

**CITY OF BERKLEY PUBLIC NOTICE  
REGULAR CITY COUNCIL MEETING  
MONDAY, APRIL 20, 2020  
7:00 P.M. – ELECTRONIC MEETING  
248-658-3300**

**CALL 38<sup>th</sup> COUNCIL TO ORDER  
APPROVAL OF AGENDA  
INVOCATION – PASTOR ADAM GROH  
PLEDGE OF ALLEGIANCE  
PUBLIC COMMENT — ITEMS ON THE AGENDA  
ORDER OF BUSINESS**

**Consent Agenda**

1. **APPROVAL OF THE MINUTES:** Matter of [approving the minutes](#) of the 38<sup>th</sup> City Council meeting on Tuesday, April 6, 2020.
2. **WARRANT:** Matter of [approving Warrant No.1349](#).

**Regular Agenda**

1. **MOTION NO. M-17-20:** Matter of [approving a motion to allow the City Manager to execute an agreement](#) with Carlisle/Wortman Associates, Inc. to perform the Five-Year Recreation Master Plan at a cost not to exceed \$17,050. Funds for this expenditure will come from account 614-105-818-000.
2. **MOTION NO. M-18-20:** Matter of [approving the Cost Participation Agreement](#) between the Board of Oakland County Road Commissioners and the City of Berkley for the 12 Mile Road Rehabilitation Project between Greenfield and Coolidge. The estimated total project cost is \$2,792,894 with Berkley responsible for \$180,212 from account 202-464-975-100.
3. **MOTION NO. M-19-20:** Matter of [awarding the contract for the 2020-2021 City-Wide Road Improvement](#) Program to the lowest qualified bidder, Italia Construction, Inc. of Washington, Michigan, in an amount of \$1,594,607.10. In addition, allocate \$138,041.16 for construction engineering services to Hubbell, Roth & Clark and \$159,460.71 for construction contingencies.
4. **MOTION NO. M-20-20:** Matter of [declaring intention to vacate portion of public alley](#) and scheduling a public hearing relative to portion of alley located west of Woodward Ave. and north of Eaton Road.
5. **MOTION NO. M-21-20:** Matter of [approving a modification to the Master Plan Steering Committee](#) roster to add Sue McAlpine and Joseph Bartus.
6. **RESOLUTION NO. R-07-20:** Matter of [authorizing publication of a notice of public hearing](#) to be held on May 18, 2020 regarding the proposed operating budget for the City of Berkley, Michigan for fiscal year 2020/21.

**PUBLIC COMMENT — ITEMS NOT ON THE AGENDA**

**COMMUNICATIONS**

**ADJOURN**

Note: To join the electronic meeting, visit <https://zoom.us/j/547312562> or call 1-312-626-6799. The meeting ID is 547312562. The City of Berkley will provide necessary reasonable auxiliary aids and services 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).

**THE ELECTRONIC REGULAR MEETING OF THE THIRTY-EIGHTH COUNCIL OF THE CITY OF BERKLEY, MICHIGAN WAS CALLED TO ORDER AT 7:00 PM ON MONDAY, APRIL 6, 2020 BY MAYOR TERBRACK**

**PRESENT:** Steve Baker                      Jack Blanchard  
Dennis Hennen                      Bridget Dean  
Natalie Price                      Ross Gavin  
Daniel Terbrack

**APPROVAL OF AGENDA**

Councilmember Gavin moved to approve the Agenda  
Seconded by Councilmember Baker  
Ayes: Blanchard, Dean, Gavin, Hennen, Price, Baker, and Terbrack  
Nays: None  
Motion Approved.

**INVOCATION:** Pastor Zack Dunlap

**PUBLIC COMMENT – ITEMS ON THE AGENDA**

No one wished to speak.

***Consent Agenda***

Councilmember Blanchard moved to approve the following Consent Agenda, seconded by Councilmember Price:

**APPROVAL OF THE MINUTES:** Matter of approving the minutes of the 38<sup>th</sup> City Council meeting on Tuesday, March 31, 2020.

Ayes: Dean, Gavin, Hennen, Price, Baker, Blanchard, and Terbrack  
Nays: None  
Motion Approved.

***Regular Agenda***

**MOTION NO. M-16-20:** Matter of approving the appointment of Jason Cauley to the Historical Committee.

Councilmember Baker moved to approve Motion No. M-16-20  
Seconded by Councilmember Hennen  
Ayes: Gavin, Hennen, Price, Baker, Blanchard, Dean, and Terbrack  
Nays: None  
Motion Approved.

**RESOLUTION NO. R-05-20:** Matter of approving a Resolution of the Council of the City of Berkley, Michigan establishing an “Ad Hoc Woodward Dream Cruise Committee” coordinating the 2020 CruiseFest events for the City of Berkley.

Mayor Pro Tem Dean moved to approve Resolution No. R-05-20

Seconded by Councilmember Gavin

Ayes: Hennen, Price, Baker, Blanchard, Dean, Gavin, and Terbrack

Nays: None

Motion Approved.

**RESOLUTION NO. R-06-20:** Matter of authorizing the amendment of the FY 2019/2020 Operating Budget as presented.

Councilmember Price moved to approve Resolution No. R-06-20

Seconded by Mayor Pro Tem Dean

Ayes: Price, Baker, Blanchard, Dean, Gavin, Hennen, and Terbrack

Nays: None

Motion Approved.

## **PUBLIC COMMENT – ITEMS NOT ON THE AGENDA**

No one wished to speak.

## **COMMUNICATIONS:**

**COUNCILMEMBER BAKER:** thanked Council for its decision last week to name Jennifer Finney as the new Downtown Development Authority executive director. He stated Ms. Finney is transitioning into the role and is already busy. He stated she has been communicating with the public and the local restaurants and businesses that are open during this time. He stated if residents feel comfortable and are able, please support local restaurants. He described best practices that have been adopted for safety. Councilmember Baker stated the Technology Advisory Committee has not met, but we can see the notion of using technology to help us stay connected is strong. Councilmember Baker stated the Historical Museum is closed, but the work continues. He stated members continue work remotely on a scanning project. He stated a sidewalk slab stamped 1915 was discovered at the corner of Brookline & Beverly. He explained this is the oldest sidewalk and it predates the official formation of the City of Berkley. He explained the Historical Committee will work with the Department of Public Works to remove and preserve this piece of history. Councilmember Baker recited a quote by Bob Marley, "You never know how strong you are until being strong is your only choice." Councilmember Baker thanked residents for taking the COVID-19 situation seriously and doing their part and thanked city employees for keeping Berkley going. He thanked Public Safety and EMS first responders. He said to remember you are not stuck at home, you are safe at home.

**COUNCILMEMBER PRICE:** began with a quote by Viktor Frankl from his memoir about surviving the Holocaust, "Life is never made unbearable by circumstances, but only by lack of meaning and purpose." She stated her husband is an emergency physician and she can't imagine what he goes through as his purpose is to save the lives of those infected by COVID-19. She stated her family is following strict social distancing procedures not because they are afraid of being exposed to the virus, but because they know they will if they haven't already. She said they don't want to pass it on to others before showing symptoms. She said everyone should assume they have been exposed or are a carrier. She stated this is her current purpose. Councilmember Price said it warms her heart that Berkley residents are finding additional meaningful ways to spend time at home and provided examples. She stated people are checking in with family and friends via Zoom meetings, which is the safest way to interact. She stated the most meaningful thing we can all do right now is to follow the Governor's guideline to stay home, stay safe, save lives. She said she knows this is against human nature, seems to infringe upon basic freedoms and feels extreme, but it is so necessary. She encourages people to find their purpose and that staying home is a meaningful and life saving act.

**COUNCILMEMBER BLANCHARD:** stated the Berkley Area Chamber of Commerce has been very busy. He said if you visit the Chamber's website, [berkleychamber.com](http://berkleychamber.com), you will find a list of businesses that are open during this time of COVID-19 along with operating hours. He stated the Chamber has been working closely with the new DDA executive director on this matter. Councilmember Blanchard spoke about the Passover event at Yad Ezra. He said over two days, 1,000 meals were distributed. He stated it was a bit of a struggle taking into consideration social distancing, but it worked very well and was as safe as it could be. Councilmember Blanchard discussed how serious COVID-19 is and said people have to follow the guidelines that Councilmember Price discussed. He stated to remember, facts not fear. He stated we don't want rumors out there, we want the facts and for people to stay safe.

**MAYOR PRO TEM DEAN:** took a moment to recognize first responders, healthcare workers and the sacrifices they make every day. She also recognized their families. She stated as we move into Easter and Passover for those who celebrate, she would like to suggest you say an extra prayer of thanks to those on the front lines and their families. Mayor Pro Tem Dean thanked Parks & Recreation Director Theresa McArleton, Berkley Public Library Director Matt Church and Public Safety for quick and thorough responses for her request of a list of Berkley residents that live alone, are isolated or are senior citizens. She provided information, along with phone numbers, regarding the City Wellness Checks. Mayor Pro Tem Dean and city staff members have been making wellness checks. The phone numbers if you would like to be added to the calling list are 248-930-0544 or 248-672-0295. Mayor Pro Tem Dean stated she enjoys making the phone calls and has had great conversations with residents. She stated people are very appreciative. She said the most meaningful aspect is talking to people feeling isolated. Mayor Pro Tem Dean said most people, no matter who, are walking around with some degree of fear. She suggests focusing on what can be controlled and how we manage our fear and anxiety is what will propel us forward. She stated anyone who needs help during this time can contact Common Ground for mental health assistance at 800-231-1127 or HAVEN, a center for domestic and sexual violence, at 877-922-1274. She said to remember that this too shall pass and we are Berkley strong.

**COUNCILMEMBER HENNEN:** thanked those who reached out to him and his wife to wish them well and offer their support when finding out about their potential Coronavirus exposure. He said it really means a lot to them. He said last week was the end of their quarantine, they are both fine, and the person he knows that contracted the virus is also now at home recovering. He said like his fellow councilmembers, he wants to underscore the importance of staying home. He said as time moves on, it will be tempting to bend the rules or rationalize what they are doing is essential, but it's that kind of thinking that will cause new spikes in infection and prolong this. Councilmember Hennen said as long as the order is in place, please stay home, stay safe, save lives.

**COUNCILMEMBER GAVIN:** thanked Mayor Dan Terbrack for his emergency declaration, city staff for its quick action and nimble response to the everchanging situation, public safety for being on the front lines, and residents who are pulling together each with a role to play in keeping everyone safe and staying home. He thanked the healthcare professionals, including Councilmember Price's husband; grocery store clerks; and other essential services. Councilmember Gavin said to keep the faith, listen to the experts and come out of this more united. He hopes everyone stays well and stays safe.

**CITY MANAGER BAUMGARTEN:** stated it is fantastic to see such dedicated public servants that he has the pleasure of working with. He said staff members continue to do their jobs in what has been the most adverse set of conditions we have had in a generation. He stated not a single staff member has said he or she is not comfortable doing their job. He said everyone has stepped up and asked how they can help. He said from public safety to public works to across all spectrums, including calling seniors, it is fantastic to watch and fitting of a City that has the motto, "We Care."

**CITY ATTORNEY STARAN:** remarked that like everyone else, his world has turned somewhat upside down. He said instead of going to meetings, the office and court, he is in his home office. He stated he is adapting well and has a good communication arrangement with the City and his colleagues. He stated he



is keeping the City apprised of legal developments arising out of this pandemic and the emergency executive orders issued by Governor Whitmer. He stated operating in a long-term state of emergency is a first and there is no precedence to research or look to for guidance. He stated areas that they are looking at include how to run digital meetings; interpretation and enforcement of the stay home, stay safe order; and as recent as last night when an order was issued regarding relaxing Freedom of Information Act request requirements. He stated his experience with other communities, Berkley is as much, if not more, on the ball in navigating its way through this crisis while maintaining transparency and good governance for the community.

**MAYOR TERBRACK:** said he would not comment further as his councilmembers did an eloquent job of not only telling stories, but also sharing critical information and keeping everybody on the same page. He said the only thing that he could add is to introduce everyone to the newest addition to the Terbrack family, his daughter Olive. Olive was wearing her favorite Berkley shirt. He said everyone is doing a tremendous job and thanked all of the councilmembers and city staff for being adaptive and making sure we are able to hold these meetings and continue to keep the city functioning.

### **ADJOURNMENT**

Councilmember Baker moved to adjourn the Regular Meeting at 7:44 p.m.

Seconded by Mayor Pro Tem Dean

Ayes: Blanchard, Dean, Gavin, Hennen, Price, Baker, and Terbrack

Nays: None

Motion Approved.



**CITY OF BERKLEY**  
**CHECK WARRANT**  
**#1349**  
**MARCH 2020**

<u>Check Date</u>	<u>Check</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided?</u>
03/05/2020	56879	ALERUS FINANCIAL	HEALTH CARE SAVINGS PLAN #6304 - PR #5	3,790.00	
03/05/2020	56880	MISDU	CHILD SUPPORT CASE NO. 913340822 - PR #5	82.99	
			CHILD SUPPORT CASE NO. 913286400 - PR #5	128.05	
			CHILD SUPPORT CASE NO. 913488854 - PR #5	64.14	
				<b>275.18</b>	
03/05/2020	56881	NATIONWIDE RETIREMENT SOLUTIONS	EMPL. DEDUCT. (NATIONWIDE 457) - PR #5	5,572.93	
			EMPL. DEDUCT. (ROTH) - PR #5	1,016.68	
				<b>6,589.61</b>	
03/05/2020	56882	SUSAN LARUE	RE-ISSUE CHECK - 2828 GARDNER AUTO PAY R	477.74	
03/05/2020	56883	THE HARTFORD	MARCH 2020 PREMIUM FOR ACTIVES	1,848.31	
			MARCH 2020 PREMIUM FOR RETIREES	290.40	
				<b>2,138.71</b>	
03/05/2020	56884	VANTAGEPOINT TRNSFR AGENTS-107930	EE/ER CONTRIB. (401) - PR #5	565.38	
03/05/2020	56885	VANTAGEPOINT TRNSFR AGENTS-303792	EMPLOYEE DEDUCT. (ICMA 457) - PR #5	2,116.69	
			EMPLOYEE DEDUCT. - LOAN - PR #5	123.40	
				<b>2,240.09</b>	
03/05/2020	56886	VANTAGEPOINT TRNSFR AGENTS-706259	EMPLOYEE DEDUCT. (ICMA ROTH) - PR #5	105.00	
03/16/2020	56887	ABR ALPINE DESIGN	3992 ELLWOOD AVE.	75.00	
03/16/2020	56888	ABRAR AHMAD	2880 COOLIDGE HIGHWAY	50.00	
03/16/2020	56889	ACUITY SPECIALTY PRODUCTS, INC.	WATER - SPRAY BOTTLES	69.07	
03/16/2020	56890	AIRGAS USA, LLC	FEBRUARY 2020 CYLINDER RENTAL	28.41	
03/16/2020	56891	ALLIANCE MOBILE HEALTH	BLOOD DRAW FOR PATIENT NO. 202005	148.00	
			BLOOD DRAW FOR PATIENT NO. 202398	148.00	
				<b>296.00</b>	
03/16/2020	56892	AMAZON CAPITAL SERVICES	LAMINATOR AND POUCHES	60.92	
			DISPATCH DESK MOUNTS	199.96	
			DRILL	89.77	
			FIRE INSPECT. BOOKS	224.20	
			ICE MAKER INSTALL KIT	18.99	
			BREAKROOM - DISP. RENO.	50.73	
				<b>644.57</b>	
03/16/2020	56893	ANDREANO CONSTRUCTION LLC	3733 CUMMINGS AVE.	1,000.00	
03/16/2020	56894	APPLIED IMAGING	COPIER USAGE	14.99	
			OFFICE EQUIPMENT RENTAL	267.51	
			DPW COPIES 2/11/20 - 3/10/20	42.00	
				<b>324.50</b>	
03/16/2020	56895	ASHER SCHREIBER	PRECINCT WORKER	100.00	
03/16/2020	56896	ASHLEY MERZ	PRECINCT WORKER	300.00	
03/16/2020	56897	AT&T	ACCT. NO. 24854624000218 - 02/25 - 03/24	647.69	
03/16/2020	56898	BASEMENT WATERPROOFING OF MI	4027 GRIFFITH AVE.	75.00	
03/16/2020	56899	BEAUMONT HEALTH SYSTEM	NARCAN REPLACE	35.00	
03/16/2020	56900	BERNADETTE M. THEBOLT	PRECINCT WORKER	190.00	
03/16/2020	56901	BETTY A. SMITH	PRECINCT WORKER	180.00	
03/16/2020	56902	BETTY ZWOLAK	ROUNDTABLE FLYERS	35.14	
03/16/2020	56903	BIG D LOCK CITY	ELEVATOR KEYS FOR GABRIEL & GEARY	8.00	
03/16/2020	56904	BILLINGS LAWN EQUIPMENT	P & R SNOWBLOWER	43.96	
03/16/2020	56905	BLUE CROSS BLUE SHIELD OF MICH	PAYMENT FOR FEBRUARY 2020 CLAIMS	57,024.21	

03/16/2020	56906	BLUE CROSS BLUE SHIELD OF MICHIGAN	APRIL 2020 PREMIUM FOR SUFFIX 600	6,381.62
			APRIL 2020 PREMIUM FOR SUFFIX 601	25,916.91
				<b>32,298.53</b>
03/16/2020	56907	BRIAN GOTHARD	REIMBURSEMENT FOR PARAMED LIC. RENEWAL	25.00
03/16/2020	56908	BRIDGET BOYDA-DEAN	PRECINCT WORKER	25.00
03/16/2020	56909	BRILLANT SYSTEMS, LLC	CAT 6 CABLE, LOW VOLT - UPGRADE	416.98
			CAT 6 CABLE, LOW VOLT UPGRADE WORK	1,561.98
			CSB BATTERIES & REPLACE & TEST	260.76
				<b>2,239.72</b>
03/16/2020	56910	BROWNELLS, INC.	GUN CLEANING SUPPLIES	199.19
03/16/2020	56911	BRUCE HILL	UB refund for account: 020525000	500.00
03/16/2020	56912	CAITLYN CROWEL	PRECINCT WORKER	190.00
03/16/2020	56913	CAMELOT CLEANERS	PRISONER BLANKETS - FEBRUARY	183.96
03/16/2020	56914	CATHERINE DUGALIN	PRECINCT WORKER	180.00
03/16/2020	56915	CHARLOTTE BROOKS	PRECINCT WORKER	210.00
03/16/2020	56916	CHRISTINE M. MORRIS	PRECINCT WORKER	200.00
03/16/2020	56917	CINTAS CORPORATION	CITY HALL MATS	176.20
			CONTRACTUAL SERVICES	130.31
			MED BOX REFILL & POSTER	145.12
				<b>451.63</b>
03/16/2020	56918	CMNTV	FEB. CABLE PRODUCTION	1,265.00
03/16/2020	56919	COMPETITIVE CONSTRUCTION	1209 CAMBRIDGE	55.00
03/16/2020	56920	CONSUMERS ENERGY	3322 COOLIDGE HIGHWAY - 02/07 - 03/06	1,048.58
			3155 COOLIDGE HIGHWAY - 02/07/20 - 03/06	638.23
				<b>1,686.81</b>
03/16/2020	56921	CONTRACTORS CONNECTION	GARAGE - MASKS	407.95
			WATER - BLADES	840.00
				<b>1,247.95</b>
03/16/2020	56922	CUMMINS BRIDGEWAY, LLC	#38 PARTS	17.30
			#38 PARTS	66.76
				<b>84.06</b>
03/16/2020	56923	DALE ROBERT PHILLIPS	2519 ROYAL AVE.	100.00
03/16/2020	56924	DANIEL HILL	MILEAGE REIMBURSEMENT	59.74
03/16/2020	56925	DAVE SCHMIDT	DISP. RENO. FLOORING	7,494.83
03/16/2020	56926	DAVID GELBACH	PRECINCT WORKER	180.00
03/16/2020	56927	DEBRA K. MESKE	PRECINCT WORKER	210.00
03/16/2020	56928	DENNIS SHAW	PRECINCT WORKER	190.00
03/16/2020	56929	DETROIT MOM	CAMP CONTRACTUAL	325.00
03/16/2020	56930	DETROIT SALT COMPANY	SALT	2,725.67
			SALT	2,773.60
				<b>5,499.27</b>
03/16/2020	56931	DONNA TOMASZYCKI	PRECINCT WORKER	175.00
03/16/2020	56932	DTE ENERGY	3226 BACON - 01/25/20 - 02/25/20	622.56
			2450 BEVERLY BLVD. - 01/25/20 - 02/25/20	109.35
				<b>731.91</b>
03/16/2020	56933	DTE ENERGY	STREETLIGHT - 02/01/20 - 02/29/20	14,873.86
03/16/2020	56934	DURST LUMBER CO	MISC. ITEMS	637.27
03/16/2020	56935	EGRESS SOLUTIONS INC.	2649 ELLWOOD AVE.	50.00
03/16/2020	56936	EJ USA, INC.	WATER - CLAMPS	395.74
03/16/2020	56937	FAI FOEN	PRECINCT WORKER	65.00
03/16/2020	56938	FERGUSON WATERWORKS #3386	MISS DIG FLAGS FOR WATER	28.50
03/16/2020	56939	FOUNDATION SYSTEMS OF MICHIGAN	3239 GRIFFITH AVE.	100.00

			2152 FRANKLIN RD.	100.00
				<b>200.00</b>
03/16/2020	56940	FRONT LINE SERVICES, INC.	REMOVE EXIST. CABLES & CLEAN HARDWARE	<b>3,701.87</b>
03/16/2020	56941	GABRIELLE LILLY	PRECINCT WORKER	<b>115.00</b>
03/16/2020	56942	GORDON FOOD SERVICE INC.	SENIOR PROGRAM SUPPLIES	<b>134.86</b>
03/16/2020	56943	GREAT LAKES PEST CONTROL CO	BUILDING MAINTENANCE	<b>40.00</b>
03/16/2020	56944	GREAT LAKES WATER AUTHORITY	IWC FOR JANUARY 2020	<b>3,004.82</b>
03/16/2020	56945	H.D. EDWARDS & CO.	WATER - HOSES & ACC.	786.00
			WATER PARTS - CAMLOK COUPLINGS	136.00
				<b>922.00</b>
03/16/2020	56946	HAFELI, STARAN, & CHRIST, P.C.	LEGAL SERVICES - FEBRUARY	<b>10,323.75</b>
03/16/2020	56947	HASTINGS AIR-ENERGY CONTROL, INC.	PLYMOVENT VEH EXHAUST REMOVAL SYSTEM (3)	<b>11,094.08</b>
03/16/2020	56948	HENRY FEINBERG	HISTORY LECTURE	<b>150.00</b>
03/16/2020	56949	HENRY FORD HEALTH SYSTEM	DOT PHYSICAL - WOZNIAK & YOUNG	<b>152.00</b>
03/16/2020	56950	HUBBELL, ROTH & CLARK	ENGINEERING	<b>14,519.02</b>
03/16/2020	56951	HYDROCORP	FEBRUARY 2020 CROSS CONNECTIONS	<b>1,658.00</b>
03/16/2020	56952	IMAGE PRINTING	BUSINESS CARDS - KEMPSKI	<b>32.80</b>
03/16/2020	56953	INTERSTATE BILLING SERVICE	#17 PARTS	427.35
			#18 PARTS	787.51
			OIL FOR #18	358.60
				<b>1,573.46</b>
03/16/2020	56954	J ANDREWS BUILDING CO, INC.	4292 GRIFFITH AVE.	<b>50.00</b>
03/16/2020	56955	J.H. HART URBAN FORESTRY	TREE TRIM & REMOVAL 3/2/20 - 3/6/20	4,107.00
			TREE TRIM 2/24/20 - 2/28/20	4,531.50
				<b>8,638.50</b>
03/16/2020	56956	JACK DEMMER FORD, INC.	PS PARTS	76.98
			PS SUPPLIES	94.45
			PS SUPPLIES	315.12
				<b>486.55</b>
03/16/2020	56957	JACK DOHENY COMPANIES, INC.	#53 / #38	6,637.10
			#38 - APPLY CM A30881 TO INVOICE	1,652.77
				<b>8,289.87</b>
03/16/2020	56958	JANAE NELSON	PRECINCT WORKER	<b>150.00</b>
03/16/2020	56959	JARVIS CONSTRUCTION	4112 GRIFFITH AVE.	<b>75.00</b>
03/16/2020	56960	JORDYN NUTTING	PRECINCT WORKER	<b>115.00</b>
03/16/2020	56961	JOSEPHINE BERG	PRECINCT WORKER	<b>180.00</b>
03/16/2020	56962	JUDITH BAKOS	PRECINCT WORKER	<b>200.00</b>
03/16/2020	56963	JUDITH HARNOIS	PRECINCT WORKER	<b>180.00</b>
03/16/2020	56964	JULIA APSEY	CONTRACTUAL SEVICES	<b>156.10</b>
03/16/2020	56965	JUMP-A-RAMA, INC.	CONTRACTUAL SERVICES	<b>533.36</b>
03/16/2020	56966	KAREN SMITH	PRECINCT WORKER	<b>190.00</b>
03/16/2020	56967	KATHARINE LAMBERT	CONTRACTUAL SERVICES	<b>129.50</b>
03/16/2020	56968	KATHERINE T. BELL	PRECINCT WORKER	<b>200.00</b>
03/16/2020	56969	KENT COUNTY DEPT. OF PUBLIC WORKS	DRUG/EVIDENCE DESTRUCTION - HADFIELD	<b>90.00</b>
03/16/2020	56970	KONICA MINOLTA BUSINESS SOLUTIONS	FEB. PHOTO COPIER	<b>14.64</b>
03/16/2020	56971	L & S HOME IMPROVEMENTS	4053 ELLWOOD AVE.	<b>75.00</b>
03/16/2020	56972	LA MASSAGE & BODYWORK, LLC	SENIOR CONTRACTUAL	<b>364.00</b>
03/16/2020	56973	LARRY'S WELDING SUPPLY	FEBRUARY 2020 CYLINDER RENTAL	<b>62.65</b>
03/16/2020	56974	LINDA GUSWAY	PRECINCT WORKER	<b>210.00</b>
03/16/2020	56975	LISA PEREZ	PRECINCT WORKER	<b>190.00</b>
03/16/2020	56976	LYSLE SMITH	PRECINCT WORKER	<b>180.00</b>
03/16/2020	56977	MANNLE CONSTRUCTION	3187 CUMMINGS AVE.	<b>50.00</b>
03/16/2020	56978	MARY JANISH	PRECINCT WORKER	<b>185.00</b>
03/16/2020	56979	MARY JANTZ	PRECINCT WORKER	<b>250.00</b>
03/16/2020	56980	MATZKA INCORPORATED	#38 PARTS	<b>18.40</b>
03/16/2020	56981	MAVRON, INC.	ANIMAL CONTROL TRUCK INSERT / HEATING /	<b>9,076.00</b>
03/16/2020	56982	MCCOY MAINTENANCE, INC.	JANITORIAL SERVICES	1,125.00
			JANITORIAL SERVICE	1,092.00
			CUSTODIAL SERVICES	895.00

			JANITORIAL SERVICES	665.00
			DPW CUSTODIAL FOR FEBRUARY 2020	535.00
				<b>4,312.00</b>
03/16/2020	56983	MCGRATH ELECTRIC, LLC	REPAIR SIGN & FLAG ELECTRICAL	1,975.00
			FIRST FLOOR LED LIGHTS	4,850.00
			ELECT. FOR BREAK ROOM	7,175.00
				<b>14,000.00</b>
03/16/2020	56984	MELISSA TWISS	PRECINCT WORKER	180.00
03/16/2020	56985	METRO PUMP SERVICE	FUEL/OIL FEBRUARY 2020 MAINTENANCE	446.00
03/16/2020	56986	MICHAEL DEAN	PRECINCT WORKER	25.00
03/16/2020	56987	MICHIGAN PETROLEUM	FLUID	869.33
03/16/2020	56988	MICHIGAN RURAL WATER ASSOCIATION	WATER TEST REVIEW - RZECZKOWSKI & WELLS	620.00
			WATER TEST REVIEW - OZANICH, WOZNIAK, & R. HALAS WATER TEST REVIEW	930.00
				310.00
				<b>1,860.00</b>
03/16/2020	56989	MICHIGAN SHERIFFS' ASSOCIATION	HONOR GUARD TRNG FOR 2	1,500.00
03/16/2020	56990	MICHIGAN STATE UNIVERSITY EXTENSION	PLANNER COURSE FOR ROSS GAVIN	275.00
03/16/2020	56991	MIDWEST TAPE	HOOPLA DIGITAL CONTENT	294.77
03/16/2020	56992	MR. ROOF HOLDING COMPANY LLC	3842 GARDNER AVE.	50.00
03/16/2020	56993	NATALIE PRICE	PRECINCT WORKER	25.00
03/16/2020	56994	NEON MASTER INC.	2880 COOLIDGE HWY.	50.00
03/16/2020	56995	NORMAN MORRIS	PRECINCT WORKER	165.00
03/16/2020	56996	NYE UNIFORM	2 JOB SHIRTS W/ EMBROID - KOEHN	227.98
			BOOTS - PAPKE	315.00
				<b>542.98</b>
03/16/2020	56997	O'REILLY AUTOMOTIVE, INC.	PARTS FOR DPW, PS, P & R / OIL	2,792.26
03/16/2020	56998	OAKLAND CO TREASURERS ASSOC	SPRING LUNCHEON - M. POLLOCK & B. BEMIS	40.00
03/16/2020	56999	OAKLAND COUNTY	FEBRUARY 2020 SEWAGE TREATMENT	232,750.75
03/16/2020	57000	OAKLAND COUNTY MOMS	CAMP CONTRACTUAL	295.00
03/16/2020	57001	OFFICE DEPOT INC.	OFFICE SUPPLIES	90.21
			PAPER, POST-IT NOTES, RUBBERBANDS, DVD M	65.56
			OFFICE SUPPLIES	50.69
			OFFICE SUPPLIES	273.01
				<b>479.47</b>
03/16/2020	57002	OLAX INC.	4146 GREENFIELD RD.	50.00
03/16/2020	57003	PARAMOUNT BUILDING INC.	3931 PRAIRIE AVE.	75.00
03/16/2020	57004	PARTSMASTER	GARAGE PARTS - SCREWS	33.24
			PARTS FOR ALL DEPTS	585.51
				<b>618.75</b>
03/16/2020	57005	PITNEY BOWES GLOBAL FINANCIAL SERV.	FOLDER/DPW 12/30/19 - 03/29/20	924.72
03/16/2020	57006	PITNEY BOWES INC.	JANUARY 2020 WATER POSTAGE	96.72
			JANUARY 2020 PSX PROGRAM FEE/SORTER	5.00
				<b>101.72</b>
03/16/2020	57007	PRESSURE VESSEL TESTING	CASCADE REPAIR	334.00
03/16/2020	57008	PROTECTION 1 / ADT	3/27/20 - 4/26/20 DPW ALARM MONITORING	74.90
03/16/2020	57009	QUALITY OVERHEAD DOOR	N. SHOP OVERHEAD DOOR	6,655.00
03/16/2020	57010	RACHEL WARBOIS	PRECINCT WORKER	180.00
03/16/2020	57011	RALPH ROSATI	PRECINCT WORKER	180.00
03/16/2020	57012	RENAISSANCE BUILDING SERVICES LLC	3931 ELLWOOD AVE.	100.00
03/16/2020	57013	REVIVAL CONTRACTING INC.	1863 KIPLING AVE.	100.00
03/16/2020	57014	RKA PETROLEUM COS, INC	#2 PREMIUM ULTRA LOW DIESEL	1,221.72
03/16/2020	57015	ROAD COMMISSION OF OAKLAND CO	BRINE	264.00
03/16/2020	57016	ROBERT CHALMERS	REIMBURSEMENT FOR WATER CERT. CLASS	70.00
03/16/2020	57017	ROCHESTER MIDLAND	SANOR SERVICE FOR CITY HALL	66.69
03/16/2020	57018	ROCKET ENTERPRISE INC.	EQUIPMENT MAINTENANCE	463.50
03/16/2020	57019	RODNEY HALAS	REIMBURSEMENT FOR WATER CERT CLASS	70.00

03/16/2020	57020	ROSS GAVIN	PRECINCT WORKER	25.00
03/16/2020	57021	ROYAL OAK AWNING	4033 TWELVE MILE RD.	75.00
03/16/2020	57022	ROYAL ROOFING COMPANY, INC	1991 COOLIDGE HIGHWAY	500.00
03/16/2020	57023	S/E OAK. CTY WATER AUTHORITY	FEBRUARY 2020 - BULK WATER	60,824.15
03/16/2020	57024	S/E OAK.CTY RESOURCE REC. AUTH	TRASH, RECYCLE & PICKUPS 2/15/20 - 02/29	48,477.00
03/16/2020	57025	SHARON FREY	PRECINCT WORKER	180.00
03/16/2020	57026	SHARON ROSATI	PRECINCT WORKER	200.00
03/16/2020	57027	SIGNATURE FORD	NEW #23	40,066.00
03/16/2020	57028	SMOLYANOV HOME IMPROVEMENT	2008 FRANKLIN RD.	75.00
03/16/2020	57029	SOS TECHNOLOGIES	6 DEFIBS/CASES/PADS/KEY/WALL SIGNS (4)	6,298.03
03/16/2020	57030	STATE OF MICH-DEPT OF TREASURY	FEBRUARY 2020 MI TAX WITHHOLDING FOR ACT	15,110.67
03/16/2020	57031	STATE OF MICH-DEPT OF TREASURY	FEBRUARY 2020 MI TAX WITHHOLDING FOR RET	2,859.82
				<hr/>
03/16/2020	57032	STATE OF MICHIGAN	RENEW TAB	13.00
			RENEW TAB	13.00
			RENEW TAB	13.00
			RENEW TAB	13.00
				<hr/>
				52.00
				<hr/>
03/16/2020	57033	STATE OF MICHIGAN	SOR FEE - BASIN	30.00
				<hr/>
03/16/2020	57034	STEWART & SONS CONCRETE	3845 TYLER AVE.	200.00
			4140 ROBINA AVE.	75.00
			3749 CUMBERLAND RD.	50.00
			2279 BACON AVE.	75.00
				<hr/>
				400.00
				<hr/>
03/16/2020	57035	SUPREME DECK INC.	2758 GRIFFITH AVE.	75.00
03/16/2020	57036	SUZANNE ALMAS	PRECINCT WORKER	185.00
03/16/2020	57037	SUZANNE THIEDE	PRECINCT WORKER	230.00
03/16/2020	57038	SYDNI HITE	PRECINCT WORKER	115.00
03/16/2020	57039	THE KITCHEN INC.	PRISONER MEALS	241.34
03/16/2020	57040	THE LIBRARY NETWORK	CIRCUIT COST 1/1/20 - 3/31/20	1,200.16
03/16/2020	57041	THE PRINT STOP, INC	(4) VEH RELEASE BOOKS	90.00
03/16/2020	57042	THOMAS C. & TERESA M. CORNEA	4056 GRIFFITH AVE.	75.00
03/16/2020	57043	TRANSUNION RISK AND ALTERNATIVE	TLOXP - INVEST SERVICES - FEBRUARY	110.00
03/16/2020	57044	TRESNAK CONSTRUCTION	3497 TYLER AVE.	50.00
03/16/2020	57045	TYLER TECHNOLOGIES, INC.	MOBILE EYES INSPEC., ON-BOARD CODES & RE	2,715.00
03/16/2020	57046	ULLMAN'S HEALTH AND BEAUTY LLC	MERRIMONEY REIMBURSEMENT	60.00
03/16/2020	57047	UNIQUE MANAGEMENT SERVICES, INC.	1 PLACEMENT FOR COLLECTION AGENCY	8.95
03/16/2020	57048	UNITED RESTORATION DISASTER SERVICE	3714 GARDNER AVE.	75.00
03/16/2020	57049	UNIVERSAL PLUMBING SUPPLY	WATER - ADAPTORS	6.55
03/16/2020	57050	VEGMICHIGAN	VEGAN FOOD LECTURE	100.00
03/16/2020	57051	VERIZON WIRELESS	IPAD SERVICE FOR 02/02 - 03/01	194.11
03/16/2020	57052	W.W. WILLIAMS	#41 OUTSIDE REPAIR	7,173.82
03/16/2020	57053	WESTLEY IAN MARTIN	1384 HARVARD RD.	100.00
03/16/2020	57054	WILLIAM HARNOIS	PRECINCT WORKER	180.00
				<hr/>
03/16/2020	57055	WINDER POLICE EQUIPMENT	CAMERA INSTALL ON UNIT 414 (WATCHGUARD)	430.28
			CAMERA INSTALL ON UNIT 47 (WATCHGUARD)	430.28
			CAMERA INSTALL ON UNIT 48 (WATCHGUARD)	430.28
			CAMERA INSTALL ON UNIT 49 (WATCHGUARD)	430.28
			CAMERA INSTALL ON UNIT 410 (WATCHGUARD)	430.28
			CAMERA INSTALL ON UNIT 411 (WATCHGUARD)	430.28
			CAMERA INSTALL ON UNIT 412 (WATCHGUARD)	430.28
			CAMERA INSTALL FOR ENGINE 4 (WATCHGUARD)	9.40
			CAMERA INSTALL ON UNIT 46 (WATCHGUARD)	430.28
				<hr/>
				3,451.64
				<hr/>
03/16/2020	57056	WINDSTREAM	FOR SERVICE 02/04/20 - 03/03/20	600.80
03/16/2020	57057	WOW! BUSINESS	WOW INTERNET SERVICE	216.99
				<hr/>
03/16/2020	57058	XEROX CORPORATION	FEBRUARY 2020 PAYMENT FOR S/N B0W-869461	513.41
			XEROX USER FEES 1/21 - 2/21/20	57.56
				<hr/>
				570.97
				<hr/>
03/19/2020	57059	ALERUS FINANCIAL	HEALTH CARE SAVINGS PLAN # 6304 - PR #6	3,865.00
				<hr/>
03/19/2020	57060	AMAZON CAPITAL SERVICES	REPORT WRITING MONITORS	779.94
			BLANK DVDS	28.98
			IPHONE CASE	19.93

			IPAD TABLET	279.00
			SURGE PROTECTORS	51.98
				<b>1,159.83</b>
03/19/2020	57061	CBTS	PHONE PROGRAMMING	<b>224.44</b>
03/19/2020	57062	CDW GOVERNMENT, INC.	NETWORK SWITCH	94.64
			EPSON INK CARTRIDGE	123.48
			VISIO PRO 2019 LICENSES	729.66
			HEADSET MOUNTING TAPE	8.96
			REMOTE DESKTOP LICENSES	950.00
				<b>1,906.74</b>
03/19/2020	57063	ISCG	DISP. RENO. - DESKS & CABINETS	1,472.00
			DISP. RENO. - DESKS & CABINETS	3,702.00
				<b>5,174.00</b>
03/19/2020	57064	MISDU	CHILD SUPPORT CASE NO. 913340822 - PR #6	82.99
			CHILD SUPPORT CASE NO. 913286400 - PR #6	128.05
			CHILD SUPPORT CASE NO. 913488854 - PR #6	64.14
				<b>275.18</b>
03/19/2020	57065	NATIONWIDE RETIREMENT SOLUTIONS	EMPL. DEDUCT. (NATIONWIDE 457) - PR #6	5,217.04
			EMPL. DEDUCT. (ROTH) - PR #6	1,028.42
				<b>6,245.46</b>
03/19/2020	57066	PRECISION DATA PRODUCTS	HP TONER CARTRIDGE	<b>143.14</b>
03/19/2020	57067	SEHI COMPUTER PRODUCTS	HP LASER PRINTER	481.00
			ADOBE INDESIGN LICENSE	406.00
				<b>887.00</b>
03/19/2020	57068	VANTAGEPOINT TRNSFR AGENTS-107930	EE/ER CONTRIB. (401) - PR #6	<b>565.38</b>
03/19/2020	57069	VANTAGEPOINT TRNSFR AGENTS-303792	EMPLOYEE DEDUCT. (ICMA 457) - PR #6	2,127.78
			EMPLOYEE DEDUCT. - LOAN - PR #6	123.40
				<b>2,251.18</b>
03/19/2020	57070	VANTAGEPOINT TRNSFR AGENTS-706259	EMPLOYEE DEDUCT. (ICMA ROTH) - PR #6	<b>105.00</b>
03/31/2020	57071	4 TECH SIGNS INC.	2646 COOLIDGE HWY.	<b>50.00</b>
03/31/2020	57072	ABBIE DIENES	PILLO POLO REFUND	<b>35.00</b>
03/31/2020	57073	ABBY RICKMAN	PARENTS NIGHT OUT REFUND	<b>20.00</b>
03/31/2020	57074	ABRAKADOODLE OAKLAND COUNTY	CONTRACTUAL SERVICES	<b>660.00</b>
03/31/2020	57075	ACME SIGN & AWNING	3515 TWELVE MILE RD.	<b>50.00</b>
03/31/2020	57076	ADN ADMINISTRATORS, INC.	ADMINISTRATIVE FEE FOR APRIL 2020	<b>937.25</b>
03/31/2020	57077	ALBERT D. THOMAS	DISPATCH RENO CEILING	4,350.00
			DISPATCH RENO CEILING	3,720.00
			DISPATCH RENO CEILING	3,250.00
			DISPATCH RENO CEMENT / CINDER BLOCK	4,740.00
				<b>16,060.00</b>
03/31/2020	57078	ALISHA BEYLERIAN	LACROSSE REFUND	<b>50.00</b>
03/31/2020	57079	AMANDA DAVIES	LACROSSE REFUND	<b>100.00</b>
03/31/2020	57080	AMAZON CAPITAL SERVICES	BLUETOOTH HEADSET FOR COVID 19 - CONF. C	35.99
			OFFICE SUPPLIES	39.67
			ENCLOSED BULLETIN BOARD	285.00
			ELECTION SUPPLIES	107.78
			GARAGE - THERMOSTATS AND STAMP TAGS	80.74
			GARAGE - MIRROR MOUNTS	87.06
			GARAGE - POWER OUTLET & CORD	32.59
			GARAGE - PUMP & DRUM WRENCH	53.02
			WATER - BATTERY REPLACEMENTS	119.99
			MONITORS FOR REMOTE WORKERS	639.96
			IPHONE SCREEN PROTECTOR	10.99
			HDMI MONITOR CABLES	15.63

			IPHONE CASE	17.99
			POWER ADAPTERS FOR TABLETS	119.98
				<b>1,646.39</b>
03/31/2020	57081	ANDERSON CURTIS	PILLO POLO REFUND	35.00
03/31/2020	57082	ANGELA CALLAHAN	SENIOR TRIP REFUND	6.00
			SENIOR TRIP REFUND	12.00
				<b>18.00</b>
03/31/2020	57083	ANGELA WILLIAMSON	PILLO POLO REFUND	75.00
03/31/2020	57084	ANNIE BURNHAM	PILLO POLO REFUND	35.00
03/31/2020	57085	ANTHONY RAY NAVARRO	1592 COLUMBIA RD.	50.00
03/31/2020	57086	APOLLO FIREAPPARATUS REPAIR	MICROPHONE KIT & 12 SPEED STRAP	578.00
03/31/2020	57087	AT-LESS DRAIN CLEANING	2650 SUNNYKNOLL AVE.	500.00
03/31/2020	57088	ATOMIC CLEANING SYSTEMS, LLC	GARAGE PARTS - UNDERBODY WAND	573.00
03/31/2020	57089	AUTO ONE OF OAKLAND	WINDOW TINT, REMOTE START, CLEAN INTERIO	681.68
03/31/2020	57090	B-DRY SYSTEMS	2650 SUNNYKNOLL AVE.	50.00
03/31/2020	57091	BARBARA J. KING	SENIOR TRIP REFUNDS	40.00
03/31/2020	57092	BASIC	MARCH 2020 ADMINISTRATION FEE	50.00
03/31/2020	57093	BETTY A. SMITH	SENIOR TRIP REFUND	12.00
			SENIOR TRIP REFUND	104.00
				<b>116.00</b>
03/31/2020	57094	BETTY CARPENTER	SENIOR TRIP REFUND	80.00
03/31/2020	57095	BETTY KOTILA	SENIOR CLASS REUFND	108.00
03/31/2020	57096	BIG D LOCK CITY	LOCKS	31.99
			KEYS NEW LOCKS	2.00
			LOCKS	145.35
			EQUIPMENT SUPPLIES	38.16
				<b>217.50</b>
03/31/2020	57097	BONNIE CLACK	SENIOR TRIP REFUND	40.00
03/31/2020	57098	BREANNA YOUNG	CONTRACTUAL SERVICES	435.34
			CONTRACTUAL SERVICES	829.50
				<b>1,264.84</b>
03/31/2020	57099	BRENDA L. COLE	SENIOR TRIP REFUND	20.00
03/31/2020	57100	BRILLANT SYSTEMS, LLC	DISPATCH RENO	430.00
			NETWORK HARDWARE	1,897.89
			TECH SERV PREP PSAP MOVE TO 2ND FLOOR	6,587.60
				<b>8,915.49</b>
03/31/2020	57101	C & G NEWSPAPERS	NOTICE - ELECTION	288.32
			PUBLIC HEARING NOTICE	135.68
				<b>424.00</b>
03/31/2020	57102	CAITLYN THRASHER	PILLO POLO REFUND	70.00
03/31/2020	57103	CARLA STEINER	LACROSSE REFUND	55.00
03/31/2020	57104	CARLETON EQUIPMENT	#27 - PARTS	131.72
03/31/2020	57105	CARLISLE / WORTMAN	MASTER PLAN	3,985.00
03/31/2020	57106	CAROLE BONE	SENIOR TRIP REFUND	10.00
03/31/2020	57107	CARPENTRY BY JIM	2659 ELLWOOD AVE.	75.00
03/31/2020	57108	CHRISTOPHER M. ROEDIGER	1326 HARVARD	5.00
03/31/2020	57109	COLETTE FARRIS	YOGA REFUND	43.00
03/31/2020	57110	COLLEEN STAMM	LACROSSE REFUND	50.00
03/31/2020	57111	CONSUMERS ENERGY	2395 12 MILE RD. - 02/07/20 - 03/06/20	1,911.33
			3238 BACON - 02/07/20 - 03/05/20	397.53
			3300 BACON - 02/07/20 - 03/05/20	1,287.00
				<b>3,595.86</b>
03/31/2020	57112	CREGGER PLUMBING	1976 CUMMINGS AVE.	1,000.00



			1559 LARKMOOR BLVD.	1,000.00
				<b>2,000.00</b>
03/31/2020	57113	CUMMINS BRIDGEWAY, LLC	#7 PARTS	181.36
03/31/2020	57114	D RICHARDS CONSTRUCTION	2428 PRINCETON RD.	50.00
03/31/2020	57115	DANIEL PATRICK SCULLY	1440 HARVARD RD.	800.00
03/31/2020	57116	DAWN BANKS	PILLO POLO REFUND	40.00
03/31/2020	57117	DBS PRINT AND MARKETING	KN95 SAFETY MASKS - 250	750.00
03/31/2020	57118	DEALER AUTO PARTS SALES	P.S. STOCK	130.84
			GARAGE SUPPLIES	176.00
			P.S. STOCK - APPLY CM 112235	366.31
				<b>673.15</b>
03/31/2020	57119	DEBBIE SIMPSON	PILLO POLO REFUND	70.00
03/31/2020	57120	DEIRDRE MCCRAY	LACROSSE REFUND	50.00
03/31/2020	57121	DELWOOD SUPPLY CO.	WATER - VALVES & NIPPLES	376.53
03/31/2020	57122	DETROIT DIAMOND DRILLING, INC.	GAS FOR SAWS	39.95
03/31/2020	57123	DIANNE DEEL	SENIOR CLASS REFUND	108.00
03/31/2020	57124	DONNA A. MCCUE	SENIOR CLASS REFUND	63.00
03/31/2020	57125	DONNA RONDEAU	PARENTS NIGHT OUT REFUND	20.00
03/31/2020	57126	DTE ENERGY	ELECTRIC USAGE	1,213.80
			2099 OXFORD - 01/10/20 - 02/07/20	40.45
			2400 ROBINA - 02/11/20 - 03/11/20	649.80
			2100 BACON - 02/11/20 - 03/11/20	33.38
			2261 ROBINA - 02/11/20 - 03/11/20	91.83
			2398 12 MILE RD. - 02/11/20 - 03/11/20	51.49
			2990 12 MILE RD. - 01/11/20 - 03/11/20	53.73
			3341 ROBINA - 02/11/20 - 03/11/20	75.70
			2471 DOROTHEA RD. - 02/11/20 - 03/11/20	14.28
			3238 BACON - 02/11/20 - 03/11/20	193.86
			2395 12 MILE RD. - 02/11/20 - 03/11/20	4,167.18
				<b>6,585.50</b>
03/31/2020	57127	DTE ENERGY	2400 ROBINA - 02/10/20 - 03/09/20	177.27
03/31/2020	57128	EGANIX	JANUARY 2020 GREASE CONTROL/SEWERS	480.00
			FEBRUARY 2020 GREASE CONTROL/SEWERS	480.00
				<b>960.00</b>
03/31/2020	57129	EJ USA, INC.	WATER - VALVES	1,769.10
03/31/2020	57130	ELECTIONSOURCE	VOTING BOOTHS	1,974.00
03/31/2020	57131	ELIZABETH MCKEEMAN	PILLO POLO REFUND	35.00
03/31/2020	57132	ELLEN BRISSON	SENIOR CLASS REFUND	108.00
03/31/2020	57133	EMPIRE PLUMBING WATERPROOFING	1839 BUCKINGHAM RD.	500.00
03/31/2020	57134	ERIC OSTROWSKI	CONTRACTUAL SERVICES	44.19
03/31/2020	57135	EVERDRY WATERPROOFING	1358 WEST BLVD.	65.00
03/31/2020	57136	EZELL SUPPLY CORPORATION	MAINTENANCE SUPPLIES	124.08
			SUPPLIES - COVID 19	879.55
			SUPPLIES - COVID 19	127.80
			SUPPLIES - COVID 19	2,477.34
				<b>3,608.77</b>
03/31/2020	57137	FEDEX OFFICE	COPIES	4.23
			COPIES	12.66
				<b>16.89</b>
03/31/2020	57138	FERGUSON WATERWORKS #3386	METER EVALUATION - NEPTUNE EQUIP.	2,587.30
03/31/2020	57139	FOUNDATION SYSTEMS OF MICHIGAN	2194 BEVERLY BLVD.	100.00
03/31/2020	57140	FRANK VICTOR VALENTI, II	1465 WEST BLVD.	15.00
03/31/2020	57141	GLYNIS TYLER	PILLO POLO REFUND	35.00
03/31/2020	57142	GREAT LAKES PEST CONTROL CO	DPW PEST CONTROL MARCH 2020	40.00
			PEST CONTROL @ CITY HALL	60.00
				<b>100.00</b>

03/31/2020	57143	GREAT LAKES WATER AUTHORITY	IWC FOR FEBRUARY 2020	3,004.82
03/31/2020	57144	GUNNERS METERS & PARTS INC.	WATER - SADDLES	1,205.00
			WATER - TUBING & COUPLINGS	1,345.00
				<b>2,550.00</b>
03/31/2020	57145	HANSON WINDOW & CONST	866 PRINCETON RD.	75.00
			1574 CATALPA	40.00
				<b>115.00</b>
03/31/2020	57146	HEATHER POYHONEN	LACROSSE REFUND	55.00
03/31/2020	57147	HOME INSPECTION PLUS INC.	3997 ROBINA AVE.	75.00
			1885 CASS BLVD.	75.00
				<b>150.00</b>
03/31/2020	57148	HUBBELL, ROTH & CLARK	OXFORD & PHILLIPS CE SERVICES (ESCROW)	165.30
			COOLIDGE WM EXT. CE SERVICES	369.22
			2020 SIDEWALK REPLACE. PROGRAM	10,615.90
			2020 SIDEWALK REPLACE. PROGRAM	5,785.32
			WM ASSET MANAGE. PLAN	923.16
			EGLE PDSMI ASSISTANCE	925.40
			2019 - 2020 WATER RELIABILITY STUDY	1,652.92
			2019 - 2020 WATER RELIABILITY STUDY	4,826.52
			GIS SUPPORT - LINING & ROAD MILLAGE MAPP	715.74
			GIS SUPPORT - WATER UPDATES & TREE INV.	3,241.94
			2020 - 2021 ROAD IMPROVE. - DESIGN	13,895.51
			2020 - 2021 ROAD IMPROVE. - DESIGN	17,310.16
			HRC SITE PLAN REVIEW AQUA TOTS	877.15
			HRC RESIDENTIAL GRADING PLAN REVIEW	650.00
			HRC RESIDENTIAL GRADING PLAN REVIEW	650.00
			HRC RESIDENTIAL GRADING PLAN REVIEW	650.00
			HRC SITE PLAN REVIEW AQUA TOTS	1,677.74
				<b>64,931.98</b>
03/31/2020	57149	IAN KINDER LLC	CONTRACTUAL SERVICES	252.00
03/31/2020	57150	IMAGE PRINTING	OFFICE SUPPLIES	64.98
03/31/2020	57151	IRIS JOLLEY	SENIOR CLASS REFUND	108.00
03/31/2020	57152	J.H. HART URBAN FORESTRY	TREE TRIM, REMOVAL, LOGGING 3/16/20 - 3/	5,818.00
			TREE TRIM 3/9/20 - 3/13/20	4,560.00
				<b>10,378.00</b>
03/31/2020	57153	JACK DARK	PILLO POLO REFUND	35.00
03/31/2020	57154	JACK DOHENY COMPANIES, INC.	#38 - LOCATOR	1,950.00
03/31/2020	57155	JACKIE HAMPTON	SENIOR ACTIVITY REFUND	11.00
03/31/2020	57156	JACKIE SPEER	SENIOR TRIP REFUND	40.00
03/31/2020	57157	JAMES C. O'NEIL	3774 THOMAS AVE.	50.00
03/31/2020	57158	JANET JORDAN	PILLO POLO REFUND	26.00
03/31/2020	57159	JANICE CHANEY	CHAIR YOGA INSTRUCTOR PAYMENT	92.40
03/31/2020	57160	JAY L. DITTEMORE	1912 HARVARD RD.	50.00
03/31/2020	57161	JEFF TONG	REIMBURSEMENT FOR FEDEX	187.62
			2020 MBOR ATTENDANCE	120.00
				<b>307.62</b>
03/31/2020	57162	JENNIFER MOCKERIDGE	BABYSITTER SAFETY REFUND	60.00
03/31/2020	57163	JENNIFER WALKAUS	BREAKFAST W/ THE BUNNY REFUND	10.00
03/31/2020	57164	JOANNE SHINTAKU	SENIOR ACTIVITY REFUND	114.00
			SENIOR TRIP REFUND	6.00
				<b>120.00</b>
03/31/2020	57165	JOE MCEVOY	SENIOR CLASS REFUND	124.00
03/31/2020	57166	JUANITA LIM	SENIOR TRIP REFUND	80.00
03/31/2020	57167	JULIAN BALLESTAS	1849 CAMBRIDGE RD.	50.00
03/31/2020	57168	JULIE SANDERS	BABYSITTER SAFETY REFUND	60.00
03/31/2020	57169	JUMP-A-RAMA, INC.	CONTRACTUAL SERVICES	806.40

03/31/2020	57170	KAREN SMITH	2020 MBOR ATTENDANCE	105.00
03/31/2020	57171	KAREN VOSS	LACROSSE REFUND	50.00
03/31/2020	57172	KATHLEEN MAXWELL	RENTAL REFUND	20.00
03/31/2020	57173	KATHY HARVEY	SENIOR TRIP REFUND	6.00
			SENIOR ACTIVITY REFUND	114.00
				<b>120.00</b>
03/31/2020	57174	KATHY KETEL	SENIOR TRIP REFUND	40.00
03/31/2020	57175	KEARNS BROS. INC.	761 PRINCETON RD.	75.00
03/31/2020	57176	KENNETH WAYNE TRENT	2753 TWELVE MILE RD.	50.00
03/31/2020	57177	KRISTIN GOLDBAUM	PILLO POLO REFUND	35.00
03/31/2020	57178	KRISTY BRISTOL	LACROSSE REFUND	55.00
03/31/2020	57179	LAKE POINTE CONSTRUCTION INC.	3142 TYLER AVE.	100.00
03/31/2020	57180	LARRY KAY	ADULT ART SPLASH REFUND	300.00
03/31/2020	57181	LAURA LERMAN	SENIOR CONTRACTUAL SERVICES	86.40
03/31/2020	57182	LAURIE HENDRICK	PILLO POLO REFUND	70.00
03/31/2020	57183	LENA PAPPAS	PILLO POLO REFUND	35.00
03/31/2020	57184	LESLIE ELLIS	PILLO POLO REFUND	40.00
03/31/2020	57185	LINDA JOHNSON	SENIOR FITNESS INSTRUCTOR PAYMENT	129.50
			ZUMBA PAYMENT	379.40
				<b>508.90</b>
03/31/2020	57186	LINDA PAGE	SENIOR TRIP REFUND	6.00
03/31/2020	57187	LORA VINANDE	PILLO POLO REFUND	40.00
03/31/2020	57188	LORENZO MERRIWEATHER	PILLO POLO REFUND	40.00
03/31/2020	57189	LUKE POMEROY	2260 ELLWOOD AVE.	50.00
03/31/2020	57190	LULA GILLINGS	SENIOR TRIP REFUND	12.00
			SENIOR TRIP REFUND	5.00
				<b>17.00</b>
03/31/2020	57191	LYNDA DRAUDT	SENIOR TRIP REFUND	40.00
03/31/2020	57192	MAJIK GRAPHICS, INC.	GRAPHICS FOR #411	680.00
03/31/2020	57193	MAKALA MATTHEWS	PILLO POLO REFUND	35.00
03/31/2020	57194	MALONEY TRUCKING	HAUL INS/OUT/SAND CONCRETE	2,940.00
03/31/2020	57195	MARCIA HELMRICH	SENIOR TRIP REFUND	10.00
03/31/2020	57196	MARILYN V. STEPHAN	SENIOR CLASS REFUND	108.00
03/31/2020	57197	MARSHA MILLER	SENIOR TRIP REFUND	20.00
03/31/2020	57198	MARY ANN DOHERTY	SENIOR TRIP REFUND	10.00
03/31/2020	57199	MATTHEW CHURCH	PILLO POLO REFUND	40.00
03/31/2020	57200	MAUDEVA JONES	SENIOR TRIP REFUND	46.00
03/31/2020	57201	MCGRATH ELECTRIC, LLC	DISPATCH REMODEL / KITCHEN	6,460.00
03/31/2020	57202	MCKENNA	FEBRUARY 2020 INSPECTIONS	23,460.00
03/31/2020	57203	MD SOLUTIONS, INC.	SIGNS	350.00
03/31/2020	57204	MEGAN CLOUS	PILLO POLO REFUND	40.00
03/31/2020	57205	MICHAEL HART	LACROSSE REFUND	110.00
03/31/2020	57206	MICHAEL'S CARPENTRY & BUILDING CO.	2160 OAKSHIRE	55.00
03/31/2020	57207	MJ GLYNN INC.	4014 ELLWOOD AVE.	800.00
03/31/2020	57208	MR. ROOF HOLDING COMPANY LLC	1851 MORTENSON BLVD.	75.00
			3578 BUCKINGHAM RD.	75.00
				<b>150.00</b>
03/31/2020	57209	MR. ROOTER SEWER & DRAIN INC.	2798 OAKSHIRE AVE.	500.00
03/31/2020	57210	NANCY SIFTON	SENIOR TRIP REFUNDS	40.00
03/31/2020	57211	NATALIE PRICE	PILLO POLO REFUND	70.00
03/31/2020	57212	NEW ERA CONSTRUCTION	1959 MORTENSON BLVD.	75.00
03/31/2020	57213	NICOLE HEGER	PILLO POLO REFUND	80.00
03/31/2020	57214	NORA GERMAN	PILLO POLO REFUND	35.00
03/31/2020	57215	NORFIELD DEVELOPMENT PARTNERS, LLC	DPW -- MISS DIG SOFTWARE	199.00
03/31/2020	57216	NYE UNIFORM	MILLER - 2 POLO'S	103.00
			HARMON - 1 PR PANTS, 1 SHIRT	124.49
			BACKLUND - FLEECE JACKET, 6 SHIRTS, 3 PA	655.00
				<b>882.49</b>
03/31/2020	57217	OAKLAND COMMUNITY COLLEGE/CREST	ALLISON - FOIA CLASS	30.00
03/31/2020	57218	OAKLAND COUNTY	ELECTION PROGRAMMING	366.72

03/31/2020	57219	OFFICETEAM	ELECTION WORKER - SUBCONTRACT - P/T	273.23
03/31/2020	57220	OLIVER CONSTRUCTION	2669 THOMAS AVE.	1,000.00
03/31/2020	57221	P. A. MORRIS COMPANY	MEETING ATTENDANCE/MINUTES FOR 03/11/20	150.00
03/31/2020	57222	PAMELA FELDMAN	PILLO POLO REFUND	40.00
03/31/2020	57223	PARTSMASTER	GARAGE TOOL - MAGNETIC PICK UP	86.33
			STERILIZING PRODUCT - COVID 19	98.04
			PARTS FOR ALL / GARAGE TOOL	510.41
				<b>694.78</b>
03/31/2020	57224	PAT CALLAHAN	SENIOR TRIP REFUND	12.00
03/31/2020	57225	PATRICIA WOOMER	LACROSSE REFUND	50.00
03/31/2020	57226	PET SUPPLIES "PLUS" #5	SKUNK ODOR REMOVER	11.68
03/31/2020	57227	PITNEY BOWES GLOBAL FINANCIAL SERV.	MAIL MACHINE	680.01
03/31/2020	57228	PITNEY BOWES INC.	FEBRUARY 2020 PSX PROGRAM FEE/SORTER	5.00
			FEBRUARY 2020 WATER POSTAGE	85.00
				<b>90.00</b>
03/31/2020	57229	PRECISION DATA PRODUCTS	TONER	428.00
			TONER	731.00
			HP INK CARTRIDGES FOR DB	182.98
				<b>1,341.98</b>
03/31/2020	57230	PRINTING SYSTEMS	ELECTION FORMS APPS TO VOTE	79.68
03/31/2020	57231	REBECCA SKATES	LACROSSE REFUND	55.00
03/31/2020	57232	RED RUN GOLF CLUB	2020 GOLF OUTING DEPOSIT	1,000.00
03/31/2020	57233	RENU POWER TOOL & SUPPLY	WATER - TOOLS	821.98
			WATER - SAW & BLADES	335.00
				<b>1,156.98</b>
03/31/2020	57234	RKA PETROLEUM COS, INC	87 REGULAR FUEL OIL	3,658.98
03/31/2020	57235	ROBERT JOHN PROTHERO	2680 COOLIDGE HWY.	30.00
03/31/2020	57236	RUSSELL SUTTON	PILLO POLO REFUND	35.00
03/31/2020	57237	S/E OAK.CTY RESOURCE REC. AUTH	FEBRUARY 2020 SPECIAL & PICKUPS	1,322.11
03/31/2020	57238	SALLY DUBE	SENIOR TRIP REFUND	40.00
03/31/2020	57239	SALLY MORAN	SENIOR CLASS REFUND	63.00
03/31/2020	57240	SAM W. PURDY	CONTRACTUAL SERVICES	68.15
03/31/2020	57241	SANCHIN SYSTEMS INC. & THE O.S.K.A.	CONTRACTUAL SERVICES	428.40
03/31/2020	57242	SARA HINZE	LACROSSE REFUND	55.00
03/31/2020	57243	SARAH BROOKS	PILLO POLO REFUND	40.00
03/31/2020	57244	SARAH KRUG	PILLO POLO REFUND	35.00
03/31/2020	57245	SARAH ROSS	LACROSSE REFUND	50.00
03/31/2020	57246	SAS SERVICES	1559 PRINCETON RD.	50.00
03/31/2020	57247	SCOTT ADAMS ROOFING	2255 MORTENSON BLVD.	75.00
03/31/2020	57248	SCOTT CHARLES JEFFERS	3453 OAKSHIRE AVE.	50.00
03/31/2020	57249	SHIRLEY RAINES	SENIOR TRIP REFUND	11.00
			SENIOR TRIP REFUND	12.00
				<b>23.00</b>
03/31/2020	57250	SIGNATURE FORD	NEW 47 & 411	67,048.00
			NEW ANIMAL CONTROL TRUCK - 413	34,765.00
				<b>101,813.00</b>
03/31/2020	57251	SMOLYANOV HOME IMPROVEMENT	3890 PRAIRIE AVE.	75.00
			1692 CATALPA DR.	75.00
				<b>150.00</b>
03/31/2020	57252	SPECTRUM PRINTERS, INC.	TEST DECK - ELECTIONS	508.82
03/31/2020	57253	STATE OF MICHIGAN	CAMP CONTRACTUAL	200.00
03/31/2020	57254	SUSAN COHAN	SENIOR ACTIVITY REFUND	11.00
03/31/2020	57255	SUZANNE THIEDE	2020 MBOR ATTENDANCE	150.00
03/31/2020	57256	TAMMY J. PHILLIPS	SENIOR CLASS REFUND	108.00
03/31/2020	57257	TERMINAL SUPPLY CO	GARAGE PARTS	209.96
03/31/2020	57258	THE HARTFORD	APRIL 2020 PREMIUM FOR ACTIVES	1,875.29

APRIL 2020 PREMIUM FOR RETIREES				288.20
				<b>2,163.49</b>
03/31/2020	57259	THOMAS BYARS	2020 MBOR ATTENDANCE	<b>215.00</b>
03/31/2020	57260	TIM CANTY	2020 MBOR ATTENDANCE	<b>200.00</b>
03/31/2020	57261	TRACI HOPPA	PILLO POLO REFUND	<b>40.00</b>
03/31/2020	57262	TRUCK & TRAILER SPECIALTIES, INC.	NEW #9 PARTS	10,698.66
			NEW #11 PARTS	9,667.00
			NEW #9 INSTALLATION	3,238.00
			NEW #11 INSTALLATION	3,238.00
				<b>26,841.66</b>
03/31/2020	57263	UNIVERSAL PLUMBING & SEWER INC.	2865 ROYAL AVE.	<b>500.00</b>
03/31/2020	57264	USABLUBOOK	WATER - TRACER WIRE	<b>146.77</b>
03/31/2020	57265	VALERIE CURTIS	SENIOR TRIP REFUND	<b>40.00</b>
03/31/2020	57266	VERENA SKIBA	YOGA REFUND	<b>43.00</b>
03/31/2020	57267	VIGILANTE SECURITY, INC.	ALARM SYSTEM QUARTERLY	<b>312.00</b>
03/31/2020	57268	VIKTORAS MIKULEVICIUS	3590 PHILLIPS AVE.	<b>50.00</b>
03/31/2020	57269	VIRGINIA BROCK	SENIOR TRIP REFUND	<b>40.00</b>
03/31/2020	57270	WHITNEY HOLDINGS	3445 PRAIRIE AVE.	<b>500.00</b>
03/31/2020	57271	WINDER POLICE EQUIPMENT	STRIP OLD 47 TO NEW 45	795.00
			BUILD FOR 414 AT WINDER	1,539.81
			BUILD FOR 49 AT WINDER	581.70
			49 SPOT LIGHT REPAIR	238.44
			CABLE FOR 414 L-COM CABLE	27.00
			414 BUILD / EMERGENCY LIGHTS	1,053.50
			UNIT 48 LIGHTS REPLACEMENT AND WINDOW BA	737.10
			45 BUILD FROM WINDER	2,893.05
				<b>7,865.60</b>
03/31/2020	57272	XPRT LAWN AND SNOW	SNOW REMOVAL	<b>946.00</b>
Total of 394 Checks:				1,061,705.10
Less 0 Void Checks:				0.00
Total of 394 Disbursements:				1,061,705.10

**CITY OF BERKLEY  
ACH TRANSFERS**

**VENDOR**

3/2/2020	INTERNAL REVENUE SERVICE	\$	15,342.39
3/6/2020	DPW UNION DUES	\$	308.00
3/6/2020	PSO UNION DUES	\$	720.00
3/6/2020	PS COMMAND UNION DUES	\$	400.00
3/9/2020	MERS	\$	74,882.69
3/9/2020	INTERNAL REVENUE SERVICE	\$	41,235.35
3/19/2020	PSO UNION DUES	\$	720.00
3/19/2020	PS COMMAND UNION DUES	\$	400.00
3/20/2020	INTERNAL REVENUE SERVICE	\$	39,532.83
			<b>\$ 173,541.26</b>

City Clerk

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.

*Daniel J. Terbrack, Mayor*

*Victoria Mitchell, City Clerk*

April 20, 2020 City Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to authorize the City Manager to execute an agreement with Carlisle Wortman Associates, Inc. to perform the Five-Year Recreation Master Plan at a cost not to exceed \$17,050. This expenditure will be charged to account number 614-105-818-000.

**Justification:**

Carlisle Wortman Associates, Inc. was the low bidder and has vast experience with Recreation Master Plans and the City of Berkley.

This bid award is recommended by the Director of Parks & Recreation.

Ayes:

Nays:

Motion:

# Memo

To: Matthew Baumgarten, City Manager  
Cc: Mark Pollock, Finance Director  
From: Theresa McArleton, Director of Parks & Recreation  
Date: 4/9/2020  
Subject: Recommendation for Five-Year Recreation Master Plan

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On Thursday, March 19, 2020 the City received five bids for the Five-Year Recreation Master Plan. Packages from each bidder as well as the bid tabulation sheet were previously prepared by the City Clerk and given to you and all City Council members.

As you can see from the bid packages, given the structure of the bid, services regarding the Recreation Master Plan are very closely aligned in each package. All bidders were asked to bid on and perform the following outlined services:

- Develop a map of the city showing recreation facilities
- Provide photographic documentation of each park and its facilities
- Facilitate two (2) public meetings and a minimum of two (2) focus groups (participants to be determined) to help identify priorities, goals and objectives for the next 5 years
- Provide a survey with a return rate that accurately represents a sampling of the community population to identify community needs and issues on the recreation and park programs and facilities. This survey will be used as a baseline to determine needs, desires and willingness to pay
- Assemble staff-provided background information and develop the recreation plan for the City's consideration
- Identify goals and objectives with a coordinating action plan – develop a set of prioritized recommendations for maintenance and renovation of parks and recreation facilities
- Present the plan at the Recreation Advisory Board meeting
- Present the plan at the City Council meeting

It is clear from the bid packages, that all five companies have extensive experience and knowledge in developing recreation master plans. Given the high quality of bidders, I used the following factors in making my recommendation for award of this bid; cost, experience with neighboring communities and symmetry in the city's ongoing Master Plan.

After review of these factors, I am recommending award of this bid to Carlisle/Wortman Associates, Inc. at a cost not to exceed, \$17,050 which is \$360 higher than their bid price, to allow for a possibility of four hours of additional public meetings (\$90/per each additional hour of meetings). This bid was the lowest received as the bid tabulation shows. It is above the budgeted amount of \$10,000 as we added

additional meetings to the scope of the project after budget and costs of plans have increased since the last plan was completed in 2016. Funds for this expense will come from 614-105-818-000 and the department's budget has the resources to cover the total costs associated with this invaluable service.

Below I expand on the factors used in selection of this firm for our next Recreation Master Plan.

I spoke with Mary Gustafson, Director of Parks & Recreation in Huntington Woods and she had very positive remarks regarding her working relationship with Carlisle/Wortman in recently undergoing their city's Five-Year Recreation Master Plan. She felt that the department's needs and expectations were met with their plan. She also stated that all MDNR benchmarks were met and that though the city had a tight timetable to complete their plan, Carlisle/Wortman was able to work within the given timeframe.

I also worked with Carlisle/Wortman and specifically, Chris Nordstrom, PLA, ASLA during Berkley's last Five-Year Recreation Master Plan in 2015. He was easy to work with, available and met the very tight timeline the city had during that period. Carlisle/Wortman works in partnership Hubbell, Roth and Clark, Inc. who the city uses for engineering services and this developed working relationship and knowledge of the city's facilities and plans is an additional benefit during this process.

The final factor in selecting Carlisle/Wortman Associates, Inc. for this award is the fact that they are currently working with Berkley on the City's complete master plan. The work of both plans should have connection and synergy. I believe that utilizing the same firm to produce both products will allow for the best possible outcome related to this.

Carlisle/Wortman staff has already been working with city communication staff on ways to host virtual meetings and moving the complete master plan online. These developments will help us as we step into virtual public meetings for the recreation master plan.

It is extremely important that the city move forward with the Five-Year Recreation Master Plan at this time. Though we may not move forward with all scheduled park improvements and projects due to the changing economic climate, having a prepared plan is imperative to making decisions for the present and more importantly, the future of Berkley Parks & Recreation. In addition to helping guide the future, this plan is required by the Michigan Department of Natural Resources for any grant funding that the city may apply for. Without this plan, we would not have been eligible to receive the \$180,000 grant fund that the department was awarded in December of 2018.

Working with Carlisle/Wortman and the city's communication and technology staff, I feel confident that until we are able to host physical meetings, virtual meetings will be a useful tool in collecting residents' opinions. A developed survey will also play a role in seeking residents' thoughts on this plan and all information will be used over the coming year to prepare the final plan in early 2021.

As in the past, all public meeting dates, both virtual and physical will be advertised thoroughly and promoted through all city communication means. The goal is to garner the most participation possible when conducting meetings and surveys. We will also work closely with the Recreation Advisory Board, recreation staff and key city stakeholders in plan development.

The landscape in parks and recreation in Berkley has changed quite dramatically since the last five-year plan was completed and I look forward to working with Carlisle/Wortman to fully understand the needs and wishes of the community regarding recreation in 2020 and beyond.



I am excited to begin working on this plan and to continue planning for the future of the City's parks and facilities.

As always, please do not hesitate to contact me with any questions regarding this matter. I will attend the April 20<sup>th</sup> City Council meeting along with a representative from Carlisle/Wortman Associates, Inc. to answer any questions as well.

**CITY OF BERKLEY**  
**“Recreation Master Plan Services”**  
**For the Parks & Recreation Department**  
***Bid Opening: Thursday, March 19, 2020 @ 10 AM***

<b><u>Business Name</u></b>	<b><u>Address</u></b>	<b><u>Bid (Base Services)</u></b>	<b><u>References/ Affidavit</u></b>	<b><u>Conflict of Interest/ Hold Harmless/ Business Relationship</u></b>
Beckett & Raeder	535 W. William Suite 101 Ann Arbor, MI 48108	Master Plan Services: \$24,860.00	Yes/Yes	Yes/Yes/Yes
Carlisle/Wortman Associates Inc.	117 North First Street Suite 70 Ann Arbor, MI 48104	Master Plan Services: \$16,690.00	Yes/Yes	Yes/Yes/Yes
Landscape Architects & Planners, Inc.	Oakland Center 809 Center St., Suite 1 Lansing, MI 48906	Master Plan Services: \$22,500.00	Yes/Yes	Yes/Yes/Yes
McKenna Associates, Incorporated	235 E. Main St. Suite 105 Northville, MI 48167	Master Plan Services: \$29,000.00	Yes/Yes	Yes/Yes/Yes

Wightman & Associates, Inc.	2303 Pipestone Road Benton Harbor, MI 49022	Master Plan Services: \$19,750.00	Yes/Yes	Yes/Yes/Yes

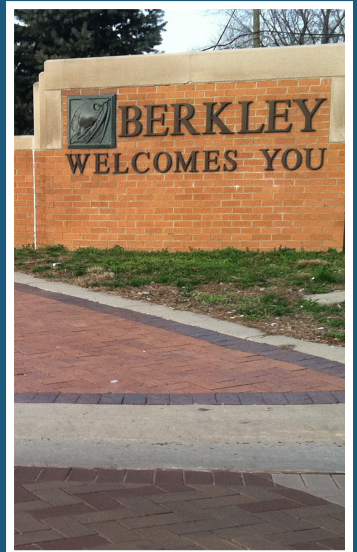
REQUEST FOR PROPOSAL FOR

# RECREATION PLAN DEVELOPMENT SERVICES



# BERKLEY

MARCH 19, 2020



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**Carlisle | Wortman**  
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

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March 19, 2020

Matthew Baumgarten  
City Manager  
City of Berkley  
3338 Coolidge Highway  
Berkley, Michigan 48072

RE: Planning Services for City of Berkley 2021 – 2025 Recreation Plan

Dear Mr. Baumgarten:

Carlisle/Wortman Associates in partnership with Hubbell, Roth & Clark are pleased to submit a proposal of services to develop a Recreation Plan for the City of Berkley. We take a broad-based approach to recreation planning, ensuring that our plan remains in line with the vision of comprehensive planning efforts while accurately reflecting the desires of Berkley residents.

Both CWA and HRC have well established relationships with the City. We partnered in 2015 to develop the City's 2016 – 2020 Recreation Plan. CWA is currently working on the City's Master Plan, and HRC has been involved in several engineering projects including the new Oxford/Merchants Park splash pad and restroom development. We have a deep understanding of the dynamics of the City and its people, and believe our team is uniquely qualified to assist you on this project.

In addition to our work in Berkley, CWA has worked on hundreds of recreation plans over the years, serving many of your neighbors and in communities both big and small. Our experience in Berkley and our recreation planning expertise makes us well-qualified to assist you in the development of this plan. We are well-acquainted with and will adhere to the current Michigan Department of Natural Resources (MDNR) requirements for recreation plan and grant application submittals.

We are enclosing a work plan, timeline, and fees for your review. We intend to complete the plan based on the schedule outlined in your Request for Proposals. We are able and willing to adjust this schedule to meet the City's needs. Chris Nordstrom will facilitate the public engagement and will act as project manager for this important project.

We appreciate the opportunity to submit this proposal.

Sincerely,

CARLISLE/WORTMAN ASSOCIATES, INC.

**CARLISLE/WORTMAN ASSOC., INC.**  
**Benjamin R. Carlisle, AICP, LEED AP**  
**Principal**

**CARLISLE/WORTMAN ASSOC., INC.**  
**Chris Nordstrom, PLA, ASLA**  
**Landscape Architect**

*Richard K. Carlisle, President Douglas J. Lewan, Executive Vice President John L. Enos, Principal*  
*David Scurto, Principal Benjamin R. Carlisle, Principal Sally M. Elmiger, Principal Craig Strong, Principal R. Donald Wortman, Principal*  
*Laura K. Kreps, Associate Paul Montagno, Associate*

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Berkley streetscape improvements developed by HRC. Source: HRC

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# CORPORATE BACKGROUND

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## SECTION 1

### UNPARALLELED EXPERIENCE

Carlisle/Wortman Associates, Inc. (CWA) and Hubbell, Roth & Clark, Inc. (HRC) are pleased to be allowed to offer our services to the City of Berkley as you look to update your 2016 - 2020 Recreation Master Plan. CWA and HRC bring a level of community knowledge and expertise that we believe are unique. The CWA/HRC joint effort on the 2016 - 2020 Recreation Plan, ongoing CWA Master Plan efforts, and HRC park development projects give us unique insight into the opportunities and challenges facing recreation planning in the City. Our team members take personal pride in knowing that our work on various projects throughout the City will benefit Berkley in a very real and tangible sense.

CWA will be the lead agency on this project. Since our inception, CWA has assisted with hundreds of recreation plans for communities across the state of Michigan. Projects have ranged from small, rural communities looking to preserve their open spaces and who are completing their first recreation plans, to large, built-out urban cities already maintaining dozens of parks and offering robust programming systems. We've completed county-wide plans, multi-jurisdictional plans, and regional recreational authority plans, all offering unique sets of challenges. In the past 5 years we've assisted with over 30 different recreation plans for communities across Michigan, including neighboring communities like Huntington Woods, Troy, and other multiple other communities in Oakland County. We continually learn, grow, and adapt, and adjust our plans to meet new recreation trends and realities.

Over the years, this diverse range of clients we serve have taught us that all communities are unique. We deliberately tailor our plans to address and meet the specific needs of each community we work in. We have experience dealing with communities like Berkley, and the types of recreation planning issues built-out communities like yours face. Managing programming options, dealing with daily maintenance and operations issues, and finding funding for major renovation or construction projects can pose challenges for even the most experienced Park Directors, and we will work with you to find the best possible solutions.

Most importantly, we know Berkley. CWA and HRC were here five years ago to help develop the City's current recreation plan, HRC has been here working on a variety of projects across the City, and CWA is here again developing the City's Comprehensive Plan. We know residents have expressed a desire for more common open space, greening of public and private spaces, and desire for a community center. We have tremendous experience in planning for these issues. The Recreation Plan will quantify and officially record the voice of the citizens, will help guide your decisions over the next five years, and will make you eligible for grant funding which can help you achieve your dreams.



## A PHILOSOPHY OF SERVICE AND COMMITMENT TO MICHIGAN

Carlisle/Wortman Associates, Inc. (CWA) is well prepared and enthused to conduct the scope of services described in the Request for Proposals. Since 1988 CWA has been providing public sector clients with professional planning services. Our highly experienced professionals are forward thinking, both experienced and accomplished at finding sound and creative strategies to fit our clients' needs. Our core service is to act as an expert and extension of the City with the goal of building strong, attractive, and more livable communities. Our continuing success is a direct result of the philosophy to which we adhere: responsiveness, commitment, trust, and success.

As mentioned on the previous page, CWA will be the lead agency on this project. We are pleased to once again partner with HRC in an effort to provide you with the absolute best possible product. In our humble opinion, the CWA/HRC partnership brings a level of community knowledge and expertise to the planning effort that simply cannot be matched. Our joint effort on the 2016 - 2020 Recreation Plan, ongoing CWA Master Plan efforts, and HRC park development projects give us unique insight into the opportunities and challenges facing recreation planning in the City.

CWA been exclusively servicing Michigan for over thirty years. **With a commitment to public service, we only provide services for governmental and non-profit entities ranging from townships, cities, and counties to community development organizations and public transit agencies.** We take pride in the fact that Carlisle/Wortman Associates does not represent private developers, as we believe this creates a conflict of interest. The firm currently serves over 50 clients, the majority of which are centered on continuing planning services. Each client is personally represented by a principal of the firm.

The City of Berkley can rely on CWA for:

- **Responsiveness**  
We believe in constant contact with our clients via telephone, in person meetings, email, and mobile communication and at hours beyond standards business practice.
- **Commitment**  
We have been working with client communities for nearly 30 years.
- **Trust**  
We cherish long-term client-consultant relationships built by listening intently to client needs, maintaining clear and frequent contact, providing timely and responsive service, and exceeding expectations.
- **Success**  
We equip our clients for success by sharing our expertise, leadership, and creativity while educating communities to ensure successful solutions.



### **Corporate Information:**

- a. Carlisle/Wortman Associates. Nineteen (19) professional employees (13 planners) with offices located in Ann Arbor and Troy Michigan. CWA was founded in 1988.
- b. Office Location. Office work would be performed out of our Ann Arbor office.

#### Points of Contact for Proposal Purposes

Benjamin Carlisle, AICP  
Principal

117 N. First Street, Suite 70  
Ann Arbor, Michigan 48104  
(734) 662-2200 phone  
(734) 662-1935 fax  
bcarlisle@cwaplan.com

- c. CWA Services include:
  - Continuing planning services
  - Zoning studies and ordinance preparation
  - Development Review
  - Master planning
  - Code enforcement
  - Building Department Services
  - Corridor studies
  - Community energy plans
  - Greenway and open space planning
  - Environmental/watershed planning
  - Park and recreation plans
  - Litigation assistance
  - Economic development plans and studies
  - Grant assistance

## REPUTATION FOR PROFESSIONAL INTEGRITY & COMPETENCE

HRC is a 105-year old, privately held, Michigan-headquartered consulting engineering firm that specializes in infrastructure, the environment, and enhancing clients' physical facilities. HRC has been involved in the design and construction of many iconic Michigan projects that have supported the growth and prosperity of our state. We are 275-plus strong: engineers, scientists, architects, surveyors and technicians, who strive to keep a laser-like focus on our clients' desired outcomes, while preparing superior work products.

The great majority of HRC's resources are focused on clients and projects, rather than securing the next acquisition. We are hands-on problem solvers. HRC is by design, nimble enough to tackle small quick turn-around assignments, as well as large complex projects.

HRC is a multi-disciplined consulting engineering firm with capabilities in the following areas:

- Water Transmission & Treatment
- Construction Services/Material Testing
- Roads & Bridge Design
- Site/Civil Engineering
- Parks and Recreation
- Traffic Engineering
- Environmental Engineering
- Wetlands/Watershed Management
- Landscape Architecture
- Structural Engineering
- Process Engineering
- Instrumentation & Control
- GIS
- Asset Management
- Industrial Facilities Design
- Wastewater Treatment Plants
- Sanitary Sewer Systems
- Combined Sewer Overflow Retention & Treatment
- Easement/Right of Way Services
- Architectural Services

HRC is headquartered in Bloomfield Hills, Michigan with seven branch offices located throughout the state.

Our philosophy is reinforced through our management group with our employees, so that our clients and their respective projects benefit directly on a daily basis. These inherent values have served us well for over 100 years and we believe shall continue to do so into our future. We consider our clients to be a part of our culture and they appreciate our values and commitment.

It is the mission of Hubbell, Roth & Clark, Inc. to consistently provide our clients with services that meet or exceed their expectations, at a fee that is reasonable and competitive and that produces a profit sufficient to ensure the stability, development and growth of our firm.

HRC has assisted the City of Berkley with many successful projects over the years. Highlights include:

- Water & Sewer Asset Management Planning
- Water System Reliability Studies
- Traffic & Signal Studies & Improvements
- Park Improvements
- Parking Lot Improvements
- Twelve Mile Road Reconstruction (Downtown)
- 2006 Road Repair Bond Program (Local and Major)
- Eleven Mile Road Reconstruction and Water Main Replacement
- Twelve Mile & Coolidge Intersection Reconstruction
- Twelve Mile & Coolidge Water Main Replacement
- Coolidge Highway Resurfacing (North of 12 Mile)
- ADA Sidewalk Improvements
- Harvard Road Reconstruction and Water Main Replacement
- Citywide Sewer Capacity Study
- SAW Program Implementation
- Creation/Expansion of GIS Databases



### Corporate Information:

- Hubbell, Roth & Clark, Inc. is organized as an S-Corporation in the State of Michigan. HRC was founded in 19.
- Office Location. HRC operates seven offices throughout Michigan. Work would be performed out of HRC's Bloomfield Hills headquarters.

#### Points of Contact for Proposal Purposes

Roland N. Alix, PE  
Vice President

555 Hulet Drive  
Bloomfield Hills, Michigan 48302  
(248) 454-6300 phone  
(248) 454-6312 fax  
ralix@hrcengr.com

- HRC Services include:
  - Water Transmission & Treatment
  - Construction Services/Material Testing
  - Roads & Bridge Design
  - Site/Civil Engineering
  - Parks and Recreation
  - Traffic Engineering
  - Environmental Engineering
  - Wetlands/Watershed Management
  - Landscape Architecture
  - Structural Engineering
  - Process Engineering
  - Instrumentation & Control
  - GIS
  - Asset Management
  - Industrial Facilities Design
  - Wastewater Treatment Plants
  - Sanitary Sewer Systems
  - Combined Sewer Overflow Retention & Treatment
  - Easement / Right of Way Services
  - Architectural Services





Community Park playscape. Image source: CWA



# WORK APPROACH

## SECTION 2

The object of this proposal is to prepare a recreation plan that will provide a clear direction over the next five years and a vision for long-term development of parks and recreation facilities and programming in Berkley. The document will meet the requirements of the Michigan Department of Natural Resources (MDNR Guidelines for the Development of Community Park, Recreation, Open Space, and Greenway Plans, 12/20/2016), as well as the standards set by the Commission for Accreditation of Park and Recreation Agencies (CAPRA).

### PROJECT HIGHLIGHTS AND PROCESS

The main elements of the Plan will include:

- An updated community profile and administrative structure,
- An updated inventory of park facilities and recreation programs in Berkley;
- An updated assessment of facility and program opportunities and needs;
- An updated description of park facility adherence to ADA standards and development of a Transition Plan;
- Overall parks and recreation goals and objectives for the community, as well as a realistic project schedule for the next five years; and
- Implementation strategies addressing priorities and funding.

The primary focus will be on revising and updating the goals, objectives, and action plan sections of the report in a manner that meets the needs of the City. Non-motorized facility development has become a high priority in and around Berkley, and will be explored in greater depth in this plan.

The process used to generate the Plan will consist of three phases: background studies, evaluation and plan development.

- **Background Studies.** This phase involves gathering and updating data from the most recent census and other demographic surveys, existing documents, plans, and from field observations. The data is organized into three main categories: community description, recreation inventory, and resource inventory. Per the RFP, much of this information has been compiled by City staff, and their information will be compiled into the plan. In addition, we have compiled significant amounts of data as part of the comprehensive planning effort. This should provide economies of scale, reducing overall costs and allowing for shifting of funds to more robust public outreach efforts.
- **Evaluation.** The second phase in the planning process considers Berkley's parks and recreation services deficiencies and needs. Public meetings and other information gathering efforts take place to collect ideas and concerns from City officials, community stakeholders, staff and residents for the community park and recreation system. Critical to this portion of the process is the identification of issues and the establishment of priorities.
- **Plan Development.** The last phase in the process involves plan development and adoption. Based on the input and needs identified, goals and objectives are formulated and a realistic action plan developed. Strategies to implement the plan will also be discussed.



The diagram below illustrates the planning process and how it corresponds to the MDNR suggested format described earlier.

### Planning Process



Background Studies

Community Description  
Park/Resource Inventory

### MDNR Suggested Format

- Description of Planning Process
- Community Description
- Administrative Structure
- Park and Resource Inventory

Evaluation

Parks and Recreation  
Deficiency and Needs

- Issue Identification
- Needs Assessment and Public Participation

Plan Development

Master Plan

- Goals and Objectives
- Action Program
- Supporting Documents

The following work plan outlines the tasks described above. Note that tasks are frequently implemented concurrently and often overlap. Also, the proposed work plan is flexible and can be modified as necessary to meet your requirements.



## TASK 1.0 PROJECT INITIATION

- Prepare for and facilitate kick-off meeting with Parks and Recreation staff to review work plan and schedule. Discuss public input format and development.
- Discuss MDNR community communication requirements and documentation procedures.
- Collect and review existing documents such as other Park plans, community needs surveys, neighboring community recreation plans and any other pertinent documents.



## TASK 2.0 COMMUNITY DESCRIPTION

- Update the role of parks and recreation in the community.
- Update community description, demographics, and physical and land use characteristics of the Township using 2010 US Census, 2018 SEMCOG, ESRI, American Community Survey, and other available data resources.
- Review and summarize relevant information from supportive documents including the Berkley comprehensive master plans, Parks & Recreation budgets and plan, and other relevant materials.
- Update the description of the current Parks & Recreation administrative structure, and include a description of volunteer groups and any partnerships with other organizations.



## TASK 3.0 RECREATION/RESOURCE INVENTORY

- Update the description of the City's parks, trails, open spaces, and recreation facilities. This will include individual city facilities, as well as the local and regional parks. A series of updated maps will be prepared.
- Evaluate opportunities and needs for the community's recreation system.
- Evaluate progress of implementing ADA compliance efforts.
- Update information on previous grant-assisted projects.
- Identify park maintenance and equipment needs with assistance from Parks and Recreation Department staff.

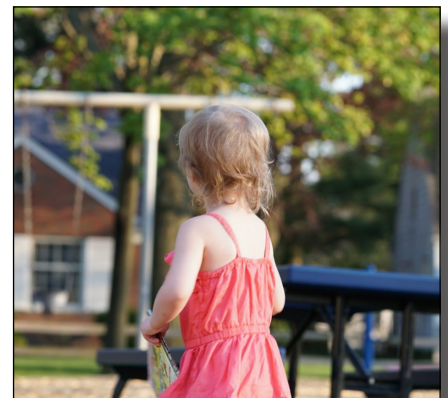
## TASK 4.0 PUBLIC PARTICIPATION

**SPECIAL NOTE:** The coronavirus/COVID-19 pandemic will have a significant impact on all aspects of this project, especially in terms of public participation efforts. CWA/HRC will work closely with staff to develop public outreach methods which account for the City's diverse population in a safe and effective manner.

- Identify national, state, and local park and recreation trends.
- Initiate the community engagement efforts, which will be determined during the initial stages of the project. The MDNR requires a minimum of two forms of public input for all recreation plans, one of which is a required Public Hearing prior to plan adoption.
- Work with Staff to plan and conduct two community engagement efforts. The RFP calls for facilitation of two public meetings and two focus group meetings; the public meetings may not be possible considering the current climate. Other communication options such as on-line workshops or Facetime sessions are proposed as viable alternatives.
- The RFP also calls for, "...a survey with a return rate that accurately represents a sampling of the community population". Statistically significant surveys are rarely utilized for recreation plans due to their high cost and the complexity of roll-out. With proper planning, a survey can be provided to all City residents in a fashion which accommodates participants of all abilities. For purposes of this proposal, we are providing costs for a statistically significant survey as an alternative item.
- Compile and analyze the input received. Submit and present results to the Staff to discuss modifications and to provide focus ideas for Master Plan development.

## TASK 5.0 MASTER PLAN

- Develop draft plan using MDNR and CAPRA guidelines.
- Submit and present draft plan to Staff for review. Revise as needed.
- Present preliminary draft to Parks & Recreation Advisory Board and revise plan to reflect comments received.
- Post revised draft on City website for the required 30-day public review. Hard copies of the draft will also be made available at the city hall, the community center, and library.
- Receive comments, discuss revisions, and submit for approval to Staff.
- Present Plan to City Council for public hearing and adoption.







Kiwanis Tot Lot gathering. Image source: Katherine Gerst, Google

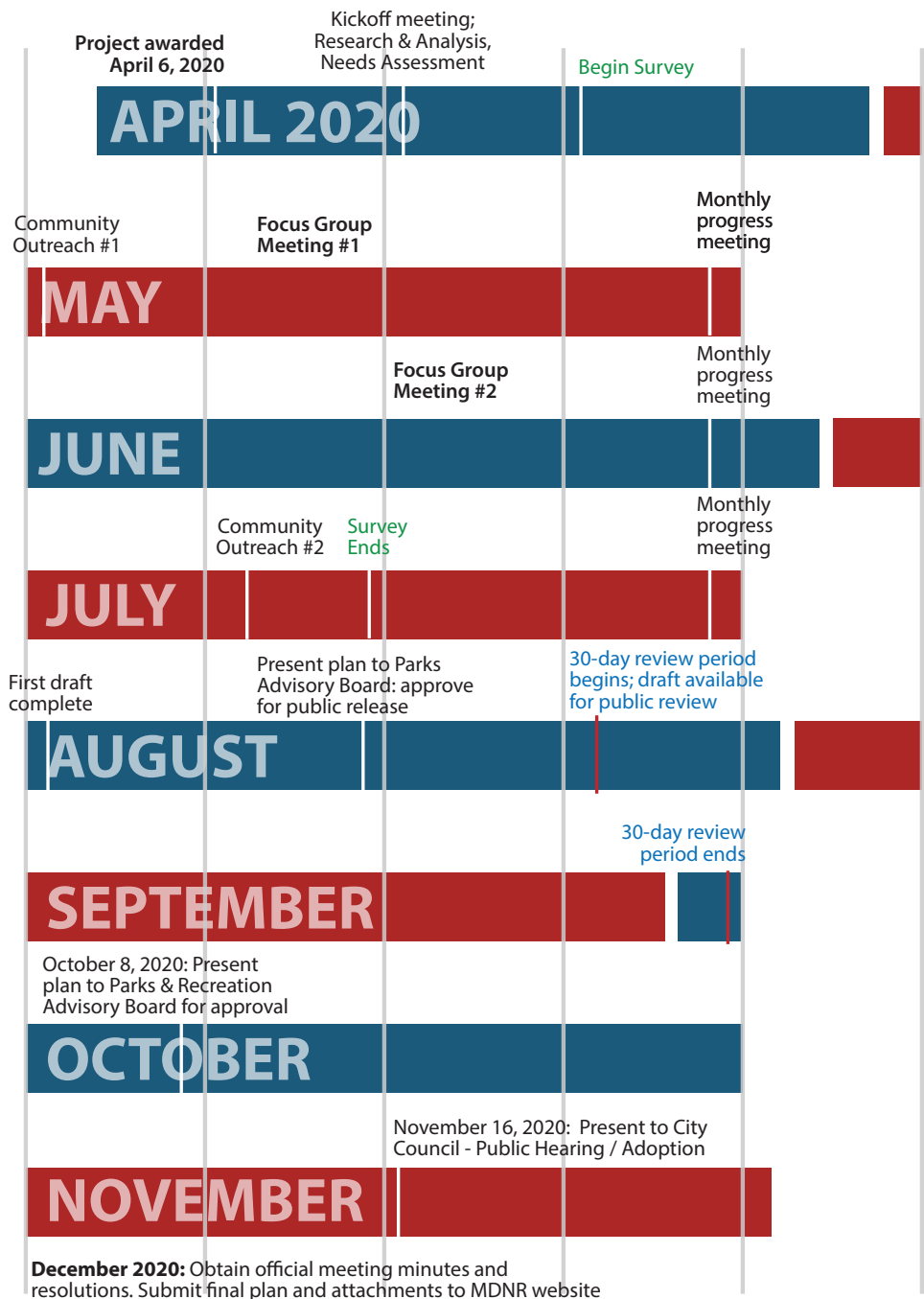
# PROJECT SCHEDULE

## SECTION 3

The MDNR requires communities to submit recreation master plans prior to February 1 of each calendar year in order to be eligible for grant funding, but allows for plans to be submitted to the MDNR website well in advance of that deadline. We appreciate the City's proactive approach to scheduling the plan. We fully intend to meet the required project schedule while remaining within our allotted budget. This schedule as shown below does have some flexibility, and can be adjusted to meet your needs.

Per the schedule outlined in the RFP, we are anticipating 8 total on-site or virtual meetings, with monthly progress meetings as required. The progress meetings will be held via teleconference to help reduce costs.

In our experience, the more time a community devotes to public outreach, the better the response rates. For this reason, we recommend seeking community input in the form of an online survey as soon as possible. Should the City choose to utilize a statistically significant survey, we would employ the services of a professional research/survey firm to complete the survey activities, which could affect the survey schedule.







Tot Lot Night kicks off Summerfest. Image Source: C&G News

# FEE SCHEDULE

## SECTION 4

Task	Principal-in-Charge Ben Carlisle	Project Manager/ Sr. Planner Chris Nordstrom	HRC - R. Alix, E. Zmich, A. Melchior	GIS/Graphics/ Planner	Support Staff
1.0 Project Initiation - Kickoff meeting, parks tour, ADA assessment	2	16	-	-	4
2.0 Community Description	2	4	-	8	-
3.0 Recreation/Resource Inventory	2	16	8	12	-
4.0 Public Participation	6	24	-	4	-
5.0 Master Plan	4	32	20	8	6
Total Hours	18	92	28	32	10
Hourly Rate	\$115/hour	\$90/hour	\$125/hour	\$70/hour	\$60/hour
Subtotal	\$2,070	\$8,280	\$3,500	\$2,240	\$600

**Total Project Cost Not to Exceed: \$16,690.00**

Optional Item: Statistically Significant Survey: \$10,000.00

Scheduled meetings include eight (8) meetings based on the schedule stipulated in the RFP. These meetings include: one kickoff meeting/park review meeting; two community outreach meetings; two focus group meetings; two meetings with the Parks Advisory Board (one to review the plan and a second to recommend the plan to council); and one presentation to City Council as part of the Public Hearing process. Monthly progress meetings with Staff will be held via teleconference. Additional meetings may be desired and would be billed at hourly rates.





Ball game at Lazenby Field. Image Source: J Frazen, Google

# PROFESSIONAL STAFF

## SECTION 5

### PROFESSIONAL STAFF: A FULL-SERVICE CLIENT TEAM METHODOLOGY

We believe in a full-service client team approach. Each Client Team is represented by a Principal-in-Charge, and a project manager, and the team is assembled on the basis of client needs. We have designated a Client Team that includes experience, creativity, and solid professional credentials as well as familiarity with the Orion Township and the surrounding area.

Benjamin Carlisle, AICP, Principal, will be the Principal-in-Charge. Chris Nordstrom will act as Project Manager and will provide staff assistance. Mr. Nordstrom will be the primary contact, and will focus on the plan composition and development.

### PROJECT TEAM



**Benjamin R. Carlisle, LEED, AICP, Principal**, has over fifteen years of experience working as a professional planner, including experience in zoning, land use and comprehensive planning, site planning, Tax Increment Financing, and economic development. With Carlisle/Wortman Associates, Mr. Carlisle serves as consulting Planner to the City of Troy, Pittsfield Township, City of Huntington Woods, Village of Clinton, and Ypsilanti Township. Mr. Carlisle previously served as the Interim Planning Manager for the City of Ann Arbor.



**Chris Nordstrom, PLA, ASLA**, is a landscape architect with experience in both public and private sector projects. Chris has a strong interest in sustainable design and development. His experience includes recreation plans, park plans/designs, trail plans/designs, municipal infrastructure, large scale property development and marketing, housing designs, and parking studies for both public and private sector clients. Chris' abilities span the areas of graphic communications, public engagement, report writing, and Geographic Information Systems.



Roland Alix directs and is an integral participant on projects for many of the firm's public and private clients inclusive of industrial and manufacturing. Mr. Alix's professional expertise includes a vast number of past and current general engineering and infrastructure improvement projects for many local municipalities, as well as Oakland County Parks & Recreation, Michigan Department of Technology, Management and Budget (DTMB) and private manufacturing and waste-handling clients.



Mr. Zmich joined HRC in 1998 and has experience in road and utility design and project management. Mr. Zmich has worked on federally funded projects following Michigan Department of Transportation (MDOT) guidelines for special provisions and estimating, including ARRA and STP-U projects. He has also worked on S2 and SAW Grant Applications/Programs and on the preparation and submission of SRF and DWRP Project Plans. In addition, Mr. Zmich has conducted Pavement Surface Evaluation & Rating (PASER) surveys for several local municipalities.



As head of Hubbell, Roth & Clark's architectural department, Adrianna Melchior conceptualizes, designs and orchestrates functional and aesthetically pleasing architectural solutions for commercial, industrial, municipal and private clients. With a talent for exceeding client expectations, her responsibilities include space planning and design, construction documents, bid management, construction administration, shop drawing review, cost estimating, code compliance reviews, 3D modeling and renderings, material finish selections and coordination and project close outs.



**BENJAMIN R. CARLISLE, LEED, AICP, PRINCIPAL**, has over fifteen years of experience working as a professional planner, including experience in zoning, land use and comprehensive planning, site planning, Tax Increment Financing, and economic development. With Carlisle/Wortman Associates, Mr. Carlisle serves as consulting Planner to the City of Troy, Pittsfield Township, City of Huntington Woods, Village of Clinton and Ypsilanti Township. Mr. Carlisle previously served as the Interim Planning Manager for the City of Ann Arbor.

Mr. Carlisle also serves as a planning and zoning trainer for the Michigan Municipal League, and is the Region IV representative to the American Institute of Certified Planners Board of Commissioners.

## EDUCATION

BA, Urban Planning and Geography | Miami University

MUPP, Urban and Regional Planning | University of Illinois - Chicago

## EXPERIENCE

Principal, Carlisle|Wortman Associates, Inc.  
Ann Arbor, MI, 2011 - Present

Senior Planner, Teska Associates, Inc.  
Evanston, IL, 2007 - 2011

Planner II, City of Highland Park  
Highland Park, IL, 2003 - 2007

Economic Development Consultant, City of Chicago  
Chicago, IL, 2001-2003



## PROFESSIONAL CERTIFICATIONS

American Institute of Certified Planners |  
Reg. # 136134

LEED Accredited Professional Leadership in Energy  
& Environmental Design

Form Based Code Institute Certified

## PROFESSIONAL AFFILIATIONS

AICP Board of Commissioners, Region IV

American Planning Association

U.S. Council on Green Building

American Planning Association-IL Chapter  
Executive Board Treasurer 2006-2011

Chaddick Institute Development Control Awards-  
Finalist, Highland Park Pedestrian Shopping  
Overlay District.



**CHRIS NORDSTROM, PLA, ASLA**, is a landscape architect with experience in both public and private sector projects. His experience includes park plans and designs, trail and linear park plans and designs, feasibility studies, municipal infrastructure, large scale property development and marketing, housing designs, and parking studies. In addition to recreation planning, Chris has successfully prepared grant applications for trail and recreation projects in several southeast Michigan communities. Chris' abilities span the areas of graphic communications, public engagement, report writing, and Geographic Information Systems.

## EDUCATION

MLA, Landscape Architecture | University of Michigan

BGS, Bachelor of General Studies | University of Michigan

## EXPERIENCE

Landscape Architect, Carlisle/Wortman Associates, Inc.  
Ann Arbor, MI, 2015-Present

Landscape Designer, Johnson Hill Land Ethics Studio  
Ann Arbor, MI, 2014 - 2015

Landscape Designer, Tegn\_3  
Trondheim, Norway, 2010 - 2013



## PROFESSIONAL AFFILIATIONS

American Society of Landscape Architects

Practicing Landscape Architect,  
License No. 3901001632

Michigan Chapter, ASLA

## HONORS

Landscape Architecture Faculty Award

Michigan Garden Clubs Fellowship

Frank Caleb & Margaret Thompson Gates  
Student Endowment

Honor Society of Sigma Lambda Alpha





Roland Alix directs and is an integral participant on projects for many of the firm's public and private clients inclusive of industrial and manufacturing. He has extensive experience administering the design and construction of various project types including road and bridge rehabilitations, municipal utility relocation, site development, manufacturing building modifications, shipping/distribution facilities, spill containment, and aboveground and underground storage tanks.

Mr. Alix has participated on and managed a wide array of new facility and renovation projects involving vehicle traffic and flow studies, parking lots, storm, sanitary and process sewer projects, pump stations, waste treatment plants, roof assessments, site security lighting, generators and HVAC building improvements.

Mr. Alix's professional expertise includes a vast number of past and current general engineering and infrastructure improvement projects for many local municipalities, as well as Oakland County Parks & Recreation, Michigan Department of Technology, Management and Budget (DTMB) and private manufacturing and waste-handling clients.

<b>EDUCATION</b> BS, Civil Engineering Michigan Technological University, 2003  <b>EXPERIENCE</b> With HRC since 2005 14 years of experience	<b>PROFESSIONAL REGISTRATION/  CERTIFICATION</b> Professional Engineer, Michigan No. 6201057100	<b>AFFILIATIONS</b> American Society of Civil Engineers American Public Works Association Member American Council of Engineering Companies — Scholarship Committee
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## PROFESSIONAL EXPERIENCE

### MUNICIPAL CONSULTING

- Road, Water and Sewer Improvement Projects, Traffic Impact Studies, CDBG Sidewalk Improvements, Preventative Pavement Maintenance Programs, SAW Asset Management, GIS Analysis, Combined Sewer Capacity Studies, Parks and Recreation Upgrades, Water Reliability Studies – [City of Berkley](#)
- MS4 Permitting, Municipal Building Assessments and Improvements, Bridge Inspections, SAW Asset Management, MDNR Grant Applications – [City of Linden](#)
- Residential SAD roadway improvements, Water Treatment Plant & Distribution Improvements, Parks and Recreation Upgrades, Water Reliability Studies, Site Plan Reviews – [Hartland Township](#)
- Public Utility Improvements, Sidewalk Extension Projects, Water Reliability Studies – [Highland Township](#)
- Site Plan Reviews, Municipal Building Roof Assessments, Industrial SAD Sanitary Sewer Connections, Pedestrian Facilities, Municipal Parking Lot Improvements, MS4 Permitting – [Milford Township](#)
- Residential SAD roadway improvements, easement/right-of-way acquisitions, Residential SAD storm water improvements – [West Bloomfield Township](#)
- ADA Accessibility Survey and Design Renovations – [Canton Township](#)

### MUNICIPAL FACILITIES

- New Police Headquarters Building – [Battle Creek Police Department](#)
- Firing Range Addition – [Novi Police Department](#)

#### **PARKS AND RECREATION**

- Utility Improvements for Groveland Oaks County Campground – [Oakland County Parks & Recreation](#)

#### **INDUSTRIAL FACILITY ENGINEERING**

- Containment Studies & Improvements
- Facility & Utility Improvements
- Rail Transfer Facility Studies, Willow Run Yard
- Industrial Waste Water Treatment Plant Improvements

#### **ROADS/BRIDGES**

- Harvard Road Reconstruction – [City of Berkley](#)
- Main Street Rehabilitation – [Village of Armada](#)
- Coolidge Highway Rehabilitation, 11 Mile Road to 12 Mile Road – [City of Berkley](#)
- Orion Road Bridge Replacement over Paint Creek – [Road Commission for Oakland County](#)
- Ambassador Bridge Gateway Project – [Detroit International Bridge Company](#)
- 10 Mile Road Rehabilitation, Telegraph Road to Evergreen Road – [City of Southfield](#)
- Williams Lake Road Widening – [Road Commission for Oakland County](#)
- Nine Mile Road Widening – [Road Commission for Oakland County](#)

#### **WASTEWATER COLLECTION/TREATMENT**

- Secondary Effluent Pump Replacement – [City of Ann Arbor Wastewater Treatment Plant](#)
- Headworks Improvements – [Cleveland, Ohio Wastewater Treatment Plant](#)

#### **WATER TREATMENT/DISTRIBUTION**

- Ambassador Bridge Gateway Project, Stormwater Pump Station – [Detroit International Bridge Company](#)

#### **TRAFFIC ENGINEERING/INTELLIGENT TRANSPORTATION SYSTEMS**

- Design Build 9 Dynamic Message Signs, Fiber Optic Cable and Related Infrastructure – [J. Ranck Electric, Inc.](#)
- MDOT North and Superior Region Design Build, Installation of Environmental Sensor Stations and Dynamic Message Signs – [J. Ranck Electric, Inc.](#)



**Edward Zmich**  
*Project Manager/Engineer*

Mr. Zmich joined HRC in 1998 and has experience in road and utility design and project management. Mr. Zmich has worked on federally funded projects following Michigan Department of Transportation (MDOT) guidelines for special provisions and estimating, including ARRA and STP-U projects. He has also worked on S2 and SAW Grant Applications/Programs and on the preparation and submission of SRF and DWRP Project Plans. In addition, Mr. Zmich has conducted Pavement Surface Evaluation & Rating (PASER) surveys for several local municipalities.

EDUCATION	EXPERIENCE	PROFESSIONAL DEVELOPMENT
BS Civil Engineering Wayne State University, 1998	With HRC since 1998 20 years of experience	Chi Epsilon, Civil Engineering Honor Society, 48 <sup>th</sup> Local Chapter

## PROFESSIONAL EXPERIENCE

### ROADS/BRIDGES

- 2017/2018 Road Improvement Programs Phase I and Phase II – [Village of Franklin](#)
- Harvard Road Reconstruction and Water Main Replacement – [City of Berkley](#)
- Road Rehabilitation Programs (2013 through 2018) – [City of Grosse Pointe Farms](#)
- Coolidge Highway Resurfacing – [City of Berkley](#)
- 2010/2011/2015 Road Rehabilitation Programs – [Village of Franklin](#)
- Fisher Road and Jefferson Avenue Resurfacing – [City of Grosse Pointe Farms](#)
- Lake Shore Road Resurfacing – [Village of Grosse Pointe Shores](#)
- Vernier Road Resurfacing – [Village of Grosse Pointe Shores](#)
- 2006 Local Roads Rehabilitation Program – [City of Berkley](#)
- 2001/2002 Road Improvement Programs Phase I and Phase II – [Village of Franklin](#)

### WASTEWATER COLLECTION/TREATMENT

- Catalpa Drive Sewer Repair – [City of Berkley](#)
- Combined Sewer System Study – [City of Berkley](#)
- Lake Shore Interceptor Televising and Cleaning Program – [Village of Grosse Pointe Shores](#)
- Sewer Rehabilitation (TV/Clean, Grout, Line, Replace) Programs (2013 through 2018) – [City of Grosse Pointe Farms](#)
- Sewer Rehabilitation (TV/Clean, Grout, Line, Replace) Programs (2016 through 2018) – [Village of Grosse Pointe Shores](#)
- Kerby Road Interceptor Sewer Lining – [City of Grosse Pointe Farms](#)



**HUBBELL, ROTH & CLARK, INC**  
CONSULTING ENGINEERS SINCE 1915

**Edward Zmich**

*Project Manager/Engineer*

#### **WATER TREATMENT/DISTRIBUTION**

- 2018/2019 DWRP Water Main Replacement Program – [Village of Lake Orion](#)
- Lakeview Drainage Improvements – [Village of Lake Orion](#)
- Edsel & Eleanor Ford House Water Main Extension – [City of Grosse Pointe Farms](#)
- Moselle Place Water Main Replacement – [City of Grosse Pointe Farms](#)
- 2015 Water Main Replacement Program – [City of Grosse Pointe Farms](#)
- Various Site Plan Reviews (Stormwater Drainage) – [Village of Franklin](#)
- Various Site Plan Reviews for (Stormwater Drainage) – [City of Berkley](#)
- 1999/2000 Drainage Improvement Programs, Phase I and Phase II – [Village of Franklin](#)
- Water Main Replacement Programs (2007, 2008, 2010) – [City of Grosse Pointe Farms](#)
- 2007/2008 Water Main Replacement Program – [Village of Lake Orion](#)

#### **TRAFFIC ENGINEERING/INTELLIGENT TRANSPORTATION SYSTEMS**

- 12 Mile and Coolidge Highway Intersection Improvements – [City of Berkley](#)

#### **PARKING, PAVEMENT AND STREET LIGHTING**

- 2015 Pavement Surface Evaluation & Rating (PASER) Surveys – [City of Grosse Pointe Farms](#)
- 2015 Pavement Surface Evaluation & Rating (PASER) Surveys – [Village of Lake Orion](#)
- 2015 Pavement Surface Evaluation & Rating (PASER) Surveys – [Village of Franklin](#)
- 2015 Pavement Surface Evaluation & Rating (PASER) Surveys – [Archdiocese of Detroit \(Various Cemetery Road Networks\)](#)
- Coolidge Municipal Parking Improvements – [City of Berkley](#)
- Griffith/Robina Municipal Parking Log Improvements – [City of Berkley](#)



As head of Hubbell, Roth & Clark's architectural department, Adrianna Melchior conceptualizes, designs and orchestrates functional and aesthetically pleasing architectural solutions for commercial, industrial, municipal and private clients. With a talent for exceeding client expectations, her responsibilities include space planning and design, construction documents, bid management, construction administration, shop drawing review, cost estimating, code compliance reviews, 3D modeling and renderings, material finish selections and coordination and project close outs. She places a high priority on attention to detail and problem solving on every project. Her work is showcased at HRC corporate headquarters, where she is responsible for the firm's renovation of its Bloomfield Hills office.

#### EDUCATION

BA, Architecture  
University of Detroit Mercy, 2000  
  
MA, Architecture  
University of Detroit Mercy, 2004

#### EXPERIENCE

With HRC since 2012  
20 years of experience

#### PROFESSIONAL REGISTRATION/ CERTIFICATION

Registered Architect,  
Michigan No. 51959  
  
US Green Building Council Leadership  
in Energy & Environmental Design  
Accredited Professional  
Building Design and Construction  
(LEED AP BD+C)

#### AFFILIATIONS

American Institute of Architects  
  
International Code Council

## PROFESSIONAL EXPERIENCE

### PARKS AND RECREATION

- Ice Arena Demolition – [City of Berkley](#)
- Pioneer Park Comfort Station New Construction – [City of Utica](#)
- Historic Farm Park Main Barn Re-Roofing and Structural Repairs – [City of Troy](#)
- Park Pavilions and Restroom/Concession Buildings New Construction – [City of Hartland](#)
- Park Comfort Station New Construction – [City of Linden](#)
- ADA Compliant Ramps – [City of Troy Historic Village](#)
- City Park ADA Assessments & Recommendations – [City of Howell](#)
- Designs for ADA Compliant Township Pavilion – [Plymouth Township](#)

### MUNICIPAL FACILITIES

- Fire Station HQ Masonry Investigation – [City of St. Clair Shores](#)
- Salt Storage Building – [City of St. Clair Shores](#)
- 50<sup>th</sup> District Courthouse Renovations – [City of Pontiac](#)
- Fire Station New Construction Study – [City of Cedar Springs](#)
- Police Headquarters Locker Rooms Renovation – [City of Warren](#)
- City Hall Roofing Replacement – [Milford Township](#)

- City Hall and Fire Station Needs Assessment Study – [Township of Manchester](#)
- City Hall and Public Safety Building Assessments – [City of Marysville](#)
- Livonia Library Roofing Replacement – [City of Livonia](#)
- City Hall Building Renovations – [City of Sylvan Lake](#)
- City Hall ADA Assessments & Recommendations – [City of Beverly Hills](#)

#### **INDUSTRIAL FACILITIES**

- Design-Build Ash Handling Building New Construction – [DTE Trenton Channel Power](#)
- Office Renovation – [US Ecology Belleville](#)
- Locker Room Addition/Renovation & Electrical Building New Construction – [US Ecology Romulus](#)
- Parking Canopy Study, Milford Proving Ground Campus – [General Motors Corporation](#)
- Well House 8 Building New Construction, Milford Proving Ground Campus – [General Motors Corporation](#)
- Multiple Renovation Projects in Existing Automobile Manufacturing Facilities – [MAHLE Industries](#)

#### **AIRPORTS AND TRANSPORTATION FACILITIES**

- Interior Finish Selection and Furniture Design – [Suburban Mobility Authority for Regional Transportation \(SMART\)](#)
- Pump Station 14 Building Assessment – [Wayne County Airport Authority](#)
- Blue Deck Parking Lot Entrance Canopy New Construction – [Wayne County Airport Authority](#)
- LC Smith Terminal Demolition Coordination – [Wayne County Airport](#)
- Package D, Forensic Design, Engineering and Related Services for the Repairs and Maintenance of Existing Facilities – [Wayne County Airport Authority](#) – Assessments at Buildings 348, 356, 357, 705 and 738; North Terminal Public Area Restroom Improvements; North Terminal Skycap Station Radiant Heater & Drainage Improvements; North Terminal Miscellaneous Assessments & Decorative Wall Panel Designs; McNamara Terminal Parking Garage Improvements; Ground Transportation Center Circulation Study; Willow Run Airport Hanger 1 IR Heater Renovations; McNamara Terminal Pre-Cast Panel Assessment; Roof Repairs/Replacements at Buildings 354, 403, 455, 509, 530, 802, 737, 821, and 831; Blue Deck Steam Line Renovations

#### **WATER TREATMENT/DISTRIBUTION**

- Woodingham Pump Station New Construction & Renovations – [City of East Lansing](#)
- South & Beach Pump Station New Construction – [City of Troy](#)
- Amy Pump Station Renovation – [Bloomfield Township](#)
- Bon Her and Violet Pump Station Renovations – [City of St. Clair Shores](#)
- Booster Pumping Station #2 New Construction – [City of Rochester Hills](#)





Stick hockey at Winterfest. Image Source: C & G News

# EXPERIENCE & REFERENCES

## SECTION 6

### RELEVANT EXPERIENCE WITH CLIENT COMMUNITIES:

For over thirty years CWA has been a partner in planning with numerous southeast Michigan communities including Oakland County and numerous cities and townships in the area. Our recreation plan experience spans a variety of settings, from small rural communities to more urban settings.

The following people are some of the clients with whom we have worked with in southeast Michigan. We encourage you to call them to discuss our professional performance and skills.

#### MINDY MILOS-DALE, PARKS & RECREATION DIRECTOR

Oakland Township  
4393 Collins Road  
Rochester, MI 48306  
(248) 651-7810, x402

#### MARK MILLER, CITY MANAGER

City of Troy  
500 W. Big Beaver Rd.  
Troy, MI 48084  
(248) 524-3330

#### BRENDA STUMBO, TOWNSHIP SUPERVISOR

Ypsilanti Township  
7200 S Huron River Dr  
Ypsilanti, MI 48197  
(734) 481-0617

#### MARY GUSTAFSON, PARKS & RECREATION DIRECTOR

City of Huntington Woods  
26325 Scotia Road  
Huntington Woods, MI 48070  
(248) 541-3030

CWA-completed plans are available for public review on [www.calameo.com](http://www.calameo.com) and are hosted free of charge for our clients. Some recent plans include:

- City of Troy: <https://www.calameo.com/read/005107673fd2d3c815bed>
- Oakland Township: <https://www.calameo.com/read/0051076731fde9aae63ad>
- Ypsilanti Township: <https://www.calameo.com/read/0051076739a32c52413d8>
- Independence Township: <http://en.calameo.com/read/0051076739d580094be00>





## PARKS AND RECREATION MASTER PLAN City of Berkley



Located in the southeastern corner of Oakland County, within the metropolitan Detroit Area, the City of Berkley is well known for its high quality of life. Berkley was ranked the 12th most livable community by Coldwell Bankers in 2012, and the City's school system was ranked in the top six in Michigan in 2008. City residents cherish their park system, and place a high value on preserving and improving existing recreation facilities.

Carlisle/Wortman Associates, in partnership with Hubbel, Roth, and Clark Engineering (HRC), has prepared Berkley's previous two Parks and Recreation Plans, including the City's 2016 plan. The Plan helped the Parks Department pinpoint opportunities for development within the existing system. Based in part on the recommendations of the Plan, the City put out a request for proposal to upgrade and develop the Merchants/Oxford Park property in the spring of 2016.



The Recreation Plan identified a number of opportunities for Parks Department to pursue, ranging from small, easily implementable program offerings to large, capital intensive projects such as redevelopment of the City's Recreation Center and Ice Arena. In a community that is effectively completely built out, we helped to identify and conceptualize new park facilities in areas that were previously unavailable, including a pocket park on Berkley's east side, a veteran's memorial park, and a linear park located along the western edge of the Roseland Park Cemetery connecting to Royal Oak. Most importantly, the Plan identified funding sources the City can utilize to help ease the financial burden of development costs, and allow Berkley to continue to provide world class recreation opportunities for its residents.







## PARKS, RECREATION, & LAND PRESERVATION MASTER PLAN Oakland Township



Situated in the middle of some of the fastest-developing land in southeast Michigan, Oakland Township's open spaces face intense development pressures. The Township has placed a premium on preserving their remaining undeveloped land and protecting rare and sensitive habitats, while simultaneously providing recreation opportunities for their residents to enjoy. In addition to a healthy park system, Oakland Township is home to the oldest rail-to-trail system in the state, the Paint Creek Trail, which attracts thousands of visitors yearly from across the state.

The Township has successfully used its recreation plans to obtain funding for key projects in recent years including trail improvements, playground upgrades, and acquisition of over 250 acres of scenic woodland and wetlands adjacent to existing park land. This acquisition will provide access to the existing park, and will continue ecological corridor with Stony Creek Metropark.







## PARKS & RECREATION MASTER PLAN City of Troy

With a population of nearly 85,000, the City of Troy is the largest city in Oakland County and the 13th largest in Michigan. With a fast growing population, demand for recreation amenities is high, and land available for park development is dwindling. Compounding the problem, like the rest of the state, Troy was hard hit by the 2008 recession. Budget cuts forced city administrators to drastically rethink recreation financing. The Recreation Plan showed how the City, through a series of creative initiatives, was able to find ways to continue maintenance of existing properties and actually add new recreation facilities.

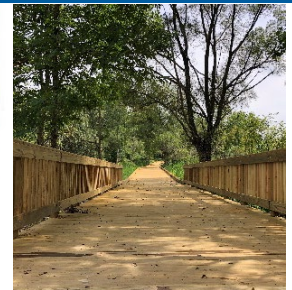
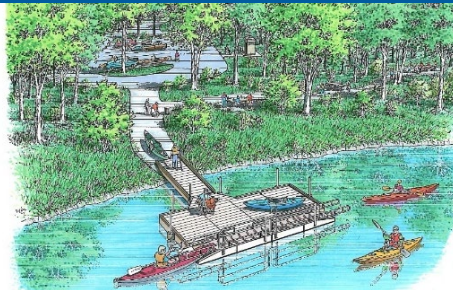
This creative energy led to new approaches in the Recreation Plan as well. Troy used an innovative series of pop-up meetings in conjunction with a well-advertised online survey to gather data for their plan. By setting up booths at the Farmer's Market, local festivals, City Council meetings, and other locations throughout the summer, the City was able to reach individuals who might otherwise have missed the opportunity to voice their concerns. This novel approach led in turn to high participation rates on the online survey, increasing confidence that the compiled data accurately reflected the collective will of City residents.

Key findings of the plan included a desire for expansion of the City's trail system, increased access to and preservation of the City's remaining natural areas, and development of Sylvan Glen Lake Park.





## City of Rochester Hills Innovation Hills



RENDERING BY RALPH NUNEZ

### Owner:

City of Rochester Hills  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309  
Mr. Ken Elwert, CPRE  
Director of Parks and Natural  
Resources  
(248) 656-4640

### HRC Project Number

20170822

### Scheduled Completion Date

August 2019

### Project Budget

\$3.5 million

### Project Team

Hubbell, Roth & Clark, Inc.  
T.R. Pieprzak  
Scott Sherman Nurseries

### Key Personnel

Lynne Seymour, PE  
Albert Mickalich, PE

### Notable Features

- ≡ Universal Design Boardwalk
- ≡ Universal Design Pathway
- ≡ Kayak Landing
- ≡ Vault Restroom
- ≡ Rain Garden
- ≡ Gazebo
- ≡ Stormwater Ponds

### PROJECT DESCRIPTION

Hubbell, Roth & Clark, Inc. (HRC) was retained by the City of Rochester Hills to provide engineering, structural design, surveying, material testing, and construction oversight for recreation, stormwater, and habitat enhancements at Innovation Hills, which is owned by the City. The location along the Clinton River, access from regional trails, and on-site natural resources made this park prime for improvement.

The HRC Team provided design, site plan development, MDEQ Joint permit application and SESC permit administration, and construction oversight for the design-build project.

The focal point of the project was a stormwater detention pond designed to be a water feature with waterfalls. Trails and boardwalks were designed to be Universal-Design compliant pedestrian pathways throughout the park and wetlands. Tree tagging and surveying were done to ensure minimal tree removal and to allow the path and boardwalk to meander naturally within the park.

Electrical service was designed and coordinated with DTE, and water lead extensions were designed to meet current and future park needs. A kayak landing is being constructed as well as a mounded sundial and gazebo. Additional amenities include rain gardens, interpretive signage, seating, Universal Design approved restrooms and drinking fountains, and landscape areas, thus establishing a sense of place and destination.

This project provided:

- ≡ Reductions in soil erosion and sedimentation
- ≡ Enhanced aquatic and terrestrial habitat
- ≡ Enhanced access to the water
- ≡ A multi-generational attraction to the City
- ≡ Demonstration of the City's sustainable parks and recreational development
- ≡ Water quality enhancement initiatives





## Delhi Charter Township Ram Trail, Phase I



### Owner

Delhi Charter Township  
2074 Aurelius Road  
Holt, Michigan 48842  
Ms. Tracy Miller  
Director of Community  
Development  
(517) 694-1289

### HRC Project Number

20130082

### Start Date

April 2013

### Actual Completion Date

November 2015

### Estimated Construction Cost

\$985,400

### Design Cost

\$145,000

### Contractor(s)

Kamminga & Roodvoets

### PROJECT DESCRIPTION

Delhi Charter Township, through the auspices of the Ingham County Road Department (ICRD), was awarded a \$1.4 million CMAQ grant for the construction of a 1.5-mile trail along Holt Road between Holt High School and Community School complex and an existing path system at Holt and Eifert Roads.

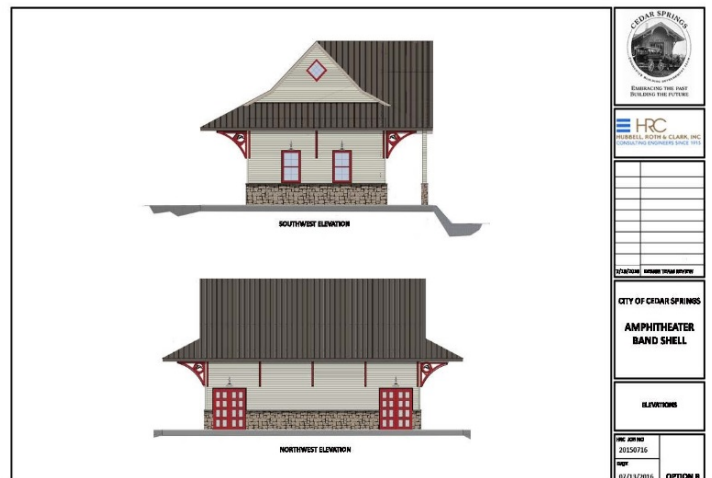
HRC provided professional engineering services for preliminary and construction engineering of the Ram Trail, Phase I. The trail design needed to account for the possibility of Holt Road being widened to a four-lane road as called for in the Ingham County Road Department Master Plan.

HRC responsibilities included:

- ≡ Conceptual layout of future four-lane and three-lane road with auxiliary lanes as needed
- ≡ Full topographic survey with emphasis on property lines
- ≡ Preliminary layout and design
- ≡ Easement acquisition to add a 17-foot to 33-foot right of way in compliance with all applicable state and federal laws and regulations
- ≡ Plans, specifications, and cost estimate for MDOT bid letting
- ≡ Pedestrian signal plans for three locations including pushbuttons
- ≡ Permitting including MDNR, ICRD, Ingham County Drain Commission, and State Historic Preservation Office
- ≡ Construction staking
- ≡ Construction observation
- ≡ Construction management
- ≡ Grant applications for Ram Trail, Phases 2 and 3



## City of Cedar Springs Municipal Park Buildings and Site Improvements



### Owner

Cedar Springs Community  
Building Development Team  
PO Box 210K  
251 W. Cherry Street  
Cedar Springs, MI 49319  
Mr. Kurt Mabie, Chairman

### PROJECT DESCRIPTION

HRC is currently working with the City of Cedar Springs, Michigan to assist the Community Building Development Team in the creation of a multi-phase downtown park. The existing site is made up of several parcels adjacent to the Cedar Creek, and contains flood plains, two artesian wells. It is also adjacent to the White Pines National Trail, which is of historic significance to the Community as it was once part of the Grand Rapids and Indiana Railroad Company (known as the Fishing Line — dating back to 1867) that ran through Kent County. The overall master plan includes a new Library, Amphitheater, Community Building, Fire Barn, Recreation Center, parking lots and pedestrian circulation.

HRC's role includes:

- ≡ Schematic design for Amphitheater Building modeled after historic train station and pedestrian boardwalk along river.
- ≡ Master Site Planning and Zoning Assistance
- ≡ MDEQ Permit Submittals
- ≡ Floodway and Flood plain evaluation
- ≡ MDNR Grant Application Assistance





Image source: Royal Oak Daily Tribune

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# REQUIRED DOCUMENTATION

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SECTION

7



## CITY OF BERKLEY MICHIGAN RECREATION PLAN DEVELOPMENT Basis of Award

Provide the name, title and contact information for the individual authorized to represent your company. Enter the amount of each component of the bid in the spaces provided below.

Submitted by CARLISLE/WORTMAN ASSOCIATES, INC.  
(company name, Address) 117 N FIRST ST, STE 70, ANN ARBOR, MI 48104 Date 3/18/2020

Contact person BENJAMIN CARLISLE Title PRINCIPAL  
Phone: 734.622.2200 Email bcarlisle@cwaplan.com

How many years has the company been in business? 32 years

Provide a not to exceed fee for services outlined in scope of services above \$16,690

If additional public meetings are necessary, please provide a cost per meeting \$90/hour





## CITY OF BERKLEY MICHIGAN RECREATION PLAN DEVELOPMENT Contractor References

*Use this form to provide the names, and contact information for three references (firms) for whom similar services have been provided in the past 2 years. Failure to provide qualified references may be grounds for disqualification of your bid.*

### **REFERENCE 1:**

COMPANY NAME: City of Troy

ADDRESS: 500 W Big Beaver Road, Troy, MI 48084

TELEPHONE: 248-524-3330

CONTACT PERSON: Mark Miller, City Manager

CONTRACT DATE: 2019

DESCRIPTION OF WORK: Recreation Plan development

### **REFERENCE 2:**

COMPANY NAME: Oakland Township

ADDRESS: 4393 Collins Road, Rochester, MI 48306

TELEPHONE: 248-651-7810, x 402

CONTACT PERSON: Mindy Milos-Dale, Parks & Recreation Director

CONTRACT DATE: 2019

DESCRIPTION OF WORK: Recreation Plan Development

### **REFERENCE 3:**

COMPANY NAME: City of Huntington Woods

ADDRESS: 26325 Scotia Road, Huntington Woods, MI 48070

TELEPHONE: 248-541-3030

CONTACT PERSON: Mary Gustafson, Parks & Recreation Director

CONTRACT DATE: 2019

DESCRIPTION OF WORK: Recreation Plan Development



# CITY OF BERKLEY MICHIGAN

## NON-COLLUSIVE AFFIDAVIT

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

STATE OF MICHIGAN  
COUNTY OF OAKLAND

SONYA SHEROSKI, 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 vendor 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

18 day of March 2020  
a notary public in and for said County.

Sonya Marie Sherosl.  
Notary Public

My commission expires: April 16, 2021

SONYA MARIE SHEROSKI  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF WASHTENAW  
My Commission Expires April 16, 2021  
Acting in the County of Washtenaw

Ben R. Carlisle  
Authorized Signature

Benjamin R. Carlisle  
Printed Name of Signatory

CWA  
Company Name

117 N. First Street  
Address

Ann Arbor mi 48104  
City State Zip Code

734-662-2200  
Area Code & Phone Number

*Please note: City of Berkley employees cannot notarize this document.*



**CITY OF BERKLEY MICHIGAN  
CONFLICT OF INTEREST DISCLOSURE FORM**

**Date:** MARCH 18, 2020

<b>Name:</b> BENJAMIN CARLISLE	<b>Title:</b> PRINCIPAL
<b>Company:</b> CARLISLE/WORTMAN ASSOC.	<b>Address:</b> 117 N. FIRST ST, STE 70 ANN ARBOR, MI 48104

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.

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       I have the following potential conflict of interest to report.

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

Signature:

Ben R. Carlisle

Date:

3-18-20



## CITY OF BERKLEY MICHIGAN HOLD HARMLESS AND INDEMNITY FORM

### 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 any time 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 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. In the event of any suit, action or proceeding, 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 sole negligence.

### PLEASE PRINT:

**CONTRACTOR NAME** CARLISLE/WORTMAN ASSOCIATES, INC.

**AUTHORIZED REPRESENTATIVE** BENJAMIN CARLISLE

**SIGNATURE** *Ben R. Carlisle*

**ADDRESS** 117 N FIRST ST, SUITE 70, ANN ARBOR, MI 48104

**PHONE** 734-662-2200

**WITNESS** SONYA SHEROSKI

**DATE** MARCH 18, 2020



**CITY OF BERKLEY MICHIGAN**  
**Iran Business Relationship Affidavit**

Effective April 1, 2013 all bids, proposals and/or qualification statements received in the State of Michigan must comply with the "Iran Economic Sanctions Act". The following certification is to be signed and included at time of submittal:

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.

Bur R. Cen  
Signature

Principal  
Title

CWA  
Company

3-18-20  
Date

April 20, 2020 City Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to approve the Cost Participation Agreement between the Board of Oakland County Road Commissioners and the City of Berkley for the 12 Mile Road Rehabilitation Project between Greenfield and Coolidge. The estimated total project cost is \$2,792,894 with Berkley responsible for \$180,212 from account 202-464-975-100.

Ayes:

Nays:

Motion:



# Transmittal Memo

To: Matthew Baumgarten, City Manager (via email)  
From: Derrick Schueller, DPW Director   
Cc: Mark Pollock, Finance Director (via email)  
Date: April 13, 2020  
Subject: RCOC Cost Participation Agreement for 12 Mile Road Rehabilitation Project  
April 20, 2020 City Council Meeting

As you know, the Road Commission for Oakland County (RCOC) is planning to rehabilitate 12 Mile Road from Greenfield to Coolidge starting later this spring. The one mile stretch of roadway is under County jurisdiction with the following improvements planned:

- Complete roadway reconstruction between Greenfield and Ellwood
- Milling and paving with 3" of new asphalt between Ellwood and Coolidge
- Reconstruction of side street approaches
- New curb and gutter at misc. locations
- Americans with Disabilities Act (ADA) compliant pedestrian crosswalks
- Pedestrian signal upgrades and new pavement markings

The estimated total construction cost is \$2,792,894 which is based on an April 3, 2020 public bid opening. Federal funding, under the National Highway Performance Program, will fund approximately \$2,097,131 of the total with the balance paid by Oakland County, RCOC and the City of Berkley. Berkley's estimated share of the costs is anticipated to be \$180,212.

According to RCOC, construction is tentatively scheduled to start in a couple months with the majority of the work completed before the end of the 2020 calendar year. Pedestrian and business access will be maintained throughout the project.

The reconstruction of 12 Mile between Greenfield and Ellwood will require a full road closure of 12 Mile with a detour posted. The resurfacing of 12 Mile between Ellwood and Coolidge will require a traffic shift with two-way traffic maintained on two lanes. RCOC is planning to share more specifics as it relates to the schedule and traffic control soon as these items are being coordinated with the low-bid contractor.

At this time RCOC is requesting signature of the attached Cost Participation Agreement between the Board of Oakland County Road Commissioners and the City of Berkley. Please note the City Attorney has approved the agreement and funds have been allocated in the Fiscal 2019-2020 Budget under Major Streets-Construction account number 202-464-975-100.

Feel free to call with any questions or concerns. Thank you.

Attachments  
DLS

J:\Roads\12 Mile Resurfacing from Greenfield to Coolidge\2020\Council\Trans Memo RCOC 12 Mile Cost Agreement 4-13-20.doc



Derrick Schueller <dschueller@berkleymich.net>

---

## Cost Participation Agreement for 12 Mile Road

---

Enders, Julie <jenders@rcoc.org>

Wed, Apr 8, 2020 at 3:02 PM

To: "dschueller@berkleymich.net" <dschueller@berkleymich.net>

Cc: "Noechel, Tom" <tnoechel@rcoc.org>

Attached is the cost participation agreement for the above referenced project.

Please print two copies and arrange for signatures on both sets but do not date. The signed agreements should be returned to my attention by US Mail as soon as possible. Our Board will return a fully executed original to you after their action.

Please reply to this email to confirm your receipt of the agreement.

If you have any questions, please feel free to call me.

**Julie Enders**

Programming Division | Engineering Aide

Road Commission for Oakland County

31001 Lahser Road

Beverly Hills, MI 48025

[jenders@rcoc.org](mailto:jenders@rcoc.org)

T: 248.645.2000 ext. 2213 | F: 248.645.0618

Report road concerns: 877-858-4804 or [www.rcocweb.org](http://www.rcocweb.org)



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**Project No. 54601 - 12 Mile Road, City of Berkley.pdf**  
280K

## **COST PARTICIPATION AGREEMENT**

### **CONSTRUCTION**

**12 Mile Road**

**500 Feet West of Greenfield Road to Coolidge Highway**

**City of Berkley**

**Board Project No. 54601**

This Agreement, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between the Board of County Road Commissioners of the County of Oakland, Michigan, hereinafter referred to as the BOARD, and the City of Berkley, hereinafter referred to as the COMMUNITY, provides as follows:

WHEREAS, the BOARD and the COMMUNITY, in cooperation with the Michigan Department of Transportation, hereinafter referred to as MDOT, have programmed the resurfacing of 12 Mile Road from 500 feet west of Greenfield Road to Coolidge Road, as described in Exhibit "A", attached hereto, and made a part hereof, which improvements involve roads under the jurisdiction of the BOARD and within the COMMUNITY, which improvements are hereinafter referred to as the PROJECT; and

WHEREAS, the estimated total cost of the PROJECT is \$2,792,894; and

WHEREAS, the BOARD will enter into a contract with MDOT for partial funding of the PROJECT with federal program dollars under the National Highway Performance Program in the amount of \$2,097,131; and

WHEREAS, the BOARD, as the requesting party therein, will be the party financially responsible to MDOT to bear all costs of the PROJECT in excess of federal funds, hereinafter referred to as the LOCAL SHARE; and

WHEREAS, the COMMUNITY'S share of said LOCAL SHARE involves certain designated and approved Tri-Party Program funding in the amount of \$169,174, which shall be paid through equal contributions by the BOARD, the COMMUNITY, and the Oakland County Board of Commissioners, hereinafter referred to as the COUNTY; and

WHEREAS, all the parties hereto have reached a mutual understanding regarding the cost sharing for the LOCAL SHARE and wish to commit that understanding to writing in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and in conformity with applicable law, it is hereby agreed between the COMMUNITY and the BOARD that:

1. The COMMUNITY approves of the PROJECT, declares its public necessity, and authorizes the BOARD and MDOT to perform or cause to be performed, and complete the PROJECT along with all administration in reference thereto.
2. The PROJECT shall include total payments to the contractor. Any costs incurred by RCOC prior to this agreement date shall be allowable.
3. The estimated total LOCAL SHARE is \$695,763 and shall be funded and invoiced simultaneously and proportionately as follows:
  - a. The COMMUNITY shall contribute all non-participating decorative stamped concrete costs, estimated in the amount of \$42,995. Any COMMUNITY non-participating decorative stamped concrete costs above \$42,995 shall be funded 100% by the COMMUNITY.
  - b. The BOARD shall contribute all non-participating irrigation costs, estimated in the amount of \$34,105. Any BOARD non-participating irrigation costs above \$34,105 shall be funded 100% by the BOARD.
  - c. The COMMUNITY shall contribute \$250,000 toward the participating LOCAL SHARE PROJECT costs and has elected to use \$169,174 in Tri-Party Program funds along with a contribution of \$80,826 to fund this share.
  - d. The BOARD shall contribute \$368,663 toward the participating LOCAL SHARE PROJECT costs.

- e. Any participating LOCAL SHARE PROJECT cost above \$618,663 will be funded 100% by the BOARD.
- 
- 4. Upon execution of this agreement, the BOARD shall submit an invoice to the COMMUNITY in the amount of \$180,212 (being 100% of the COMMUNITY'S Tri-Party contribution and their additional contribution).
  - 5. After execution of this agreement and approval by the COUNTY, the BOARD shall submit an invoice to the COUNTY in the amount of \$56,391 (being 100% of the COUNTY'S Tri-Party contribution).
    - a. The invoice shall be sent to:  
  
Lynn Sonkiss, Manager of Fiscal Services  
Executive Office Building  
2100 Pontiac Lake Road, Building 41 West  
Waterford, MI 48328
  - 7. The total actual LOCAL SHARE will be determined from the records of the BOARD upon completion of State financial audits of the PROJECT and a final determination of the total federal funds used on the PROJECT. Final adjustments in the financial obligations of the parties hereto will be made upon completion of the required audits.
  - 8. Upon receipt of said invoice(s), the COMMUNITY and the COUNTY shall pay to the BOARD the full amount thereof, within thirty (30) days of such receipt.



IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and date first written above.

BOARD OF ROAD COMMISSIONERS OF THE  
COUNTY OF OAKLAND  
A Public Body Corporate

By \_\_\_\_\_

Its \_\_\_\_\_

CITY OF BERKLEY

By \_\_\_\_\_

Its \_\_\_\_\_

**EXHIBIT A**  
**TRI-PARTY PROGRAM**

12 Mile Road

500 Feet West of Greenfield Road to Coolidge Highway

City of Berkley

Board Project No. 54601

Resurfacing of 12 Mile Road from 500 feet west of Greenfield Road to Coolidge Highway.

<b>ESTIMATED PROJECT COST</b>
-------------------------------

Contractor Payments - Participating	\$2,715,794
Contractor Payments - Board/Non-Participating	\$34,105
Contractor Payments - Community/Non-Participating	\$42,995
Less Federal Funds	<u>\$2,097,131</u>
Total Estimated Local Share	<u><u>\$695,763</u></u>

<b>COST PARTICIPATION BREAKDOWN</b>
-------------------------------------

	COMMUNITY	COUNTY	BOARD	TOTAL
FY2012 Tri-Party Program	\$4,733	\$4,733	\$4,734	\$14,200
FY2013 Tri-Party Program	\$4,587	\$4,588	\$4,587	\$13,762
FY2014 Tri-Party Program	\$4,112	\$4,112	\$4,111	\$12,335
FY2015 Tri-Party Program	\$4,107	\$4,107	\$4,108	\$12,322
FY2016 Tri-Party Program	\$7,972	\$7,972	\$7,972	\$23,916
FY2017 Tri-Party Program	\$7,980	\$7,980	\$7,981	\$23,941
FY2018 Tri-Party Program	\$7,729	\$7,729	\$7,729	\$23,187
FY2019 Tri-Party Program	\$7,595	\$7,595	\$7,594	\$22,784
FY2020 Tri-Party Program	\$7,576	\$7,575	\$7,576	\$22,727
Contribution - Participating	\$80,826	\$0	\$368,663	\$449,489
Contribution - Non-Participating	\$42,995	\$0	\$34,105	\$77,100
<b>TOTAL SHARES</b>	<b>\$180,212</b>	<b>\$56,391</b>	<b>\$459,160</b>	<b>\$695,763</b>

April 20, 2020 City Council Meeting


Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to award the contract for the 2020-2021 City-Wide Road Improvement Program to the lowest qualified bidder, Italia Construction, Inc. of Washington, Michigan, in an amount of \$1,594,607.10. In addition, allocate \$138,041.16 for construction engineering services to Hubbell, Roth & Clark and \$159,460.71 for construction contingencies.

Ayes:

Nays:

Motion:

# Transmittal Memo

To: Matthew Baumgarten, City Manager (via email)  
Cc: Mark Pollock, Finance Director (via email)  
From: Derrick Schueller, DPW Director   
Date: April 15, 2020  
Subject: 2020-2021 Citywide Road Improvement Program  
Recommendation for Award

With the successful passing of the Berkley Road Millage in late 2018, the City is generating approximately \$1.1 million each year for infrastructure improvements. The game plan for the first construction year (2020) and the second year (2021) is Citywide concrete repairs/patching to address some of the most deteriorated pavement areas.

Hubbell, Roth & Clark (HRC) previously completed a road surface condition survey (PASER) on all City-owned streets. As part of this survey, PASER road rankings were assigned and potential repair areas were noted. The engineers visited those spot locations again this past winter and gathered more details including quantities, bid items and photos (see general map, attached). HRC then prepared the full bid specifications and contract documents for public bidding via MITN/BidNet.

Sealed bids were received at City Hall on April 7, 2020 from ten (10) contractors (see attached bid tab). HRC has reviewed the bids and verified references. We concur with the recommendation of HRC and propose awarding the bid to the lowest-qualified bidder, Italia Construction of Washington, Michigan, in an amount of \$1,594,607.10.

At this time, we also recommend \$138,041.16 be approved for construction engineering services in accordance with the attached detailed proposal from HRC. Construction engineering covers many components including preconstruction/progress meetings, resident outreach and field coordination, shop drawing review and approval, contract alterations, material testing and certification, construction layout/staking, supplemental observation, pay estimates review and approval, GIS as-builts and project closeout. HRC has also recommended a 10% construction contingency of \$159,460.71 be added to the low bid amount for any unforeseen construction modifications.

The construction schedule will be determined soon after meeting with the contractor and engineering staff. In general, construction will begin this summer and wrap up for the year by November 2020. 2021 construction will start up again in the spring of 2021 with substantial completion on or before September 30, 2021.

Funding was previously allocated in the Road Millage Project Fund under the following accounts: 313-938-975-000 (Capital-Construction) and 313-938-821-000 (Capital-Engineering).

Feel free to contact our office with any questions or concerns.

Attachments DLS

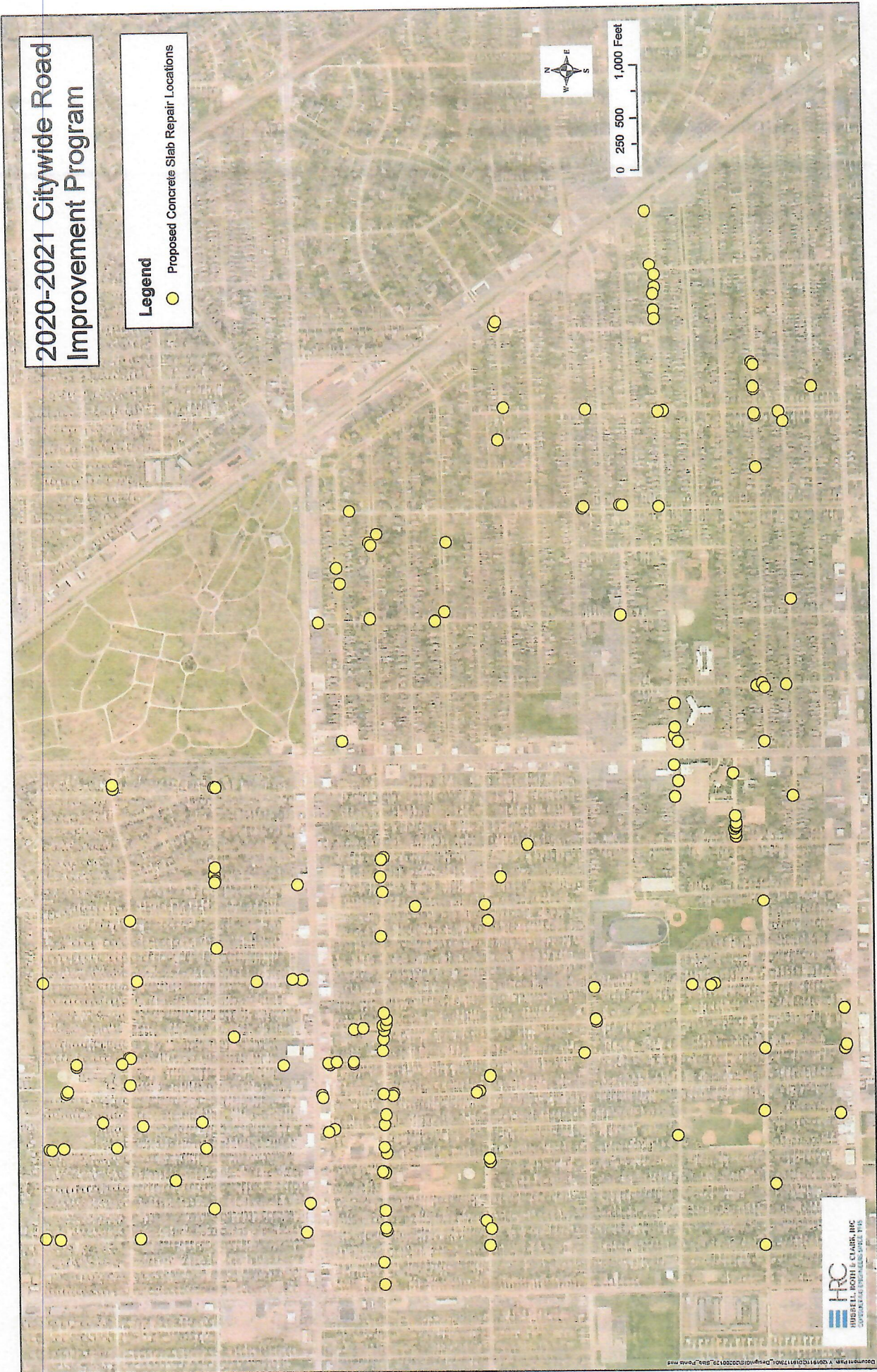
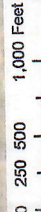
J:\Roads\Infrastructure Millage Passed November 2018\Year 1 2020 Year 2 2021\Council\Construction and CE\Trans Memo 2020-2021 Citywide Road Program Const CE 4-15-20.doc



# 2020-2021 Citywide Road Improvement Program

**Legend**

- Proposed Concrete Slab Repair Locations





**CITY OF BERKLEY**  
**"2020-2021 Citywide Road Improvement Program"**  
**For the Department of Public Works**  
***Bid Opening: Tuesday, April 7, 2020 @ 2 PM***

<b><u>Business Name</u></b>	<b><u>Address</u></b>	<b><u>Bid (Base Services)</u></b>	<b><u>Bid Bond</u></b>	<b><u>References</u></b>
Dilisio Contracting Inc.	23525 Lakepointe Drive Clinton Township, MI 48036	\$3,046,465.00	Yes	Yes
Dominic Gaglio Construction, Inc.	15347 Drysdale Southgate, MI 48195	\$2,225,627.50	Yes	Yes
Audia Concrete Construction, Inc.	2985 Childs Lake Road Milford, MI 48381	\$2,536,130.00	Yes	No
Metropolitan Concrete	6581 Metropolitan Parkway Sterling Heights, MI 48312	\$2,562,407.20	Yes	Yes
Goretski Construction Co.	4850 South Hill Road Milford, MI 48381	\$1,693,725.00	Yes	Yes
Lacaria Concrete Construction Inc.	3720 Central St. Detroit, MI 48210	\$2,776,861.00	Yes	Yes
Florence Cement Company	51515 Corridor Shelby Township, MI 48315	\$2,263,627.00	Yes	Yes
Great Lakes Contracting Solutions, LLC	2300 Edinburgh Waterford, MI 48328	\$2,150,895.75	Yes	Yes
Zuniga Cement Construction, Inc.	22500 Ryan Road Warren, MI 48091	\$1,802,417.00	Yes	Yes
Italia Construction Inc.	57151 Deer Cir. Washington, MI 48094	\$1,594,607.10	Yes	Yes



April 13, 2020

City of Berkley  
3338 Coolidge Highway  
Berkley, Michigan 48072

Attn: Mr. Derrick Schueller, Public Works Director  
Mr. Matthew Baumgarten, City Manager

Re: Recommendation for Award and Bid Tabulation  
2020-2021 Citywide Road Improvement Program

HRC Job No. 20191173

Ladies and Gentlemen:

We have reviewed the bids received on Tuesday, April 7, 2020 for the 2020-2021 Citywide Road Improvement Program and have found them to be in order. There were ten (10) bids received, and the low bidder was Italia Construction, Inc. of Washington, Michigan, with a total bid of **\$1,594,607.10**, which is below the Engineer's Preliminary Construction Estimate of \$2,073,245.00.

The general scope of work includes the full-depth removal and replacement of various sections of existing concrete pavement and integral curbs, miscellaneous base repairs, as well as the adjustment and/or minor rehabilitation of a small number of drainage structures (primarily catch basins, and potentially some manholes) on residential streets throughout the City. The scope also includes the removal and replacement of portions of existing sidewalk at various locations, on an as-needed basis.

The low bidder has submitted satisfactory references for similar road improvement projects completed for the cities of Madison Heights, Eastpointe, and Rochester.

Based on the above, this office recommends award of the Contract to Italia Construction, Inc. of Washington, Michigan, with a total bid of **\$1,594,607.10**, subject to the submission of the necessary bonds and insurance, which comply with the contract specifications. We also recommend that an additional 10% construction contingency (**\$159,460.71**) be added to the low bid amount. In addition, HRC proposes a not-to-exceed Construction Engineering budget of **\$138,041.16** also be adopted. A breakdown of the construction engineering costs is included in an attachment with this letter.

Based on the above, HRC recommends the City approve the total project construction budget for the 2020-2021 Citywide Road Improvement Program of **\$1,892,108.97** (not-to-exceed maximum, including costs for contingencies and construction engineering).

Enclosed, please find a copy of the Bid Tabulation for your records. If you have any questions or require any additional information, please contact the undersigned.

Delhi Township  
2101 Aurelius Rd.  
Suite 2A  
Holt, MI 48842  
517-694-7760

Detroit  
535 Griswold St.  
Buhl Building, Ste 1650  
Detroit, MI 48226  
313-965-3330

Grand Rapids  
1925 Breton Road SE  
Suite 100  
Grand Rapids, MI 49506  
616-454-4286

Howell  
105 W. Grand River  
Howell, MI 48843  
517-552-9199

Jackson  
401 S. Mechanic St.  
Suite B  
Jackson, MI 49201  
517-292-1295

Kalamazoo  
834 King Highway  
Suite 107  
Kalamazoo, MI 49001  
269-665-2005

Lansing  
215 S. Washington SQ  
Suite D  
Lansing, MI 48933  
517-292-1488

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Roland N. Alix, P.E.  
Vice President



Edward D. Zmich  
Project Engineer/Manager

EDZ/bht

Attachment: Bid Tabulation  
pc: City of Berkley; Shawn Young  
HRC; R. DeFrain; M. Grazioli, File



BID TABULATION  
2020-2021 CITY WIDE ROAD IMPROVEMENT PROGRAM  
CITY OF BERKLEY  
OAKLAND COUNTY, MICHIGAN

BIDS DUE: TUESDAY, APRIL 7, 2020  
HRC JOB NO: 20191173

Item	Quantity	Unit	Hubbell, Roth & Clark, Inc. 555 Hulet Dr. Bloomfield Hills, MI 48303 (248) 454-6300	Italia Construction, Inc. 57151 Deer Creek Ct Washington, MI 48094 (586) 405-1347	Goretski Construction Co. Zuniga Cement Construction Co. 4850 South Hill Rd. Milford, MI 48381 (248) 685-1404	Unit Price	Total Cost	Unit Price	Total Cost
1 Mobilization (Max 5%)	1	LS	\$98,000.00	\$43,000.00	\$65,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00
2 Soil Erosion and Sedimentation Control (Silt Sack installation, as required)	50	Ea	\$100.00	\$5,000.00	\$100.00	\$90.00	\$4,500.00	\$90.00	\$4,500.00
3 Pavt, Rem (incl. Sawcutting)	19,500	Syd	\$12.00	\$234,000.00	\$10.00	\$7.50	\$146,250.00	\$7.50	\$146,250.00
4 Driveway, Rem (incl. Sawcutting)	975	Syd	\$15.00	\$14,625.00	\$10.00	\$7.00	\$6,825.00	\$7.00	\$6,825.00
5 Sidewalk Ramp, Rem (incl. Sawcutting), if needed	115	Syd	\$12.00	\$1,380.00	\$10.00	\$11.00	\$1,265.00	\$11.00	\$1,265.00
6 Sidewalk, Rem (incl. Sawcutting), if needed	115	Syd	\$12.00	\$1,380.00	\$10.00	\$10.50	\$1,207.50	\$10.50	\$1,207.50
7 Excavation, Earth	6,700	Cyd	\$18.00	\$120,600.00	\$10.00	\$15.00	\$100,500.00	\$15.00	\$100,500.00
8 Subgrade Undercut, Type I Mod (incl. Excavation, Spoils Removal, and Furnishing, Placement, and Compaction of 8" of 1"x3" Crushed Concrete), as needed	220	Cyd	\$34.00	\$7,480.00	\$35.00	\$35.00	\$7,700.00	\$35.00	\$7,700.00
9 Aggregate Base, MDOT 21AA, Crushed Concrete, 4", CIP	4,200	Ton	\$20.00	\$84,000.00	\$20.00	\$30.00	\$126,000.00	\$30.00	\$126,000.00
10 Aggregate Base, 1" x 3", Crushed Concrete, 8", CIP	5,200	Ton	\$18.00	\$93,600.00	\$24.00	\$20.00	\$104,000.00	\$20.00	\$104,000.00
11 Adjust Structure	40	Ea	\$750.00	\$30,000.00	\$100.00	\$280.00	\$11,200.00	\$280.00	\$11,200.00
12 Reconstruct Structure (as required)	10	Ea	\$1,000.00	\$10,000.00	\$500.00	\$300.00	\$3,000.00	\$300.00	\$3,000.00
13 Sanitary Sewer Cover, EJJW 1040A w/ City logo (if needed)	3	Ea	\$600.00	\$1,800.00	\$450.00	\$400.00	\$1,200.00	\$400.00	\$1,200.00



BID TABULATION

2020-2021 CITY WIDE ROAD IMPROVEMENT PROGRAM  
CITY OF BERKLEY  
OAKLAND COUNTY, MICHIGAN

BIDS DUE: TUESDAY, APRIL 7, 2020  
HRC JOB NO: 20191173

Item	Quantity	Unit	Hubbell, Roth & Clark, Inc.		Italia Construction, Inc.		Goretzki Construction Co.		Zuniga Cement Construction Co.	
			Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
14 Water Supply Cover, EJIW 1040A w/ City logo (if needed)	3	Ea	\$600.00	\$1,800.00	\$935.00	\$2,805.00	\$450.00	\$1,350.00	\$400.00	\$1,200.00
15 Conc Pavt with Integral Curb, Grade P1, MOD, Nonreinf, 7 inch	16,700	Syd	\$55.00	\$918,500.00	\$53.00	\$885,100.00	\$48.50	\$809,950.00	\$52.75	\$880,925.00
16 Conc Pavt, Grade P1, MOD, Nonreinf, 7 inch	2,750	Syd	\$48.00	\$132,000.00	\$51.00	\$140,250.00	\$48.50	\$133,375.00	\$52.00	\$143,000.00
17 Driveway, Nonreinf Conc, Grade P1, MOD, 6 inch, if needed	975	Syd	\$55.00	\$53,625.00	\$48.00	\$46,800.00	\$50.00	\$48,750.00	\$50.00	\$48,750.00
18 Sidewalk Ramp, Conc, Grade P1, 6 inch, if needed	1,035	Sft	\$7.00	\$7,245.00	\$6.13	\$6,344.55	\$15.00	\$15,525.00	\$6.85	\$7,089.75
19 Sidewalk, Conc, Grade P1, 4 inch, if needed	1,035	Sft	\$6.00	\$6,210.00	\$4.93	\$5,102.55	\$5.00	\$5,175.00	\$5.85	\$6,054.75
20 Detectable Warning Surface (AlertCast Brick Red), if needed	20	Ea	\$350.00	\$7,000.00	\$235.00	\$4,700.00	\$185.00	\$3,700.00	\$150.00	\$3,000.00
21 Permit Allowance	1	LS	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
22 Lawn Restoration (3" Topsoil, Mulch Blanket, 14-Day Watering Period, and Repairs to all Irrigation Systems, as required)	1	LS	\$30,000.00	\$30,000.00	\$9,000.00	\$9,000.00	\$15,000.00	\$15,000.00	\$20,000.00	\$20,000.00
23 Traffic Maintenance and Minor Traffic Devices (incl. Flag Control)	1	LS	\$40,000.00	\$40,000.00	\$23,000.00	\$23,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
24 Color Audio-Video Route Survey	1	LS	\$15,000.00	\$15,000.00	\$5,300.00	\$5,300.00	\$25,000.00	\$25,000.00	\$15,000.00	\$15,000.00
25 Observation Crew Days	\$750	Day	200	\$150,000.00	33	\$24,750.00	40	\$30,000.00	65	\$48,750.00
<b>TOTAL BID AMOUNT:</b>			<b>\$2,073,245.00</b>		<b>\$1,594,607.10</b>		<b>\$1,693,725.00</b>		<b>\$1,802,417.00</b>	



BID TABULATION  
2020-2021 CITY WIDE ROAD IMPROVEMENT PROGRAM  
CITY OF BERKLEY  
OAKLAND COUNTY, MICHIGAN

BIDS DUE: TUESDAY, APRIL 7, 2020  
HRC JOB NO: 20191173

Item	Quantity	Unit	Hubbell, Roth & Clark, Inc. 555 Hulet Dr. Bloomfield Hills, MI 48303 (248) 454-6300	Italia Construction, Inc. 57151 Deer Creek Ct Washington, MI 48094 (586) 405-1347	Goretski Construction Co. Zuniga Cement Construction Co. 4850 South Hill Rd. Milford, MI 48381 (248) 685-1404	Unit Price	Total Cost	Unit Price	Total Cost
Other Bids									
4 Great Lakes Contracting Solutions, LLC			\$2,150,895.75						
5 Dominic Gaglio Construction, Inc.			\$2,225,627.50						
6 Florence Cement Co.			\$2,263,627.00						
7 Audia Concrete Construction, Inc.			\$2,536,130.00						
8 Metropolitan Concrete			\$2,562,407.25						
9 Lacaria Concrete Construction			\$2,778,530.00 *						
10 DiLisio Contracting, Inc.			\$3,046,465.00						

\* Corrected By Engineer

ENGINEER:

Hubbell, Roth & Clark, Inc.  
555 Hulet Dr  
P.O. Box 824  
Bloomfield Hills, MI 48303-0824



**JOB NUMBER:** 201911173

**PROJECT NAME** 2020/2021 Citywide Road Improvement Program - CE Services

**PRINCIPAL** R. Alix

**ASSOCIATE** E. Zmich

**DATE** April 10, 2020



JOB NUMBER: 20191173  
PROJECT NAME 2020/2021 Citywide Road Improvement Program - CE Service

PRINCIPAL	<b>R. ALIX</b>
ASSOCIATE	<b>E. Zmich</b>
DATE	<b>April 10, 2020</b>

	Testing Coordinator			Testing Technician I			Construction Observer Supervisor			Survey - Sr. Party Chief			TOTAL	
	RATE	FEE	HRS	RATE	FEE	HRS	RATE	FEE	HRS	RATE	FEE	HRS	FEE	HRS
TASK	77.43			59.16			116.58			106.14				
TASK NO.														
1A	Contract Administration & Pay Applications													
1B	Meetings (City Council, Pre-Con, Progress & Closeout)													
1C	Public Outreach/Resident Coordination													
2A	Construction Engineering & Contractor Submittal Reviews													
2B	Supplemental Construction Observation													
3	Construction Layout / Staking													
4	Material Testing													
5	As-Builts and Incorporation into GIS Data Base													
SUBTOTAL Construction Engineering														
	40	\$3,097.20		200	\$11,832.00		40	\$4,663.20		50	\$5,307.00	1,526	\$138,041.16	



April 20, 2020 City Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember  
\_\_\_\_\_ to declare the intention to vacate portion of public alley and schedule a public  
hearing relative to portion of alley located west of Woodward Ave. and north of Eaton Road.

Ayes:

Nays:

Motion:

## **RESTATED AND AMENDED COLLABORATION AGREEMENT**

This Restated and Amended Collaboration Agreement (herein "Agreement"), with an effective date of FEB 7, 2019, is made among the City of Berkley ("City"), a municipal corporation, whose address is 3338 Coolidge Hwy., Berkley, MI 48072; 27799 Woodward, LLC ("Vinsetta"), whose address is 90 N. Main St., Clarkston, MI 48346, as the successor-in-interest to Vinsetta Garage Holding LLC; and Lugo Properties, LLC ("Lugo"), whose address is 40700 Woodward Ave., Ste. 250, Bloomfield Hills, MI 48304.

Whereas, the City, Vinsetta Garage Holding LLC, and Lugo entered into an Agreement entitled, *Collaboration Agreement Among City of Berkley, Vinsetta Garage Holding, LLC and Lugo Properties, LLC, Concerning Creation of Off-Street Parking on Eaton Road Property* (the "Collaboration Agreement"), with an April 4, 2016 effective date; and

Whereas, in 2018, Lugo withdrew from the Collaboration Agreement; and

Whereas, the City, Vinsetta (as successor-in-interest to Vinsetta Garage Holding LLC) and Lugo now mutually desire to enter into a restated and amended Collaboration Agreement with the modified and additional terms herein.

THEREFORE, based on the mutual benefits and considerations provided for therein, the City, Vinsetta and Lugo hereby agree to restate and amend the Collaboration Agreement as follows;

Vinsetta owns the real property parcels at 1010 and 1046 Eaton, and Lugo owns 1036 Eaton; and

Vinsetta and Lugo desire to exchange portions of, reconfigure, improve and use these 3 parcels for off-street parking lots for their businesses located at 27799 Woodward and 27861 Woodward, respectively; and

The City deems it is in the public interest to encourage, facilitate and assist Vinsetta and Lugo, through this Collaboration Agreement, to create additional, nearby off-street parking for their businesses in the manner proposed.

Therefore, the parties agree:

1. Vinsetta and Lugo will cooperate (time being of the essence) to effect an exchange, combination, division and reconfiguration of the 3 Eaton parcels to create 2 resulting legal parcels, split north and south, as shown in attached Exhibit A, with the southern portion (fronting on Eaton Road) to be owned by Vinsetta (the "Vinsetta Parcel"), and the northern portion (fronting on the bank property to the north and the public alley to the east) to be owned by Lugo (the "Lugo Parcel"). The City will assist, at its cost, with preparing, delivering and recording any necessary documents of conveyance to effectuate this exchange of property. The boundary survey and legal description attached as Exhibit A shall be used for all purposes concerning this Agreement and for processing the Application for land division/combination and reconfiguration for review or approval.

2. Vinsetta will grant Lugo an easement across the Vinsetta Parcel in connection with development of the Lugo Parcel, in order to connect the Lugo Parcel to the storm drain and/or public utilities located on Eaton. The easement agreement attached as Exhibit B will be recorded with the conveyance documents contemplated herein upon fulfillment of the terms and conditions of this Agreement. Lugo will grant Vinsetta an easement across the Lugo Parcel in connection with development of the Vinsetta Parcel, in order to connect the Vinsetta Parcel to the Ameritech Easement and DTE electric pole and meter located on the Lugo Parcel. The easement agreement attached as Exhibit C will be recorded with the conveyance documents contemplated herein upon fulfillment of the terms and conditions of this Agreement.

3. The parties shall execute any and all documents necessary to fulfill their respective obligations as recited in this Agreement and all such documents shall be held in escrow by the Title Company (defined below) pursuant to the escrow instructions set forth hereinbelow. The exchange of property shall be completed and all documents shall be recorded within 30 days after all of the following conditions have occurred; (a) the City approves the land division/combination and obtains tax parcel identification numbers; (b) the site plan for the parking lot on the Vinsetta parcel has been approved by the City, and (c) Vinsetta shall have completed the requirements set forth in Paragraph 5 below.

4. The City will resolve to discontinue, abandon and vacate the portion of the public alley adjacent to and behind Lugo's property at 27861 Woodward to cause the vacated portion of the public alley to attach to and become part of Lugo's adjacent property by way of a warranty deed. It is the parties' intention that by including the portion of the alley to be vacated, the exchange, division and reconfiguration of the three (3) Eaton parcels will leave Vinsetta and Lugo with parcels approximately equal in size to the real property they are each contributing for the land division/combination, so that neither party ends up with less land than they currently own and are contributing to the division/combination. Vacating the alley shall only take place if the conditions in 3(a)-(c) above are met, and no portion of the vacated alley shall interfere with or impair the ingress, egress, and traffic circulation to and from Vinsetta's parcel to Eaton Street or the non-vacated portion of the alley. Nothing in this Agreement is intended, nor shall it be construed, to grant or imply any right of ingress or egress over or through the Lugo Parcel or Lugo's property located at 27861 Woodward or the vacated portion of the alley.

5. Vinsetta will be responsible, at Vinsetta's sole cost, and in compliance with the City's ordinary and customary residential property demolition permit requirements, for the simultaneous demolition and removal of any existing structures, trees, and landscaping on both the Vinsetta and Lugo parcels so that both parcels are vacant dirt parcels prior to commencement of any improvements on the Vinsetta parcel. Lugo hereby agrees to permit Vinsetta to perform and Vinsetta shall perform the demolition and removal of the existing structures on the Lugo parcel.

(a) As part of the work to be performed in order to deliver the Lugo Parcel (Vinsetta's Work"), Vinsetta, at Vinsetta's sole cost and expense, shall:

(i) demolish and remove from the Lugo Parcel any and all existing buildings, structures, foundations, footers, slabs, asphalt, curbing, water meters, trees and landscaping in order to deliver the Lugo Parcel to Lugo as described below;

(ii) clear and grade the Lugo Parcel as required by the City's demolition permit criteria and remove from the site any excess fill, rock and/or debris;

(iii) any basement and footings excavations and other holes on the Lugo Parcel shall be filled with clean soil and graded to match the existing grade so that it is a flat and level area. The property shall be seeded. Underground pipes and utilities will not be removed and any existing underground water and sewer lines shall be capped at their main;

and

(v) obtain any and all necessary permits and install any and all erosion, silt, and dust controls required by the City to complete all of the foregoing.

(b) All Vinsetta's Work shall be performed in compliance with all applicable laws and ordinances, in a good and workmanlike and lien-free manner, and in accordance with industry standards. Vinsetta shall be responsible for the supervision of such construction work, but shall advise Lugo as to all elements of the work and its progress as it relates to the Lugo Parcel. Lugo may visit the Lugo Parcel to inspect the progress and performance of the work and the materials furnished to determine whether such work is being performed in accordance herewith.

(c) Vinsetta shall provide full unconditional lien waivers for any and all of Vinsetta's Work when completed and hereby agrees to indemnify and defend Lugo from and against any and all claims, liens, and causes of action which may in any way arise out of Vinsetta's Work and or any of the work performed by Vinsetta on either the Vinsetta Parcel and/or the Lugo Parcel arising in any way from the acts or omission of Vinsetta. This provision shall survive any termination or expiration of this Agreement and shall be subject to applicable statute of limitation periods. Vinsetta, during the demolition process and until approval by the City of completion of the demolition, shall maintain general liability insurance with limits of \$3 Million Dollars, naming Lugo as an additional insured.

6. Vinsetta shall, as soon as reasonably possible after the land combination/division, reconfiguration, and rezoning are approved, and in accordance with any applicable time limitations set forth in the Consent Judgment between the City and 27799 Woodward, LLC involving the Oxford Parking Lot Property (herein "Consent Judgment"), Oakland County Circuit Court, Case No. 2017-159355-CZ, file for site plan approval for its parking and related improvements. After receiving site plan approval from the City, Vinsetta will obtain any necessary permits and commence and diligently proceed, cooperatively with or separately from Lugo, to construct parking and related improvements on its respective portions of the reconfigured Vinsetta Parcel in accordance with the approved site plan(s). It is anticipated that Lugo will proceed to develop and construct the parking lot on its parcel at a later date as determined by Lugo. All construction shall be done in accordance with applicable City codes and regulations. Vinsetta and Lugo, in their sole discretion, may construct and use their parking areas on a shared use arrangement or separately, as they may mutually agree in the future.



7. The City, at the City's sole cost and expense, shall retain the services of ATA National Title Group, 36800 Gratiot Avenue, Clinton Township, Michigan 48035 (the "Title Company") for the purpose of delivering policies of title insurance showing clear title to the properties, drafting of closing and transfer documents, and for the purpose of holding all of the foregoing in escrow as escrow agent until such time that all of the requirements of Paragraph 3 have been fulfilled and ninety (90) days after Vinsetta completes Vinsetta's Work as required in Paragraph 5 and delivers any and all lien waivers and other documents required by the Title Company to insure clear title to the Lugo Parcel. The parties shall deposit fully executed and acknowledged recordable deeds, easement agreements, and other documents which will transfer the respective portions of their properties as contemplated by this Agreement. The Title Company shall release, record and close on the transactions contemplated by this Agreement as the case may be upon the satisfaction of the foregoing and the City has indicated that the Vinsetta Parcel and the Lugo Parcel are in full compliance with the City's requirements and pursuant to this Agreement. In the event that Vinsetta has not completed its obligations as required by this Agreement or if for any reason not the fault of Lugo the escrow is not closed within 180 days after the date of the full execution of this Agreement (except for the 90-day waiting period for the elimination of liens and any weather delays) and subject to the time periods contained in the Consent Judgment, the later date of which shall apply, Lugo shall have the right to terminate this Agreement and the items placed in escrow by Lugo and Vinsetta shall be returned to each respective party and neither party shall have any further obligation to the other. The foregoing notwithstanding, if Vinsetta has begun to perform under this Agreement but fails to complete its demolition requirements, and any lien is attached to the property, or there is otherwise a charge or assessment arising out of the acts or omissions of Vinsetta, its contractors, and or agents and representatives, and this Agreement is terminated by Lugo in accordance with the terms referenced above, Vinsetta shall bond over or indemnify and hold Lugo harmless from and against any such claims.

8. There is no other or additional consideration for this Agreement and the parties' mutual promises, rights and obligations hereunder beyond what is set forth herein. Nothing in this Agreement shall impair, release, or waive Vinsetta's or its affiliated or related companies' rights and interests in its Oxford street lots.

9. Any breach, dispute or enforcement of the parties' rights and obligations under this Agreement shall be adjudicated in the 44th District Court or 6th Circuit Court in Oakland County, as applicable. In addition to any available remedies at law, and regardless of the adequacy of those remedies, the parties may obtain equitable relief to enforce rights and obligations under this Agreement.

10. The mutual promises, rights and obligations under this Agreement shall run with the land and shall inure to the benefit of, and be binding on, the parties and their successors, assigns and grantees.

11. This Agreement comprises the entire agreement and understanding among the parties with respect to the subject matter contained in the Agreement. Any amendment or supplementation thereof shall be in writing signed and dated by the parties.

12. Following the partial vacating and abandonment of the subject public alley pursuant to this Agreement, the City agrees to not vacate the remaining portion of the alley, and agrees to keep open for vehicular access, the remaining segment of the alley all the way to Eaton Street. The City further agrees that after the partial vacating of the alley, Lugo may install a gate across the vacated portion of the alley, subject to Lugo obtaining any necessary permit(s) or site plan approvals from the City. The City will reasonably seek to accommodate such plans for the installation of a gate, and such gate where installed shall not encroach upon the parking or ingress and egress to or from the parking on the Vinsetta Parcel.

13. In the event that any existing utility easement or utility lines, poles or guy wires are located on any portion of the Lugo Parcel or that portion of the vacated alley which Lugo intends to use for the purpose of parking and such items cause the loss of one or two parking spaces due to their location, the City shall count such lost spaces in determining any off-street parking requirements for any of Lugos' future development of the Lugo property.

The Parties further agree to proceed diligently, in good faith, and without undue delay to implement and fulfill the Collaboration Agreement.

**27799 Woodward, LLC**

By: 

Its: Auth. Member

Date: 2/6/20

**Lugo Properties, LLC**

By: 

Its: Maribel Member

Date: 2-7-2020

**City of Berkley**

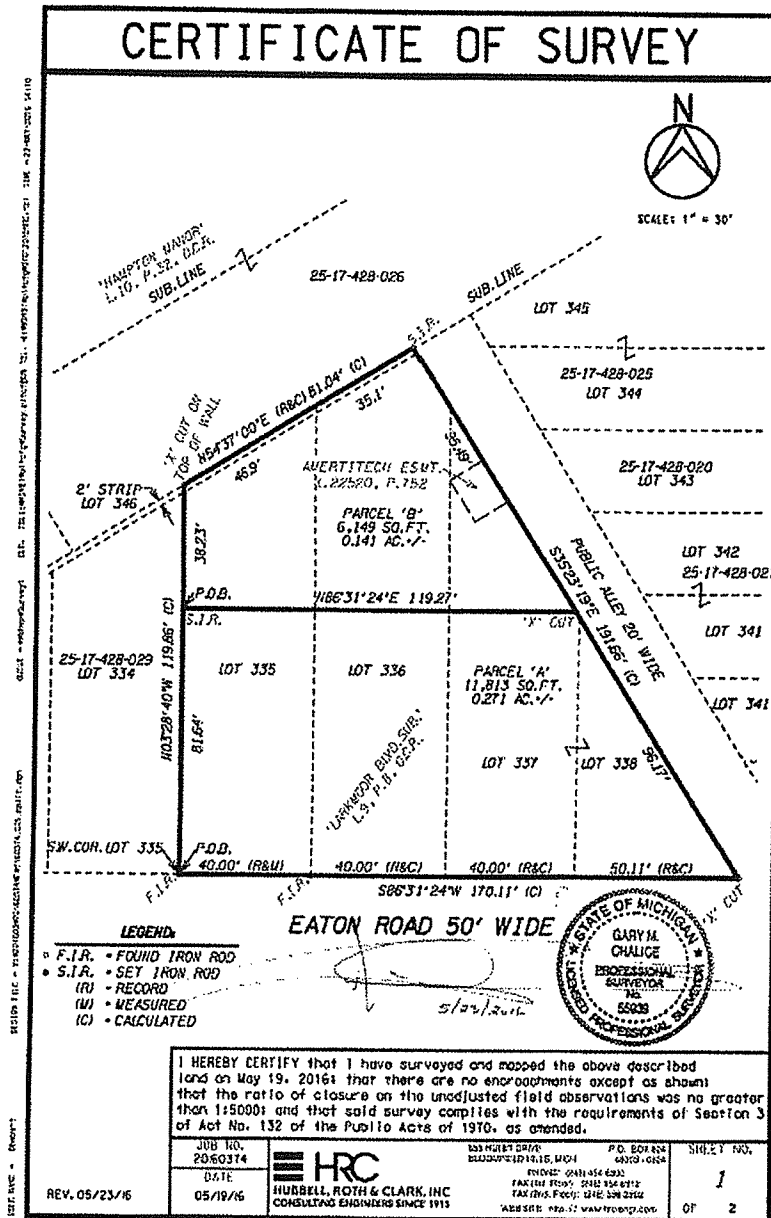
By: 

Its: Mayor

Date: 02/05/2020

# EXHIBIT “A”

# EXHIBIT A





Lots 335, 336, 337 and 338 and that part of Lot 346 which lies adjacent to the Northerly line of said Lots 335 and 336 of "Larkmoor Boulevard Subdivision" of part of Sections 18 and 17, T.1N., R.11E., Range of Oak Township (now City of Berkley), Oakland County, Michigan, as recorded in Liber 9 of plats, Page 8, Oakland County Records.

DESCRIPTION OF PARCEL 'A'

DESCRIPTION OF PARCEL 'B'

Part of Lots 335, 336, 337 and 346 of "Larkmoor Boulevard Subdivision" of part of Sections 16 and 17, T.1N., R.11E., Royal Oak Township (now City of Berkley), Oakland County, Michigan, as recorded in Liber 9 of plats, Page 8, Oakland County Records, described at: Beginning at a point distant N03°28'40"W 81.64 feet along the West lot line of said Lot 335 from the Southwest corner of said Lot 335 for a Point of Beginning; thence continuing along said lot line N03°28'40"W 38.23 feet extended to the Northernly lot line of said Lot 346; thence along said lot line N54°37'00"E 81.04 feet to a point on the Westerly right of way line of 20 foot wide public alley; thence along said right of way line S35°23'19"E 95.49 feet; thence S86°31'24"W 119.27 feet to the Point of Beginning. Said description contains 6,149 square feet, or 0.141 acres, more or less.

# EXHIBIT “B”

EXHIBIT B  
EASEMENT

**EASEMENT FOR STORM WATER DRAINAGE AND UTILITIES**

In consideration of One Dollar (\$1.00), 27799 Woodward, LLC ("Grantor"), a Michigan limited liability company, whose address is 90 N. Main Street, Clarkston, MI 48346, grants to Lugo Properties, LLC ("Grantee"), a Michigan limited liability company, whose address is 40700 Woodward Ave., Suite 250, Bloomfield Hills, MI 48304, a private, non-exclusive, perpetual easement for purposes of storm water drainage and utilities, over, upon, across, in, and through Grantor's Property which is described in attached Exhibit A.

This easement is for the benefit of Grantee's Property described in attached Exhibit B. Grantee, in connection with Grantee's future development and use of Grantee's Property shall be permitted to convey storm water over, across, through and under Grantor's Property in order to connect and discharge to public drainage or sewage facilities on Eaton Road. Grantee shall similarly be permitted to extend utility service lines over, across, through and under Grantor's Property in order to connect to public utilities on Eaton Road.

Grantor shall not unreasonably obstruct, impede or interfere with storm water drainage or utilities from Grantee's Property. However, as part of an approved site plan, the Grantor may construct and/or install surface improvements to the property, including paved driveways, parking, walls, lights, walkways, landscaping, utilities, and/or similar improvements for Grantor's development and use of Grantor's Property as an off-street parking lot. And, Grantee shall convey Grantee's storm water drainage and shall design and construct Grantee's utility service lines to not unreasonably interfere with Grantor's development and operation of said parking lot. At no time shall Grantee permit storm water from Grantee's Property to obstruct, hinder, impede, erode, or flood Grantor's Property and parking lot. In the event that Grantor has completed its improvements to Grantor's property and Grantee disrupts the parking or use of the Grantor's parcel for any easement or utility construction to service its parcel, then Grantee shall be responsible for the repair or replacement, as applicable, of any damage or destruction to Grantor's Property at Grantee's sole cost, and with such repairs or replacement to be approved by Grantor and completed within thirty (30) days of completion of the Grantee's easement and utility construction, time being of the essence. In no event shall any easement or utility construction result in permanent loss of any of Grantor's parking spaces nor shall Grantor erect any buildings on the easement area which would restrict Grantee from enjoying the benefit of this Agreement.

Grantee shall be permitted to enter upon Grantor's Property for the purpose of exercising the rights and privileges granted herein. This Easement does not grant or convey to Grantee any right of ownership, possession or use of Grantor's Property.

This instrument shall run with the land and shall be binding upon and inure to the benefit of the Grantor, Grantee, and their respective heirs, representatives, successors and assigns.

GRANTOR:  
27799 Woodward, LLC

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_, 2019

STATE OF MICHIGAN     )  
                                      )SS  
COUNTY OF OAKLAND    )

On \_\_\_\_\_, 2019, before me personally appeared the above named \_\_\_\_\_, the \_\_\_\_\_ of 27799 Woodward, LLC, to me known to be the person described in and who executed the foregoing instrument and acknowledged that they executed the same on behalf of the company.

\_\_\_\_\_  
Notary Public,                     County, MI  
Acting in \_\_\_\_\_ County, MI  
My commission expires:

GRANTEE:  
Lugo Properties, LLC

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_, 2019

STATE OF MICHIGAN     )  
                                      )SS  
COUNTY OF OAKLAND    )

On \_\_\_\_\_, 2019, before me personally appeared the above named \_\_\_\_\_, the \_\_\_\_\_ of Lugo Properties, LLC, to me known to be the person described in and who executed the foregoing instrument and acknowledged that they executed the same on behalf of the company.

\_\_\_\_\_  
Notary Public,                     County, MI  
Acting in \_\_\_\_\_ County, MI  
My commission expires



Drafted by, and Return to:  
John D. Staran, Esq.  
2055 Orchard Lake Road  
Sylvan Lake, MI 48320

**EXHIBIT A**

**DESCRIPTION OF GRANTOR'S PROPERTY**

Lot 338 part of Lots 335, 336 and 337 of "Larkmoor Boulevard Subdivision" of part of Sections 16 and 17, T.1N., R.11E., Royal Oak Township (now City of Berkley), Oakland County, Michigan, as recorded in Liber 9 of plats, Page 8, Oakland County Records, described at: Beginning at the Southwest corner of said Lot 335; thence N03°28'40"W 81.64 feet along the West lot line of said Lot 335; thence N86°31'24"E 119.27 feet to a point on the Westerly right of way line of 20 foot wide public alley; thence along said right of way line S35°23'19"E 96.17 feet to the Southeast corner of said Lot 338; thence S86°31'24"W 170.11 feet along the South line of said Lots 335 thru 338 inclusive to the Point of Beginning. Said description contains 11,813 square feet, or 0.271 acres, more or less.

## **EXHIBIT B**

### **DESCRIPTION OF GRANTEE'S PROPERTY**

Part of Lots 335, 336, 337 and 346 of "Larkmoor Boulevard Subdivision" of part of Sections 16 and 17, T.1N., R.11E., Royal Oak Township (now City of Berkley), Oakland County, Michigan, as recorded in Liber 9 of plats, Page 8, Oakland County Records, described at: Beginning at a point distant N03°28'40"W 81.64 feet along the West lot line of said Lot 335 from the Southwest corner of said Lot 335 for a Point of Beginning; thence continuing along said lot line N03°28'40"W 38.23 feet extended to the Northerly lot line of said Lot 346; thence along said lot line N54°37'00"E 81.04 feet to a point on the Westerly right of way line of 20 foot wide public alley; thence along said right of way line S35°23'19"E 95.49; thence S86°31'24"W 119.27 feet to the Point of Beginning. Said description contains 6,149 square feet, or 0.141 acres, more or less.

# EXHIBIT "C"



**EXHIBIT "C"**  
**DTE EASEMENT**

**EASEMENT FOR DTE ELECTRIC POLE AND AMERITECH**

In consideration of One Dollar (\$1.00), Lugo Properties, LLC ("Grantor"), a Michigan limited liability company, whose address is 40700 Woodward Ave., Suite 250, Bloomfield Hills, MI 48304 grants to 27799 Woodward, LLC ("Grantee"), a Michigan limited liability company, whose address is 90 N. Main Street, Clarkston, MI 48346, a private, non-exclusive, perpetual easement for purposes of access to the DTE electric pole and Ameritech easement over, upon, across, in, and through Grantor's Property which is described in attached Exhibit A.

This easement is for the benefit of Grantee's Property described in attached Exhibit B. Grantee, in connection with Grantee's future development and use of Grantee's Property shall be permitted to access through and under Grantor's Property in order to connect to the DTE electric pole and Ameritech easement on Grantor's property.

Grantee shall not unreasonably obstruct, impede or interfere with any use upon or any utilities from Grantor's Property. In the event that Grantor has completed its improvements to Grantor's property and Grantee disrupts the parking or use of the Grantor's parcel for any easement or construction to service its parcel, then Grantee shall be responsible for the repair or replacement, as applicable, of any damage or destruction to Grantor's Property at Grantee's sole cost, and with such repairs or replacement to be approved by Grantor and completed within thirty (30) days of completion of the Grantee's easement and construction, time being of the essence. In no event shall any easement or construction result in permanent loss of any of Grantor's contemplated parking spaces.

Grantee shall be permitted to enter upon Grantor's Property for the purpose of exercising the rights and privileges granted herein. This Easement does not grant or convey to Grantee any right of ownership, possession or use of Grantor's Property.

This instrument shall run with the land and shall be binding upon and inure to the benefit of the Grantor, Grantee, and their respective heirs, representatives, successors and assigns.

GRANTEE:  
27799 Woodward, LLC

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_, 2019

STATE OF MICHIGAN    )  
                                  )SS  
COUNTY OF OAKLAND    )

On \_\_\_\_\_, 2019, before me personally appeared the above named \_\_\_\_\_, the \_\_\_\_\_ of 27799 Woodward, LLC, to me known to be the person described in and who executed the foregoing instrument and acknowledged that they executed the same on behalf of the company.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, MI  
Acting In \_\_\_\_\_ County, MI  
My commission expires \_\_\_\_\_

GRANTOR:  
Lugo Properties, LLC

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_, 2019

STATE OF MICHIGAN     )  
                                      )SS  
COUNTY OF OAKLAND    )

On \_\_\_\_\_, 2019, before me personally appeared the above named \_\_\_\_\_, the \_\_\_\_\_ of Lugo Properties, LLC, to me known to be the person described in and who executed the foregoing instrument and acknowledged that they executed the same on behalf of the company.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, MI  
Acting In \_\_\_\_\_ County, MI  
My commission expires \_\_\_\_\_

Drafted by, and Return to:  
Tom Kalas, Esq.  
31350 Telegraph Road, Ste. 201  
Bingham Farms, MI 48025

248-731-7243

## **EXHIBIT A**

### **DESCRIPTION OF GRANTOR'S PROPERTY**

Part of Lots 335, 336, 337 and 346 of "Larkmoor Boulevard Subdivision" of part of Sections 16 and 17, T.1N., R.11E., Royal Oak Township (now City of Berkley), Oakland County, Michigan, as recorded in Liber 9 of plats, Page 8, Oakland County Records, described at: Beginning at a point distant N03°28'40"W 81.64 feet along the West lot line of said Lot 335 from the Southwest corner of said Lot 335 for a Point of Beginning; thence continuing along said lot line N03°28'40"W 38.23 feet extended to the Northerly lot line of said Lot 346; thence along said lot line N54°37'00"E 81.04 feet to a point on the Westerly right of way line of 20 foot wide public alley; thence along said right of way line S35°23'19"E 95.49; thence S86°31'24"W 119.27 feet to the Point of Beginning. Said description contains 6,149 square feet, or 0.141 acres, more or less.

## **EXHIBIT B**

### **DESCRIPTION OF GRANTEE'S PROPERTY**

Lot 338 part of Lots 335, 336 and 337 of "Larkmoor Boulevard Subdivision" of part of Sections 16 and 17, T.1N., R.11E., Royal Oak Township (now City of Berkley), Oakland County, Michigan, as recorded in Liber 9 of plats, Page 8, Oakland County Records, described at: Beginning at the Southwest corner of said Lot 335; thence N03°28'40"W 81.64 feet along the West lot line of said Lot 335; thence N86°31'24"E 119.27 feet to a point on the Westerly right of way line of 20 foot wide public alley; thence along said right of way line S35°23'19"E 96.17 feet to the Southeast corner of said Lot 338; thence S86°31'24"W 170.11 feet along the South line of said Lots 335 thru 338 inclusive to the Point of Beginning. Said description contains 11,813 square feet, or 0.271 acres, more or less.



## John D. Staran

---

**From:** John D. Staran  
**Sent:** Wednesday, February 12, 2020 3:20 PM  
**To:** Baumgarten, Matt (mbaumgarten@berkleymich.net)  
**Subject:** Berkley/Vinsetta Garage/Lugo --- alley vacation  
**Attachments:** 2020.02.12 Ltr. to Village Council re ROW Vacation Procedure.pdf; doc02955820200212140108.pdf; doc02955920200212140121.pdf; Resolution of Intent to Vacate.docx; Notice for Public Hearing on Proposed Vacation.docx; Resolution Vacate Public Alley Portion.docx; f160374\_Sketch\_Vacate.pdf

Matt: Relating to the Reinstated and Amended Collaboration Agreement for parking lot on Eaton, please see the attached letter and other attachments concerning the City's responsibility under the Agreement to vacate a portion of the alley west of Woodward, north of Eaton. Consideration of the advisability of vacating the public alley segment should be penciled –in for the next City Council meeting if possible. As my letter explains, it will be a 2-step process, with the Council first adopting a resolution declaring its intention to vacate the alley and scheduling a public hearing (at least 30 days later), and second, holding the public hearing followed by adopting a resolution to vacate. Afterward, the City Clerk records a certified copy of the res at the Register of Deeds and sends a copy to the State Treasurer, and we're done.

The last attachment (the 2-page sketch and legal description) is referenced in and should be attached to both resolutions and the notice for public hearing.

Please contact me with any questions.



**John D. Staran**

2055 Orchard Lake Road  
Sylvan Lake, MI 48320  
(248) 731-3080 Fax (248) 731-3088  
Direct (248) 731-3088  
[jstaran@hsc-law.com](mailto:jstaran@hsc-law.com)

[www.hsc-law.com](http://www.hsc-law.com)

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Treasury Circular 230 Disclosure: This communication is not intended or written to be used, nor may it be used or relied upon, by a taxpayer for the purpose of avoiding tax penalties that may be imposed under the Internal Revenue Code, as amended.



Attorneys at Law

2055 Orchard Lake Road  
Sylvan Lake, Michigan 48320  
www.hsc-law.com

Main (248) 731-3080  
Fax (248) 731-3081

John D. Staran  
Direct (248) 731-3088  
jstaran@hsc-law.com

February 12, 2020

*VIA ELECTRONIC MAIL*

Mr. Matt Baumgarten, City Manager  
City of Berkley  
3338 Coolidge Highway  
Berkley, MI 48072

Re: ***Vacating Part of Public Alley***

Dear Manager Baumgarten:

Among the implementation details of the settlement of the *27799 Woodward LLC v Berkley* case and associated Restated and Amended Collaboration Agreement for the parking lot expansion on Eaton is that the City has the responsibility to vacate the portion of the platted public alley abutting (on both sides) the Lugo property. This letter is intended to explain the alley vacation process.

Under state law and Sec. 5.2 of the City Charter, the City Council has the authority to establish and vacate its streets, alleys, bridges and public places. It is a discretionary decision on the Council's part which the courts have construed to be legislative in nature and subject to judicial review only for fraud, collusion or abuse of discretion. *Forster v Pontiac*, 56 Mich App 415, 419 (1974). After the alley is vacated, the public's interest and rights will be permanently terminated. Ownership of the former alley segment will be deemed to transfer by operation of law and will attach to and become part of the lots (both owned by Lugo) on both sides of the vacated right-of-way (usually one-half to each side). So, in this case, the vacated alley will be fully and solely owned by Lugo. There are no deeds involved, there is no consideration paid, and the City does not direct to whose property the vacated right-of-way will attach. The transfer of ownership occurs by operation of law upon recording the Council resolution vacating the alley.

City Code Sec. 106-1 sets forth the procedure for vacating public streets and alleys. The first step is for City Council to adopt a resolution deeming it advisable to vacate the alley and scheduling a public hearing, at least 4 weeks later, to hear any objections. Notice of the public hearing must be published in the newspaper for not less than 4 weeks before the hearing, and notice must be given, at least 15 days prior to the public hearing, to all persons owning and residing on property within 300 feet of the subject alley segment. Following the public hearing, the City Council will vote on a resolution to vacate the alley segment. If any objections have

been received, a concurring vote of 2/3 of the Councilmembers (i.e., 5 votes) will be required to approve the alley vacation.

Although City Code sec. 106-1 does not require it, I recommend that the City provide additional notice similar to the procedure prescribed in the Land Division Act (formerly the Subdivision Control Act) for requests to the circuit court to amend, vacate, correct, alter or revise a subdivision plat. That involves also providing written notice to the the State Treasurer, the County Road Commission, MDOT, and to each public utility that has installations or equipment in the alley and vicinity.

For the City's convenience, I have prepared and attach a proposed Council Resolution Declaring Intention to Vacate (which would be the action taken by Council at its initial meeting), a Notice of Public Hearing (which would be published and served after Council adopts the aforesaid Resolution), and a Resolution to Vacate (which would be the action considered by Council following the public hearing). I have also included the Exhibit which should be attached to all three of these documents, consisting of the sketch and description of the subject alley segment.

Very truly yours,

  
John D. Staran

JDS/ijd  
Enclosure

**A RESOLUTION**

**of the Council of the City of Berkley, Michigan  
declaring intention to vacate portion of public alley and  
scheduling a public hearing relative to portion of alley located  
west of Woodward Ave. and north of Eaton Road.**

**WHEREAS,** the Berkley City Council has considered vacating, discontinuing and abolishing the following described portion of the public alley located in the City of Berkley and under the jurisdiction and control of the City of Berkley.

**NOW, THEREFORE, THE CITY OF BERKLEY RESOLVES:**

**SECTION 1:** It is hereby deemed advisable to vacate, discontinue and abolish the described portion of the public alley, and the City Council hereby declares its intention to do so; and

**SECTION 2:** A Public Hearing is hereby scheduled for Monday, May 18, 2020, at 7:00 p.m., at the City of Berkley Municipal Offices, 3338 Coolidge Highway, Berkley, Oakland County, Michigan, for the City Council to hear and consider comments and objections submitted in writing or orally pertaining to the proposed vacation, discontinuance and abolition; and

**SECTION 3:** That the City Clerk is hereby directed to give notice of the public hearing in the time and manner set forth in Section 106-1 of the City of Berkley Code of Ordinances.

\_\_\_\_\_  
Daniel J. Terbrack, Mayor

Attest:

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

**NOTICE OF PUBLIC HEARING  
ON PROPOSED VACATION OF  
PART ALLEY VACATION AND PROPORTIONMENT**

**NOTICE** is hereby given that the Berkley City Council will hold a **PUBLIC HEARING** on Monday, May 18, at 7:00 p.m., Michigan Time, at the City of Berkley Municipal Offices, 3338 Coolidge Highway, Berkley, Oakland County, Michigan, to consider and determine the advisability of vacating, discontinuing and abolishing the portion of the public alley described as follows:

**REFER TO ATTACHED  
EXHIBIT OF PART ALLEY VACATION AND PROPORTIONMENT**

The Berkley City Council hereby declares it has, by resolution dated April 20, 2020, deemed it advisable and has declared its intention to vacate, discontinue and abolish the above-described street, alley, public ground or part thereof.

The Berkley City Council will provide interested persons an opportunity to be heard, and will consider any objections or comments pertaining to the proposed vacation, discontinuance or abolition of the street, alley, public ground or part thereof described above. If you cannot attend this public hearing, your written comments submitted on or before the public hearing date will be considered.

Victoria Mitchell, City Clerk  
City of Berkley

Dated: April 26, 2020



# EXHIBIT OF PART ALLEY VACATION AND PROPORTIONMENT

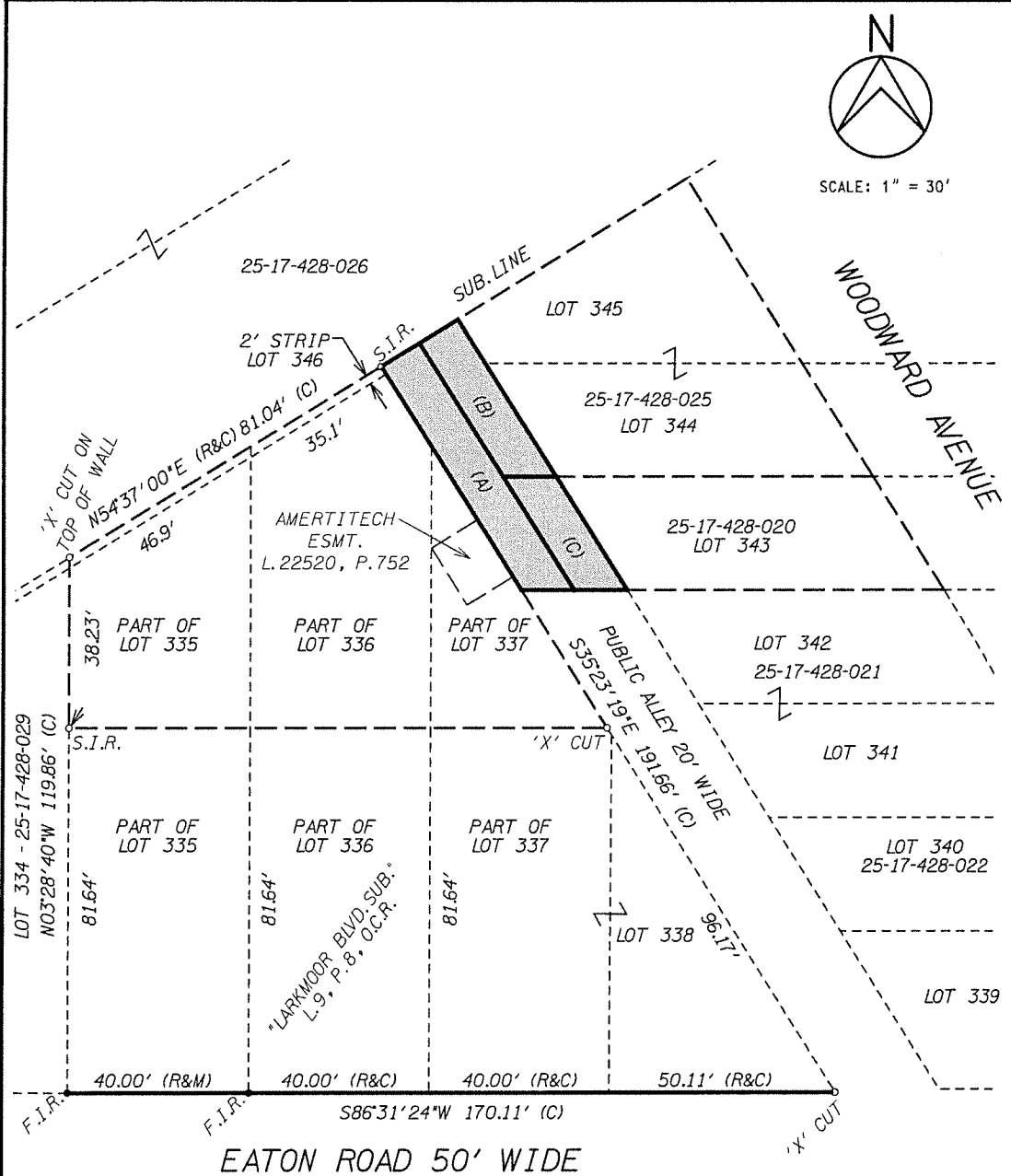
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USER NAME = chbert1



## AREA:

- (A) • 623 SQUARE FEET, OR 0.014 ACRES, MORE OR LESS.
- (B) • 385 SQUARE FEET, OR 0.009 ACRES, MORE OR LESS
- (C) • 300 SQUARE FEET, OR 0.007 ACRES, MORE OR LESS.

JOB NO. 20160374	 <b>HUBBELL, ROTH &amp; CLARK, INC</b> CONSULTING ENGINEERS SINCE 1915	555 HULET DRIVE BLOOMFIELD HILLS, MICH. PHONE: (248) 454-6300 FAX (1st. Floor): (248) 454-6312 FAX (2nd. Floor): (248) 338-2592 WEB SITE: <a href="http://www.hrc-engr.com">http:// www.hrc-engr.com</a>	P.O. BOX 824 48303 - 0824	SHEET NO.  1
DATE 05/30/19				OF 2

**DESCRIPTION OF PART OF ALLEY TO BE VACATED**

All that part of a 20 foot wide alley adjoining Lots 343, 344 and 345 to the East and Lots 336, 337 and 346 to the West lying North of the South line of Lot 343 extended West to the West line of said Alley, "Larkmoor Boulevard Subdivision" of part of Sections 16 and 17, T.1N., R.11E., Royal Oak Township (now City of Berkley), Oakland County, Michigan, as recorded in Liber 9 of plats, Page 8, Oakland County Records. Said description contains 1,308 square feet, or 0.03

**(A.) DESCRIPTION OF VACATED ALLEY TO BE PROPORTIONED TO LOTS 336, 337 AND 346**

All that part of the Southwesterly  $\frac{1}{2}$  of the 20 foot wide Alley adjoining Lots 336, 337 and 346 lying North of the South line of Lot 343, extended West to the West line of said Alley, "Larkmoor Boulevard Subdivision" of part of Sections 16 and 17, T.1N., R.11E., Royal Oak Township (now City of Berkley), Oakland County, Michigan, as recorded in Liber 9 of plats, Page 8, Oakland County Records. Said description contains 623 square feet, or 0.014 acres, more or less.

**(B.) DESCRIPTION OF VACATED ALLEY TO BE PROPORTIONED TO LOTS 344 AND 345**

All that part of the Northeasterly  $\frac{1}{2}$  of the 20 foot wide Alley adjoining Lots 344 and 345 lying North of the South line of Lot 344, extended West to the Center line of said Alley, "Larkmoor Boulevard Subdivision" of part of Sections 16 and 17, T.1N., R.11E., Royal Oak Township (now City of Berkley), Oakland County, Michigan, as recorded in Liber 9 of plats, Page 8, Oakland County Records. Said description contains 385 square feet, or 0.009 acres, more or less.

**(C.) DESCRIPTION OF VACATED ALLEY TO BE PROPORTIONED TO LOT 343**

All that part of the Northeasterly  $\frac{1}{2}$  of the 20 foot wide Alley adjoining Lot 343 lying North of the South line of Lot 343, extended West to Centerline line of said Alley, "Larkmoor Boulevard Subdivision" of part of Sections 16 and 17, T.1N., R.11E., Royal Oak Township (now City of Berkley), Oakland County, Michigan, as recorded in Liber 9 of plats, Page 8, Oakland County Records. Said description contains 300 square feet, or 0.007 acres, more or less.

## Sec. 5.2. - Streets and alleys.

The council shall have [the] power to establish and vacate and to use and control, and regulate, the use of its streets, alleys, bridges and public places, whether such public places be located within or without the limits of the city, and the space above and beneath them.

Sec. 106-1. - Vacation resolution; hearing; notice.

When the council shall deem it advisable to vacate, discontinue or abolish any street, alley or public ground, or any part thereof, they shall by resolution so declare and in the same resolution shall appoint a time not less than four weeks thereafter when they will meet and hear objections thereto. Notice of such meeting with a copy of such resolution shall be published for not less than four weeks before the time appointed for such meeting in one of the newspapers of the city. Due notice shall be given to all persons to whom real property within 300 feet of the premises is assessed and to the occupants of single-family and two-family dwellings within 300 feet of the premises in question. Such notice shall be delivered personally or by mail addressed to the perspective owners at the address given in the last assessment roll. If the tenant's name is not known, the term "occupant" may be used. Notice shall be given not less than 15 days previous to the hearing. Objections to such proposed action of the council may be filed with the city clerk in writing, and, if any such shall be filed, the street, alley or public ground or any part thereof shall not be vacated or discontinued except by a concurring vote of two-thirds of the council elect.

(Code 1981, § 33-23(2))

April 20, 2020 City Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember  
\_\_\_\_\_ to approve a modification to the Master Plan Steering Committee roster to add Sue  
McAlpine and Joseph Bartus.

Ayes:

Nays:

Motion:





**BERKLEY**  
where you want to be

Community Development  
3338 Coolidge Hwy  
Berkley, MI 48072  
(248) 658-3320

## MEMORANDUM

**To:** Mayor Terbrack and City Council

**From:** Matthew Baumgarten, City Manager  
Erin Schlutow, Community Development Director

**Subject:** Master Plan Steering Committee

**Date:** April 14, 2020

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Mr. Mayor and Members of City Council,

At the December 16, 2019 meeting, City Council confirmed the appointment of 15 individuals to serve on the Master Plan Steering Committee. City staff strived to ensure that there was a true cross-section of residents on the Committee to represent the varied interests of the community, including representation from various City Boards and Commissions, as well as a student from Berkley High School.

Due to a change in work schedules and cancellation of the remainder of the academic year, we are proposing to modify the MPSC roster to ensure that we have continued involvement from members of the community.

Respectfully, we recommend Sue McAlpine to take the position for Paul Evans as liaison from the Zoning Board of Appeals. Ms. McAlpine has served as a member of the ZBA since 2015 and currently serves as the Vice-Chair. We also recommend Joseph Bartus to take the position reserved for a Berkley High School student. Mr. Bartus serves as a Traffic and ITS Engineer for Macomb County Department of Roads and has lived in Berkley for 19 years.

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# Joseph J. Bartus, P.E.

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1861 Larkmoor Blvd.  
Berkley, MI 48072

## OBJECTIVE

To hold a position on the Master Plan Steering Committee that allows me to utilize my civil engineering education and experience to contribute to the success and progress of Berkley.

## EDUCATION

Professional Registered Engineering (P.E.) in Michigan.

Masters of Science in Civil Engineering, Concentration in Transportation  
Wayne State University, Detroit, Michigan  
May 2003, Grade Point Average: 3.87

Bachelors of Science in Civil Engineering  
Wayne State University, Detroit, Michigan  
May 2002, Grade Point Average: 3.76

## RELEVANT EXPERIENCE

4/18 to Present     Macomb County Department of Roads, Traffic and ITS Engineer

- Project Manager for County Traffic and Intelligent Traffic System Projects (ITS) including all aspects of Scoping, Designing and Constructing
- Project types included: Traffic signals, traffic signing, connected vehicles, and fiber optic cable networks
- Provide engineering support for MCDR Traffic Dept. including contract development, estimating, procurement, permit reviews, traffic studies and signal operations
- Co-lead MCDR Traffic Dept. efforts in programmatic efforts in connected vehicles, traffic signals operations and maintenance and regional partnerships

1/12 to 4/18     Michigan Department of Transportation, Field Operations Engineer 13

- Lead the Metro Region efforts in administering the freeway lighting program
- Provide engineering support for MDOT Direct Force Maintenance garages including contract development, estimating, procurement and winter operations
- Co-lead in budget development, tracking, and reporting as it relates to maintenance operations across the Region inclusive of MDOT Direct Force Maintenance and TSC Maintenance
- Advance the state of practice in asset management across a variety of asset categories including, freeway lighting, pump houses and other MDOT maintained assets
- Co-lead and/or act as the Region liaison to Lansing on billboard permits, Facilities, Fleet and other Lansing Office of Field Services activities

5/03 to 1/12     Michigan Department of Transportation, Design Engineer 9/10/11/12

- Oversight of in-house design for the TSC CPM program, selected R&R projects, safety projects, bridge projects and TSC maintenance projects, from scoping to letting and call for projects
- Quality assurance reviews of in house design projects as it relates to following MDOT and FHWA design standards
- Coordinate and manage work load for TSC in house design staff (3 Engineers and 1 Drafting Technician).
- Project involvement included: Utility Coordination, Traffic and Safety, Road Design, Design Consultant oversight, and general project progression.

5/01 to 5/03 WSU, Civil Engineering Dept., Graduate Research Assistant

- Graduate Teaching Assistant for undergraduate courses: Engineering Economy and Transportation Engineering.
- Project work topics include: Commuter Choice, Fair Media Technology, Asset Management, and Transit Fleet Management.

4/01 to 2/03 PHI Environmental Consultants, Junior Engineer

- ISO 14000 support. Assist companies in certification process, internal auditing, and ISO documentation.

5/99 to 8/99 Wade Trim, Construction Technician II

- Worked with construction foremen, engineers, citizens, and inspectors on construction projects. Inspected construction sites and wrote daily reports.

#### **PUBLICATIONS (REFEREED JOURNALS)**

1. Khasnabis, S., Bartus, J., and Ellis, R.D., "An Asset Management Framework for State DOT'S to Meet Transit Fleet Requirements," Transportation Research Record, Journal of the Transportation Research Board #1835, pp. 74-83, 2003.
2. Khasnabis, S., Bartus, J., and Ellis, R.D., "An Asset Management Strategy to Meet Long-Term Transit Fleet Needs of State Departments of Transportation" Transportation Research Record, Journal of the Transportation Research Board #1887, pp. 45-54, 2004.

#### **PUBLICATIONS (CONFERENCE PROCEEDINGS)**

1. Khasnabis, S. and Bartus, J., "The Choice of an Analytical Technique for Economic Evaluation of Public Projects," American Society of Engineering Education Annual Conference, Nashville, TN, June 2003.

#### **REPORTS**

1. Khasnabis, S., Bartus, J., and Markel, C., "Emerging Issues for Commuter Choice Applications Through Integration of Public Transportation Fare Media Technology," Final Report, Wayne State University, prepared for Michigan Department of Transportation 2002.
2. Khasnabis, S., Bartus, J., and Ellis, R.D., "Optimal Resource Allocation for the Purchase of New Buses and the Rebuilding of Existing Buses as a Part of Transit Asset Management Strategy for State DOT'S," Final Report, Wayne State University, prepared for the U. S. Department of Transportation and The University of Wisconsin, Madison, 2003.

3. Khasnabis, S., Bartus, J., and Lingamgunta, U., "Feasibility of Using PTMS Database to Assess the Social, Environmental and Economic Impact of Local Public Transportation in Michigan," Final Report, Wayne State University, prepared for the MDOT, 2003.

# Susan Zbozen McAlpine

1610 Dorothea Berkley, Michigan 48072

## Professional Experience

### Managing Partner

*RYPAT / Berkley, Michigan / July 2018 - Present*

- Own and manage a full-service recruitment agency providing best in class service to clients who are looking for outstanding employees to join their team.
- Engage with excellent talent, discover their best skills and prepare them their next great opportunity.

### Women Commissioner

*Hillsdale College / Hillsdale, Michigan / 2014 - Present*

- Created inaugural fundraiser, Charger Derby, a horse racing event and auction to raise funds for scholarships awarded to college students who couldn't otherwise complete their education.
- Event generated over \$112,000 in first year exceeding expectations by more than \$80,000 and outperformed previous annual event held for 30 years.
- Systematize planning and execution to gain buy-in from fellow commissioners and the college, reduced the amount of time dedicated to executing a successful event and developed a system to track event details, supporters and finances.
- Managed all details of event from start to finish including creating sponsorship packages, courting new supporters, soliciting auction items, marketing, ticket sales, volunteer coordination, set-up and clean-up, donor correspondence and event recap.

### Zoning Board of Appeals Board Member, Vice Chair

*City of Berkley / Berkley, Michigan / January 2015 - Present*

- Review, hear and render decisions on matters revolving requests to seek a variance for properties located in the City of Berkley.

### Auction Coordinator, U of D Jesuit Scholarship Auction

*University of Detroit Jesuit High School / Detroit, Michigan, 2018 - 2020*

- Principal responsibility to ensure a single most important scholarship fundraising event was successful. Revenue generated in 2018 and 2019 increased 25%. 2018 Scholarship Auction raised over \$550,000 and 2019 Scholarship Auction raised over \$625,000.
- Connect with current parents, alumni and friends of U of D Jesuit to secure donations. Identify and contact new donors and supporters to bring unique and high value items to the auction.
- Accountable for maintaining and updating records for over 500 items including data entry, storage, grouping, auction set up, pick-up and delivery. Ensured every donor and supported received thank you letter and tax receipt for supporting the auction.

*Additional information about work experience available upon request.*

## Contact



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## Education

Hillsdale College

Business Administration and  
Marketing, Bachelor of Arts

## Key Skills

Engage Community Member

Collaborative

Active Listener

Project and Event Management

Accuracy and Attention to Detail

Problem Solver

Adaptive

Critical Thinker

## Berkley Impact

### *Berkley Education Foundation*

- Functioned as Director and started the annual Dollars for the District campaign and mini grant program.
- Created and managed Off to the Races, the signature fundraising event for six years benefitting Berkley Schools students and staff.

### *Berkley Bear Boosters*

#### *Tin Can Auction*

- Served as Tin Can Auction Co-Chair to raise money for Berkley High school athletes.

### *Caring and Sharing Chair*

- Lead Berkley Area PTSA Council's Caring and Sharing Event providing food for the holidays to over 200 Berkley School families and members of the American Legion.



**A RESOLUTION OF THE CITY OF BERKLEY, MICHIGAN**  
**AUTHORIZING PUBLICATION OF A NOTICE OF PUBLIC HEARING REGARDING THE**  
**PROPOSED OPERATING BUDGET FOR THE CITY OF BERKLEY, MICHIGAN FOR FISCAL**  
**YEAR 2020/21**

**Whereas**, Michigan Compiled Law Section 141.412(2) requires each local unit of government to hold a public hearing on its proposed operating budget; and

**Whereas**, it is the intent of the Berkley City Council to establish the date, time and location of the public hearing on the proposed 2020/21 operating budget and to authorize publication of a notice of the public hearing in a newspaper of general circulation within the municipality.

**NOW THEREFORE THE CITY OF BERKLEY RESOLVES,**

**SECTION 1:** That the Berkley City Council will hold a public hearing on the proposed city operating budget for the fiscal year commencing July 1, 2020 and ending June 30, 2021 during the course of its regular city council meeting to be held on May 18, 2020; and

**SECTION 2:** That the Finance Director is hereby directed to cause a notice, to publish one time in a newspaper of general circulation, announcing a Public Hearing on Monday May 18, 2020 at 7:00 pm at a regular city council meeting as follows:

**CITY OF BERKLEY, MICHIGAN**  
**NOTICE OF PUBLIC HEARING REGARDING**  
**THE PROPOSED 2020/21 CITY OPERATING BUDGET**

The City Council of the City of Berkley, Michigan will hold a public hearing during its regularly scheduled Meeting of the City Council on May 18, 2020, 7:00 pm in the City Council Chambers within City Hall, 3338 Coolidge Highway, Berkley, Michigan. **The property tax millage rate proposed to be levied to support the proposed operating budget of the City will be a subject of this hearing.** The maximum millage rates proposed to be levied for operating purposes is as follows net of tax increment capture:

Purpose:	Rate Per \$1,000 Taxable Assessed Value	Estimated Net Tax Levy Revenues
General Operation	5.5873	\$3,488,396
General Operation – Voted	2.6563	1,658,444
Public Safety Operation	1.6758	1,046,275
Sanitation Operation	1.6758	1,046,275
Community Promotion	.0785	49,011
Public Safety Pension	2.5000	1,560,859
2006 GO Eleven Mile Road Repair	.4500	280,955
2019 Capital Improvement Projects	1.9239	1,201,175
<b>Total Proposed City Operating Levy</b>	<b>16.5476</b>	<b>\$10,331,390</b>
Downtown Development Authority	\$ 1.8676	\$38,616

Copies of the proposed operating budget are available for public inspection at the Berkley Public Library and the office of the Berkley City Clerk on May 6, 2020.

Published Sunday, April 26, 2020

Attest:

\_\_\_\_\_  
Daniel J. Terbrack, Mayor

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