions are expressed. The person or entity we represent is the person or entity identified in our engagement letter, and the word "you" in this statement means that person or entity only. Unless we agree with you in writing, our engagement does not include representation of any affiliates of such person or entity.

**How Our Fees Will Be Set**

Generally, our fees are based on the time spent by the lawyers who work on your matter. We will charge for all time spent performing professional services for you including, by way of illustration, telephone and office conferences with you, your representatives, consultants, opposing counsel, and others; conferences among our personnel; factual investigation; legal research; drafting letters, agreements, pleadings, briefs, and other documents; responding to requests by your auditors; and travel. We will keep accurate records of the time we devote to your work. We will bill in one-tenth of an hour increments and monthly statements will be submitted.

The rates charged by our personnel will be reflected on the invoices we send you, and we encourage you to raise promptly any questions you may have regarding our rates and any changes to them.

**Additional Charges**

In addition to our fees, our invoices will include charges for expenses incurred in the performance of our legal services. Generally, charges which reflect the use of resources provided by outside vendors (courier services, court reporters, etc.) are charged at the vendor's charge to us without markup. Certain other charges reflect the utilization of firm resources or involve an integral combination of the Firm's resources and outside vendors (photocopying, computer research, etc.). These services are charged at standard rates which encompass both the direct vendor charge and an amount equal to the Firm's estimate of an appropriate charge for the Firm resources allocated to the service. While these charges may not match the Firm's exact cost of providing these services in each instance, we believe that these charges are fair and generally comparable to the charges made by other firms for similar services. The current basis for these charges is set forth below. The firm will review this schedule of charges on an annual basis and adjust them to take into account changes in the Firm's costs and other factors.

**Photocopying:** The Firm charges \$.08 per page in black and white/\$.13 per page in color. This only applies to significant copying.

**Mail:** Clients are not charged the actual cost of postage for the U.S. Postal Service but are charged the actual cost of express couriers.

**Other Costs:** The Firm charges actual disbursements for third-party services like court reporters, expert witnesses, database services, and the like.

Unless special arrangements are otherwise made, payment of the fees and expenses charged by others (such as experts, investigators, consultants, and court reporters) will be your responsibility and billed directly to you. All invoices in excess of \$1,000 will be forwarded to you for direct payment unless other payment arrangements are made with us in advance.

**Payment**

Our billing rates are based on the assumption of prompt payment. Consequently, unless other arrangements are made, fees for services and other charges will be billed monthly and are payable within thirty (30) days of receipt.

**Attorney-Client Privilege**

Sometimes in the course of our representation of clients, we confront ethical or other legal issues that require that we seek the advice of an attorney, either one of our own attorneys or an attorney from another Firm. As part of our agreement regarding your representation by the Firm, you agree that such discussions, whether they occur during or after our engagement, are protected by the attorney-client privilege.

**Subsequent Engagements**

If, during this engagement or thereafter, you retain us for an additional engagement, it will be presumed, absent a written agreement between us to the contrary, that the terms and conditions contained in this document will apply to such subsequent engagements.

**Client Documents**

We will maintain any documents you furnish to us in our client file (or files) for this matter. At the conclusion of the matter (or earlier, if appropriate), it is your obligation to advise us as to which, if any, of the documents in our files you wish us to turn over to you. These documents will be delivered to you within a reasonable amount of time after receipt of payment for outstanding fees and costs. We will retain any remaining documents in our files for a certain period of time and ultimately destroy them in accordance with our record retention program schedule then in effect.

We are not advising you with respect to this statement of the terms of our engagement. If you wish advice, you should consult an independent counsel of your choice.