

**CITY OF BERKLEY PUBLIC NOTICE
REGULAR CITY COUNCIL MEETING
Monday, January 26, 2026
7:00 P.M. – City Hall
248-658-3300**

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

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

ORDER OF BUSINESS

Consent Agenda

1. [Minutes](#) of the Regular City Council meeting on Monday, January 5, 2026.
2. [Warrant](#) List No. 1418.
3. Design services [proposal](#) from Spalding DeDecker for the Library Parking Lot Rehabilitation Project.
4. [Resolution](#) establishing the policy and guidelines for granting an exemption from payment of property taxes.

Regular Agenda

1. Recognitions or presentations from the Consent Agenda.
2. [Presentation](#): 2025 Board & Commission Achievements.
3. [Presentation](#): 2025 Strategic Framework Annual Report.
4. [Resolution](#) adopting the updated Five-Year Recreation Master Plan for the period of 2026-2030 as a guideline for improving recreation for the residents of the City of Berkley.
5. Ethics Complaint Advisory [opinion](#).
6. [Request](#) City Council to deem it unnecessary for the administrative office of city attorney to take the City's Oath of Office.

COMMUNICATIONS

ADJOURN

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

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

**THE REGULAR MEETING OF THE FORTY-FIRST COUNCIL OF THE CITY OF BERKLEY, MICHIGAN
WAS CALLED TO ORDER AT 7:00 PM ON MONDAY, JANUARY 5, 2026 BY MAYOR DEAN**

PRESENT: Councilmember Steve Baker
Councilmember Gary Elrod
Mayor Pro Tem Ross Gavin
Councilmember Dennis Hennen
Councilmember Gregory Patterson
Mayor Bridget Dean

ABSENT: Councilmember Clarence Black

OTHER STAFF PRESENT:

City Manager Crystal VanVleck
City Attorney Lisa Hamameh
Deputy City Manager of Public Services Shawn Young
Community Development Director Kristen Kapelanski

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None.

CONSENT AGENDA

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

Minutes of the 41st Regular City Council meeting on Monday, December 1, 2025, the City Council work session on Monday, December 1, 2025, the Regular City Council meeting on Monday, December 15, 2025 and the City Council work session on Monday, December 15, 2025.

Second reading and adoption of various Zoning Ordinance amendments.

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

Regular Agenda

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

None.

Authorization for the City Manager to enter into a contract with Better City LLC for the development of an Economic Development Strategy.

Councilmember Hennen moved to approve Motion No. M-02-26

Seconded by Councilmember Baker

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

Nays: None

Absent: Black

Motion Approved.

License agreement for municipal parking on parcels 04-25-07-455-033 and 04-25-07-455-032.

Councilmember Gavin moved to approve Motion No. M-03-26

Seconded by Councilmember Patterson

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

Nays: None

Absent: Black

Motion Approved.

COMMUNICATIONS:

MAYOR PRO TEM GAVIN

- The Berkley Chamber of Commerce will next meet at 5:30 PM on January 27th at the Library.
- The Library Board meeting will be January 21st at 7 PM at the Library.
 - The Library will also have a program on Monday, January 12th called Discover Your Best Self, Simple Steps to Lifelong Wellness at 6:30 PM. Registration is available through the Library's calendar.

COUNCILMEMBER PATTERSON

- The January Zoning Board of Appeals meeting has been cancelled. There were no cases to be heard this month.
- The Parks and Recreation Advisory Board will next meet on January 15th at 7 PM in the Community Center.

COUNCILMEMBER ELROD

- The Environmental Advisory Committee and the Beautification Advisory Committee are both off this month.
- The Tree Board will next meet on Monday, January 26th.

COUNCILMEMBER HENNEN

- The Planning Commission will next meet on Tuesday, January 27th at 7 PM.

COUNCILMEMBER BAKER

- The Berkley Historical Committee meets next on January 13th. Berkleyhistory.com
- The Downtown Development Authority (DDA) meets next on Wednesday, January 14th. Downtownberkley.com.
- Sean H. Hitchcock once said, "A mentor empowers a person to see a possible future and believe that it can be obtained." We're beginning National Mentoring Month and reminded that mentoring benefits everyone. For instance, for the mentees, it builds confidence, opens doors, helps people see new possibilities for themselves. For the mentors, it's a chance to share your experience, learn more from others, and make a meaningful difference. For our community, mentoring strengthens connections, supports growth, and helps ensure knowledge and care are passed forward. And for all of us, even small moments of guidance and encouragement can have a

lasting impact. So please think of being a mentor. Think back to those that have helped you in the past. And please hug somebody you love.

CITY MANAGER VANVLECK

- No updates.

MAYOR DEAN

- She was asked by Representative Price to participate in a community conversation with her and Water Commissioner Nash. They did that at the library on December 22nd and the topic was lead lines; the city has identified and replaced 500 lead lines at a cost of approximately \$8,000 to \$10,000 per line. She reminded everyone that this is an unfunded mandate. We are doing the absolute best that we can to take care of this because we want to drink clean water, we don't want to drink lead. And we are still verifying lines, so that is an ongoing process. We did receive some grant money to help with the identification because that's yet another cost, but we keep plugging away at it.
- Her next stop on the Mayor's Road Show will be Republica, located at 1999 Coolidge Highway, on Wednesday, January 21st from 5 to 7 PM.
- Lastly, as we enter 2026, she said that she wishes you peace worth protecting, boundaries worth respecting, and more joy than your heart can hold.

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

Councilmember Hennen moved to convene in closed session.

Seconded by Councilmember Patterson

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

Nays: None

Absent: Black

Motion Approved.

THE CLOSED SESSION MEETING OF THE FORTY-FIRST COUNCIL OF THE CITY OF BERKLEY, MICHIGAN WAS CALLED TO ORDER AT 7:27 PM ON MONDAY, JANUARY 5, 2026 BY MAYOR DEAN

PRESENT: Councilmember Steve Baker
Councilmember Gary Elrod
Mayor Pro Tem Ross Gavin
Councilmember Dennis Hennen
Councilmember Gregory Patterson
Mayor Bridget Dean

ABSENT: Councilmember Clarence Black

OTHER STAFF PRESENT:

City Manager Crystal VanVleck

City Attorney Lisa Hamameh

Deputy City Manager of Public Services Shawn Young

Community Development Director Kristen Kapelanski

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

ADJOURNMENT:

Mayor Pro Tem Gavin moved to adjourn the Closed Session Meeting at 7:52 PM
Seconded by Councilmember Hennen
Ayes: Elrod, Gavin, Hennen, Patterson, Baker and Dean
Nays: None
Absent: Black
Motion Approved.

**THE REGULAR MEETING OF THE FORTY-FIRST COUNCIL OF THE CITY OF BERKLEY, MICHIGAN
WAS CALLED BACK TO ORDER AT 7:53 PM ON MONDAY, JANUARY 5, 2026 BY MAYOR DEAN**

PRESENT: Councilmember Steve Baker
Councilmember Gary Elrod
Mayor Pro Tem Ross Gavin
Councilmember Dennis Hennen
Councilmember Gregory Patterson
Mayor Bridget Dean

ABSENT: Councilmember Clarence Black

OTHER STAFF PRESENT:

City Manager Crystal VanVleck
Deputy City Manager of Public Services Shawn Young
Community Development Director Kristen Kapelanski

Waiver of attorney-client privilege only as to the communication dated December 10th, 2025 and supplemental communication dated December 29th, 2025 from special counsel Angela Mannarino regarding the subject ethics complaint. The requested waiver is for the limited purpose of allowing the correspondence and supplemental correspondence to serve as the formal advisory opinion required by city code of ordinance section 2-40 F1, which requires that advisory opinions be communicated to city council and the public.

Councilmember Elrod moved to approve Motion No. M-04-26
Seconded by Councilmember Patterson
Ayes: Elrod, Gavin, Hennen, Patterson, Baker and Dean
Nays: None
Absent: Black
Motion Approved.

ADJOURNMENT:

Councilmember Patterson moved to adjourn the Regular Meeting at 7:55 PM
Seconded by Councilmember Elrod
Ayes: Gavin, Hennen, Patterson, Baker, Elrod and Dean
Nays: None
Absent: Black
Motion Approved.

Bridget Dean, Mayor

ATTEST:

Shawn Young, Deputy City Manager of Public Services



CITY OF BERKLEY
WARRANT LIST
#1418
DECEMBER 2025

Check Date	Check #	Payee	Description	GL #	Amount
12/03/2025	80082	CITY OF BERKLEY	WATER SALES	592-001-642-000	200.00
12/15/2025	80083	A & B ALARM SYSTEMS, INC.	BUILDING MAINTENANCE - DPW	101-267-931-441	279.00
12/15/2025	80084	ACUITY SPECIALTY PRODUCTS, INC.	INVENTORY - FUEL & OIL	101-000-110-002	217.16
			VEHICLE SUPPLIES	101-443-781-000	119.04
					336.20
12/15/2025	80085	AIRGAS USA, LLC	VEHICLE SUPPLIES	101-443-781-000	66.15
12/15/2025	80086	ALL TRAFFIC SOLUTIONS, INC.	DATA PROCESSING	101-345-814-000	1,500.00
12/15/2025	80087	ALLIED BUILDING SERVICES OF DETROIT	BUILDING IMPROVEMENTS - PARKS	208-267-976-208	18,261.13
12/15/2025	80088	ALLIED BUILDING SERVICES OF DETROIT	BUILDING IMPROVEMENTS - PARKS	208-267-976-208	16,755.17
12/15/2025	80089	AMAZON CAPITAL SERVICES	PROGRAM SUPPLIES	101-101-758-000	11.99
			CITYWIDE SUPPLIES	101-172-728-001	37.99
			OPERATING SUPPLIES	101-172-732-000	91.54
			MAINTENANCE SUPPLIES - PUB SAFETY	101-267-776-345	29.94
			SUPPLIES	101-345-728-000	34.98

SUPPLIES	101-345-728-000	23.66
VEHICLE SUPPLIES	101-345-781-000	76.66
VEHICLE SUPPLIES	101-443-781-000	169.99
VEHICLE SUPPLIES	101-443-781-000	135.99
VEHICLE SUPPLIES	101-443-781-000	28.10
VEHICLE SUPPLIES	101-443-781-000	19.98
OPERATING SUPPLIES	101-790-732-000	45.19
OPERATING SUPPLIES	101-790-732-000	45.88
OPERATING SUPPLIES	101-790-732-000	7.99
OPERATING SUPPLIES	101-790-732-000	31.72
PROGRAM SUPPLIES	101-790-758-000	9.99
PROGRAM SUPPLIES	101-790-758-000	20.63
PROGRAM SUPPLIES - CONTRIB - LIBRARY	101-790-758-005	23.69
PROGRAM SUPPLIES - CONTRIB - LIBRARY	101-790-758-005	37.34
PROGRAM SUPPLIES - CONTRIB - LIBRARY	101-790-758-005	71.98
PROGRAM SUPPLIES - CONTRIB - LIBRARY	101-790-758-005	87.99
OFFICE EQUIPMENT MAINTENANCE	101-790-934-000	103.72
BOOKS	101-790-978-000	37.70
BOOKS	101-790-978-000	27.97
BOOKS	101-790-978-000	9.87
BOOKS	101-790-978-000	14.85
RENTED MATERIALS	101-790-978-001	109.97
RENTED MATERIALS	101-790-978-001	25.30
RENTED MATERIALS	101-790-978-001	211.88
RENTED MATERIALS	101-790-978-001	44.62
RENTED MATERIALS	101-790-978-001	17.95
RENTED MATERIALS	101-790-978-001	41.94
RENTED MATERIALS	101-790-978-001	23.73
RENTED MATERIALS	101-790-978-001	19.96
RENTED MATERIALS	101-790-978-001	74.94
PROGRAM SUPPLIES	592-536-758-000	37.98
PROGRAM SUPPLIES	592-536-758-000	37.99
		1,883.59

12/15/2025	80090	VOID	** VOIDED **	** VOIDED **	
12/15/2025	80091	ANDREW BORING	PROFESSIONAL DEVELOPMENT	101-345-960-000	161.02
12/15/2025	80092	ANDREWS HOOPER PAVLIK PLC	AUDIT SERVICES	101-191-807-000	10,000.00

12/15/2025	80093	AT&T	TELEPHONE	101-228-853-000	1,802.99
			TELEPHONE	101-228-853-000	2,448.70
			TELEPHONE	208-751-853-000	328.92
			TELEPHONE	208-751-853-000	94.89
			TELEPHONE	208-751-853-000	128.88
					4,804.38
12/15/2025	80094	AT&T	CONTRACTUAL SERVICES	101-228-818-000	195.24
12/15/2025	80095	AT-LESS DRAIN CLEANING	BBP25-0057 - PUT25-0134	101-000-283-000	5,000.00
12/15/2025	80096	AXON ENTERPRISE, INC.	VEHICLE SUPPLIES	101-345-781-000	500.00
12/15/2025	80097	BETTY COLE	SENIOR PROGRAMS	211-001-651-000	30.00
12/15/2025	80098	BISON PLUMBING INC	BBP25-0064 - PUT25-0170	101-000-283-000	5,000.00
12/15/2025	80099	BRENDA PAMELA ZARINANA-CASTANEDA	CONTRACTUAL SERVICES	211-752-818-000	775.00
12/15/2025	80100	BRIAN LAPINE	PROGRAM SUPPLIES	202-478-758-000	8.41
			PROGRAM SUPPLIES	203-478-758-000	3.60
					12.01
12/15/2025	80101	BUREAU VERITAS TECHNICAL	BUILDING MAINTENANCE - CITY HALL	101-267-931-101	4,000.00
12/15/2025	80102	CAMELOT CLEANERS	PRISONER BOARD	101-345-753-000	106.25
12/15/2025	80103	CARDCONNECT	CONTRACTUAL SERVICES	208-751-818-000	25.00

12/15/2025	80104	CBTS	SOFTWARE MAINT AND SUBSCRIPTIONS	101-228-760-000	308.43
			CONTRACTUAL SERVICES	101-228-818-000	4,560.00
					4,868.43
12/15/2025	80105	CHERENE REESE	BOARD OF CANVASSERS	101-253-703-000	50.00
12/15/2025	80106	CHRISTOPHER GREY REMODELING &	BUILDING IMPROVEMENTS - LIBRARY	101-267-976-271	15,500.00
			BUILDING IMPROVEMENTS - LIBRARY	101-267-976-271	2,500.00
					18,000.00
12/15/2025	80107	CHYNA HARMON	PROFESSIONAL DEVELOPMENT	101-325-960-000	70.07
			SUPPLIES	101-345-728-000	100.00
					170.07
12/15/2025	80108	CINTAS	MEDICAL SUPPLIES	101-345-758-011	81.00
12/15/2025	80109	CINTAS	UNIFORMS	203-464-744-000	504.75
			UNIFORMS	203-464-744-000	504.75
					1,009.50
12/15/2025	80110	CMV LANDSCAPE & EQUIPMENT COMPANY	BUILDING MAINTENANCE - CITY HALL	101-267-931-101	792.00
			CONTRACTUAL SERVICES	202-464-818-000	123.20
			CONTRACTUAL SERVICES	202-464-818-000	825.00
			CONTRACTUAL SERVICES	202-464-818-000	275.00
			CONTRACTUAL SERVICES	203-464-818-000	140.00
			CONTRACTUAL SERVICES	203-464-818-000	21.00
			CONTRACTUAL SERVICES	203-464-818-000	2,316.00
			CONTRACTUAL SERVICES	203-464-818-000	550.00
			CONTRACTUAL SERVICES	203-464-818-000	3,200.00
			CONTRACTUAL SERVICES	203-464-818-000	10,276.00
			CONSTRUCTION	592-536-975-000	9,727.00
			CONSTRUCTION	592-536-975-000	2,314.00
			CONSTRUCTION	592-536-975-000	56.00
			CONSTRUCTION	592-536-975-000	134.40
			CONSTRUCTION	592-536-975-000	112.00
			CONSTRUCTION	592-536-975-000	84.00

CONSTRUCTION	592-536-975-000	68.60
CONSTRUCTION	592-536-975-000	350.00
CONSTRUCTION	592-536-975-000	98.00
CONSTRUCTION	592-536-975-000	224.00
CONSTRUCTION	592-536-975-000	168.00
CONSTRUCTION	592-536-975-000	56.00
CONSTRUCTION	592-536-975-000	70.00
CONSTRUCTION	592-536-975-000	140.00
CONSTRUCTION	592-536-975-000	50.40
CONSTRUCTION	592-536-975-000	21.00
CONSTRUCTION	592-536-975-000	50.40
CONSTRUCTION	592-536-975-000	112.00
CONSTRUCTION	592-536-975-000	96.60
CONSTRUCTION	592-536-975-000	100.80
CONSTRUCTION	592-536-975-000	64.40
CONSTRUCTION	592-536-975-000	109.20
CONSTRUCTION	592-536-975-000	148.40
CONSTRUCTION	592-536-975-000	184.80
CONSTRUCTION	592-536-975-000	98.00
CONSTRUCTION	592-536-975-000	91.00
CONSTRUCTION	592-536-975-000	120.40
CONSTRUCTION	592-536-975-000	245.00
CONSTRUCTION	592-536-975-000	162.40
CONSTRUCTION	592-536-975-000	56.00
CONSTRUCTION	592-536-975-000	58.80
CONSTRUCTION	592-536-975-000	117.60
CONSTRUCTION	592-536-975-000	1,590.00
CONSTRUCTION	592-536-975-000	1,395.00
CONSTRUCTION	592-536-975-000	1,972.50
CONSTRUCTION	592-536-975-000	2,237.50
CONSTRUCTION	592-536-975-000	819.00
CONSTRUCTION	592-536-975-000	819.00
CONSTRUCTION	592-536-975-000	790.00
CONSTRUCTION	592-536-975-000	1,595.00
CONSTRUCTION	592-536-975-000	1,590.00
CONSTRUCTION	592-536-975-000	1,572.00
CONSTRUCTION	592-536-975-000	1,441.00
CONSTRUCTION	592-536-975-000	702.00
CONSTRUCTION	592-536-975-000	1,450.00
CONSTRUCTION	592-536-975-000	1,030.00
CONSTRUCTION	592-536-975-000	1,980.00
CONSTRUCTION	592-536-975-000	1,760.00

			CONSTRUCTION	592-536-975-000	1,440.00
			CONSTRUCTION	592-536-975-000	1,683.00
			CONSTRUCTION	592-536-975-000	1,440.00
			CONCRETE REPAIR	592-536-982-000	4,048.00
					65,361.40
12/15/2025	80111	VOID	** VOIDED **		** VOIDED **
12/15/2025	80112	VOID	** VOIDED **		** VOIDED **
12/15/2025	80113	VOID	** VOIDED **		** VOIDED **
12/15/2025	80114	CONTRACTORS CLOTHING CO.	UNIFORMS	592-536-744-000	29.99
12/15/2025	80115	CONTRACTORS CONNECTION	PROGRAM SUPPLIES	592-536-758-000	428.40
			PROGRAM SUPPLIES	592-536-758-000	103.65
					532.05
12/15/2025	80116	CORELOGIC	TAXES PAYABLE	703-000-225-000	7,903.12
12/15/2025	80117	COREY MILLER	PROFESSIONAL DEVELOPMENT	101-345-960-000	64.00
12/15/2025	80118	CSI PLUMBING	BSW25-0041 - PUT25-0172	101-000-283-000	500.00
12/15/2025	80119	CUMMINS SALES AND SERVICE	VEHICLE SUPPLIES	101-443-781-000	191.96
12/15/2025	80120	D'ANGELO BROS INC.	CONSTRUCTION	592-536-975-000	1,260.00
12/15/2025	80121	DALE A. CARLSON	HISTORIC COMMITTEE	101-000-302-000	90.00

12/15/2025	80122	DANIEL SMITH	PROFESSIONAL DEVELOPMENT	101-345-960-000	84.00
12/15/2025	80123	DAVIS FEDESON	PROFESSIONAL DEVELOPMENT	101-345-960-000	84.00
12/15/2025	80124	DEALER AUTO PARTS SALES	VEHICLE SUPPLIES	101-443-781-000	464.20
12/15/2025	80125	DELANG FLUID POWER, INC.	VEHICLE SUPPLIES	101-443-781-000	861.76
12/15/2025	80126	DEMCO	OFFICE SUPPLIES	101-790-728-000	85.48
12/15/2025	80127	DENITA WALKER	BOOKS / PERIODICALS	101-790-731-000	120.00
12/15/2025	80128	DETROIT SALT COMPANY	PROGRAM SUPPLIES	202-478-758-000	4,536.86
			PROGRAM SUPPLIES	202-478-758-000	2,246.52
			PROGRAM SUPPLIES	202-478-758-000	4,483.73
			PROGRAM SUPPLIES	203-478-758-000	1,944.37
			PROGRAM SUPPLIES	203-478-758-000	962.79
			PROGRAM SUPPLIES	203-478-758-000	1,921.60
					<hr/> 16,095.87
12/15/2025	80129	DEWOLF AND ASSOCIATES	PROFESSIONAL DEVELOPMENT	101-325-960-000	1,690.00
			PROFESSIONAL DEVELOPMENT	101-345-960-000	845.00
					<hr/> 2,535.00
12/15/2025	80130	DURST LUMBER & ACE HARDWARE	MAINTENANCE SUPPLIES - DPW	101-267-776-441	16.99
			FIRE TRUCK MAINTENANCE	101-345-939-001	17.90
			OFFICE SUPPLIES	101-441-728-000	25.17
			VEHICLE SUPPLIES	101-443-781-000	67.77
			VEHICLE SUPPLIES	101-443-781-000	5.58
			VEHICLE SUPPLIES	101-443-781-000	17.99
			EQUIPMENT SUPPLIES	208-751-778-000	77.31
			PROGRAM SUPPLIES	592-536-758-000	57.98
			PROGRAM SUPPLIES	592-536-758-000	17.99
					<hr/> 304.68

12/15/2025	80131	EJ USA, INC.	PROGRAM SUPPLIES	592-536-758-000	9,264.30
12/15/2025	80132	ELISABETH CONGER	RENTED MATERIALS	101-790-978-001	49.80
12/15/2025	80133	ELITE TRAUMA CLEAN-UP	PRISONER BOARD	101-345-753-000	2,000.00
12/15/2025	80134	EQUIPMENT DISTRIBUTORS	TOOLS	101-443-787-000	6,815.53
12/15/2025	80135	ETHAN GURSKI	BS25-0024 - PBG25-0015	101-000-283-000	200.00
12/15/2025	80136	EVA MITCHELL	CONTRACTUAL SERVICES	101-215-818-000	63.75
12/15/2025	80137	FERGUSON WATERWORKS #3386	PROGRAM SUPPLIES	592-536-758-000	973.60
12/15/2025	80138	FRONT LINE SERVICES, INC.	FIRE TRUCK MAINTENANCE	101-345-939-001	931.84
			FIRE TRUCK MAINTENANCE	101-345-939-001	300.00
			FIRE TRUCK MAINTENANCE	101-345-939-001	620.00
			FIRE TRUCK MAINTENANCE	101-345-939-001	31.28
			FIRE TRUCK MAINTENANCE	101-345-939-001	668.85
			FIRE TRUCK MAINTENANCE	101-345-939-001	25,443.59
					27,995.56
12/15/2025	80139	GALLAGHER FIRE EQUIPMENT COMPANY	BUILDING MAINTENANCE	101-345-931-000	347.00
12/15/2025	80140	GARRETT DOOR CO.	BUILDING MAINTENANCE - DPW	101-267-931-441	340.00
12/15/2025	80141	GUNNERS METERS & PARTS INC.	PROGRAM SUPPLIES	592-536-758-000	1,640.00
12/15/2025	80142	H.D. EDWARDS & CO.	VEHICLE SUPPLIES	101-443-781-000	442.84

12/15/2025	80143	HERSCH'S INC.	PROGRAM SUPPLIES	202-478-758-000	319.48
			PROGRAM SUPPLIES	203-478-758-000	136.92
					456.40
12/15/2025	80144	HILLAN HOMES INC	BBP24-0026 - PUT24-0047	101-000-283-000	5,000.00
12/15/2025	80145	HILLAN HOMES INC	BBP25-0006 - PUT25-0010	101-000-283-000	5,000.00
12/15/2025	80146	HILLAN HOMES INC	BBP24-0017 - PUT24-0030	101-000-283-000	5,000.00
12/15/2025	80147	HILLAN HOMES INC	BBP24-0016 - PUT24-0029	101-000-283-000	5,000.00
12/15/2025	80148	HILLAN HOMES INC	BE24-0005 - PBRN24-0005	101-000-283-371	562.96
12/15/2025	80149	HILLAN HOMES INC	BBE24-0010 - PBRN24-0005	101-000-283-000	800.00
12/15/2025	80150	HILLAN HOMES INC	BE24-0003 - PBRN24-0004	101-000-283-371	850.00
12/15/2025	80151	HILLAN HOMES INC	BBE24-0009 - PBRN24-0004	101-000-283-000	800.00
12/15/2025	80152	HOOVER ELECTRIC INC	BBP25-0061 - PUT25-0166	101-000-283-000	5,000.00
12/15/2025	80153	HUBBELL, ROTH & CLARK	PROJECT ESCROW ENGINEERING IVY	101-000-283-220	286.93
			SEVEN POINTS-28557 WOODWARD AVE	101-000-283-245	160.94
			ESCROW ENGINEERING - SITE PLAN REVIEWS	101-000-283-371	650.00
			ESCROW ENGINEERING - SITE PLAN REVIEWS	101-000-283-371	650.00
			CONSTRUCTION - ROAD PROJECT	443-901-975-000	49,994.89
			CONSTRUCTION - ROAD PROJECT	443-901-975-000	958.49
			CONTRACTUAL SERVICES	592-536-818-000	14,789.20
			ENGINEER	592-536-821-000	958.50

			ENGINEER	592-536-821-000	1,689.91
					70,138.86
12/15/2025	80154	HUGH WILLIAMS	PROFESSIONAL DEVELOPMENT	101-345-960-000	84.00
12/15/2025	80155	HUNT SIGN CO LTD	HISTORIC COMMITTEE	101-000-302-000	185.00
			HISTORIC COMMITTEE	101-000-302-000	150.00
			HISTORIC COMMITTEE	101-000-302-000	150.00
					485.00
12/15/2025	80156	HYDROCORP	CROSS CONNECTIONS	592-536-822-000	1,769.00
12/15/2025	80157	INTERSTATE BILLING SERVICES	VEHICLE SUPPLIES	101-443-781-000	699.36
12/15/2025	80158	J.H. HART URBAN FORESTRY	CONTRACTUAL SERVICES	202-468-818-000	2,329.79
			CONTRACTUAL SERVICES	202-468-818-000	824.68
			CONTRACTUAL SERVICES	203-468-818-000	5,436.19
			CONTRACTUAL SERVICES	203-468-818-000	1,924.24
					10,514.90
12/15/2025	80159	JEFFREY J. ONESKO	PROFESSIONAL DEVELOPMENT	101-325-960-000	69.70
12/15/2025	80160	JOE BURLAGER	PROGRAM SUPPLIES - CONTRIB - LIBRARY	101-790-758-005	150.00
			DDA - EVENTS	248-724-817-004	150.00
					300.00
12/15/2025	80161	K4 GENERAL CONTRACTOR	BBE25-0013 - PBCA25-0012	101-000-283-000	800.00
12/15/2025	80162	KANOPY, INC.	DOWNLOADABLE CONTENT	101-790-731-001	278.80
12/15/2025	80163	KEHL CONSTRUCTION	BBP23-0026 - PUT23-0097	101-000-283-000	5,000.00

12/15/2025	80164	KIMBALL MIDWEST	VEHICLE SUPPLIES	101-443-781-000	223.83
			TOOLS	101-443-787-000	169.75
					393.58
12/15/2025	80165	KONICA MINOLTA BUSINESS SOLUTIONS	OPERATING SUPPLIES	101-305-732-000	120.00
			OFFICE EQUIPMENT RENTAL	101-441-946-000	78.19
			OFFICE EQUIPMENT MAINTENANCE	101-790-934-000	53.32
			OFFICE EQUIPMENT RENTAL	208-751-946-000	144.96
			OFFICE EQUIPMENT RENTAL	208-751-946-000	17.40
			OFFICE EQUIPMENT RENTAL	592-536-946-000	78.18
					492.05
12/15/2025	80166	LARRY'S WELDING SUPPLY	VEHICLE SUPPLIES	101-443-781-000	62.65
12/15/2025	80167	LGC GLOBAL ENERGY FM, LLC	CUSTODIAL SERVICES - CITY HALL	101-267-811-101	1,128.88
			CUSTODIAL SERVICES - LIBRARY	101-267-811-271	2,478.33
			CUSTODIAL SERVICES - PUB SAFETY	101-267-811-345	1,921.19
			CUSTODIAL SERVICES - DPW	101-267-811-441	246.14
			CUSTODIAL SERVICES - PARKS	208-267-811-208	1,595.97
			CUSTODIAL SERVICES	592-267-811-000	246.14
					7,616.65
12/15/2025	80168	LIBRARY IDEAS, LLC	BOOKS FROM DONATIONS	101-790-978-002	587.36
12/15/2025	80169	LINK2PUMP CORP	FUEL & OIL	101-441-751-000	5,450.00
			FUEL & OIL	101-441-751-000	1,000.00
					6,450.00
12/15/2025	80170	LUXURY LAWN AND SNOW LLC	CONTRACTUAL SERVICES	211-752-818-000	1,756.00
12/15/2025	80171	MAJIK GRAPHICS, INC.	VEHICLES	101-345-985-000	680.00
12/15/2025	80172	MASTERFIX LLC	BSW25-0026 - PUT25-0081	101-000-283-000	500.00

12/15/2025	80173	MATTHEW CHURCH	PROFESSIONAL DEVELOPMENT	101-790-960-000	115.60
12/15/2025	80174	MCGRATH ELECTRIC, LLC	BUILDING MAINTENANCE - CITY HALL	101-267-931-101	425.00
			STREET LIGHTING	202-475-922-000	1,125.00
					1,550.00
12/15/2025	80175	MCKENNA	CONTRACTUAL INSPECTIONS	101-745-822-003	13,398.00
			CODE ENFORCEMENT	101-745-822-010	10,960.50
					24,358.50
12/15/2025	80176	MICHIGAN GRAPHICS & AWARDS	MEETINGS & CONFERENCES	101-101-864-000	18.00
12/15/2025	80177	MICHIGAN MUNICIPAL TREASURERS ASSOC	MEMBERSHIPS	101-253-803-000	99.00
12/15/2025	80178	MICHIGAN STATE FIREMEN'S ASSOC.	MEMBERSHIPS	101-345-803-000	100.00
12/15/2025	80179	MIDWEST TAPE	DOWNLOADABLE CONTENT	101-790-731-001	385.18
12/15/2025	80180	MISDU	PAYROLL DEDUCTIONS	101-000-231-000	105.98
			PAYROLL DEDUCTIONS	101-000-231-000	542.76
					648.74
12/15/2025	80181	MSTS RECEIVABLES LLC	VEHICLE SUPPLIES	101-443-781-000	22.23
12/15/2025	80182	NELSON BROTHERS	BBP25-0063 - PUT25-0169	101-000-283-000	5,000.00
12/15/2025	80183	NELSON BROTHERS SEWER & PLUMBING	BUILDING MAINTENANCE - PUB SAFETY	101-267-931-345	6,500.00
12/15/2025	80184	NEW URBAN DEVELOPMENTS, LLC	BBP24-0034 - PUT24-0075	101-000-283-000	5,000.00

12/15/2025	80185	NIHADA LILIC, LERMA TREASURER	MEMBERSHIPS	101-305-803-000	150.00
12/15/2025	80186	NYE UNIFORM	UNIFORMS-CLEANING AND PURCHASES	101-325-744-000	1,109.35
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	92.50
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	348.50
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	989.50
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	1,402.50
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	556.45
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	237.00
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	828.00
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	243.50
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	373.50
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	1,487.50
					7,668.30
12/15/2025	80187	O'REILLY AUTOMOTIVE, INC.	VEHICLE SUPPLIES	101-443-781-000	1,093.79
			TOOLS	101-443-787-000	29.99
			VEHICLE MAINTENANCE	211-755-939-000	19.98
					1,143.76
12/15/2025	80188	OAKLAND COUNTY	MEMBERSHIPS	101-253-803-000	20.00
12/15/2025	80189	OAKLAND COUNTY	MEMBERSHIPS	101-253-803-000	20.00
12/15/2025	80190	OAKLAND COUNTY	BULK SEWAGE	592-536-927-000	98,693.76
			STORM FLOW	592-537-927-000	182,597.58
					281,291.34
12/15/2025	80191	OFFICE EXPRESS	OPERATING SUPPLIES	101-325-732-000	1,980.00
12/15/2025	80192	OLIVER CONSTRUCTION, INC.	BBP25-0008 - PUT25-0011	101-000-283-000	5,000.00

12/15/2025	80193	ORKIN PEST CONTROL	BUILDING MAINTENANCE - CITY HALL	101-267-931-101	60.00
12/15/2025	80194	PAUL SCOTT PLUMBING	BSW25-0043 - PUT25-0177	101-000-283-000	500.00
12/15/2025	80195	POLARIS SALES	VEHICLES	101-345-985-000	39,653.80
12/15/2025	80196	POMP'S TIRE SERVICE, INC.	VEHICLE SUPPLIES	101-443-781-000	419.10
12/15/2025	80197	PRESSURE VESSEL TESTING	CASCADE SYSTEM MAINTENANCE	101-345-825-000	587.27
			CASCADE SYSTEM MAINTENANCE	101-345-825-000	758.30
					1,345.57
12/15/2025	80198	PRINT MASTERS PRINTING CO.	OFFICE SUPPLIES	592-536-728-000	2,518.38
12/15/2025	80199	PRINTING SYSTEMS	OFFICE SUPPLIES	592-536-728-000	1,042.27
12/15/2025	80200	PROMOTIONSNOW	SUPPLIES	101-345-728-000	1,706.16
12/15/2025	80201	RAD HATTER MARKETING	CONTRACTUAL SERVICES	248-726-818-000	3,392.00
12/15/2025	80202	REBECCA STOUT	PROFESSIONAL DEVELOPMENT	101-790-960-000	18.20
12/15/2025	80203	RKA PETROLEUM COS, INC	INVENTORY - FUEL & OIL	101-000-110-002	2,016.35
			INVENTORY - FUEL & OIL	101-000-110-002	1,316.87
					3,333.22
12/15/2025	80204	ROSATI, SCHULTZ, JOPPICH	CITY ATTORNEY	101-266-825-000	5,148.00
12/15/2025	80205	SEMCOG	MEMBERSHIPS AND DUES	101-101-803-000	2,025.00

12/15/2025	80206	SERVICE GIANT LLC	BSW25-0042 - PUT25-0174	101-000-283-000	500.00
12/15/2025	80207	SHIFMAN FOURNIER	LEGAL SERVICES - LABOR	101-266-824-000	429.00
12/15/2025	80208	SOCRRA	RUBBISH COLLECTION	226-528-818-001	35,479.68
			TRASH DISPOSAL	226-528-818-003	23,000.32
					58,480.00
12/15/2025	80209	SOUTHERN MICH DOG OBEDIENCE TRAIN.	CONTRACTUAL SERVICES	208-845-818-000	450.00
12/15/2025	80210	STAPLES	EQUIPMENT SUPPLIES	101-228-778-000	369.39
			SUPPLIES	101-345-728-000	47.71
			SUPPLIES	101-345-728-000	66.97
			OFFICE SUPPLIES	101-790-728-000	116.98
					601.05
12/15/2025	80211	STREET DUTY	AMMUNITION - TRAINING	101-345-741-001	720.00
12/15/2025	80212	SUNOCO	FUEL & OIL	101-345-751-000	27.15
12/15/2025	80213	SUSAN AND MICHAEL MCCOMBS	BSW25-0040 - PUT25-0153	101-000-283-000	500.00
12/15/2025	80214	SUZANNE THIEDE	BOARD OF CANVASSERS	101-253-703-000	50.00
12/15/2025	80215	T-MOBILE	DOWNLOADABLE CONTENT	101-790-731-001	287.00
12/15/2025	80216	T-MOBILE USA, INC	DATA PROCESSING	101-345-814-000	50.00
12/15/2025	80217	THE LIBRARY NETWORK	BOOKS / PERIODICALS	101-790-731-000	10,083.44
			LIBRARY COOP	101-790-828-000	1,031.51

			LIBRARY COOP	101-790-828-000	3,495.00
					14,609.95
12/15/2025	80218	THOMAS BYARS	BOARD OF CANVASSERS	101-253-703-000	60.00
12/15/2025	80219	THORNTON & GROOMS INC	BSW24-0016 - PUT24-0039	101-000-283-000	500.00
12/15/2025	80220	TRANSUNION RISK AND ALTERNATIVE	MEMBERSHIPS	101-345-803-000	118.00
12/15/2025	80221	TRITON PLUMBING LLC	BSW25-0044 - PUT25-0179	101-000-283-000	500.00
12/15/2025	80222	TRITON PLUMBING LLC	BBP25-0068 - PUT25-0176	101-000-283-000	5,000.00
12/15/2025	80223	TRUCK & TRAILER SPECIALTIES, INC.	FUEL & OIL	101-441-751-000	151.80
12/15/2025	80224	UNIQUE MANAGEMENT SERVICES, INC.	CONTRACTUAL SERVICES	101-790-818-000	81.55
12/15/2025	80225	UNITED FACILITY SUPPLIES	MAINTENANCE SUPPLIES - LIBRARY	101-267-776-271	64.68
			MAINTENANCE SUPPLIES - PARKS	208-267-776-208	28.00
					92.68
12/15/2025	80226	UNIVERSAL AMBULANCE SERVICE	BLOOD DRAWS	101-345-818-012	312.00
12/15/2025	80227	VERIZON WIRELESS	SOFTWARE MAINT AND SUBSCRIPTIONS	101-228-760-000	135.00
			EQUIPMENT SUPPLIES	101-228-778-000	99.98
			TELEPHONE	101-228-853-000	2,214.73
					2,449.71
12/15/2025	80228	VESCO OIL CORPORATION	FUEL & OIL	101-441-751-000	1,600.24

12/15/2025	80229	VETTRAINO CONSULTING LLC	CONSULTANT	101-101-817-000	1,425.00
12/15/2025	80230	WAGeworks, INC	CONSULTANT	101-191-817-000	100.00
12/15/2025	80231	WINDSTREAM	CONTRACTUAL SERVICES	101-228-818-000	433.89
12/15/2025	80232	WOLVERINE POWER SYSTEMS	PROGRAM SUPPLIES	101-443-758-000	1,120.94
12/15/2025	80233	WOW! BUSINESS	CONTRACTUAL SERVICES	101-228-818-000	736.07
12/17/2025	80234	MML LIABILITY & PROPERTY POOL	PREPAID EXPENSES	101-000-123-000	287,620.00
		TOTAL - ALL FUNDS	TOTAL OF 153 CHECKS (4 voided)		1,159,154.68

DATE	VENDOR	AMOUNT
12/1/2025	ALERUS	\$ 22,946.97
12/1/2025	WAGeworks	\$ 100.00
12/2/2025	DTE ENERGY	\$ 129.45
12/2/2025	DTE ENERGY	\$ 537.41
12/2/2025	BCBS	\$ 164,118.70
12/3/2025	DTE ENERGY	\$ 4,326.15
12/3/2025	DTE ENERGY	\$ 23.50
12/3/2025	DTE ENERGY	\$ 74.78
12/3/2025	DTE ENERGY	\$ 142.09
12/3/2025	DTE ENERGY	\$ 552.14
12/3/2025	DTE ENERGY	\$ 31.84
12/3/2025	DTE ENERGY	\$ 528.65
12/3/2025	DTE ENERGY	\$ 64.33
12/3/2025	DTE ENERGY	\$ 133.70
12/3/2025	DTE ENERGY	\$ 2,007.15
12/3/2025	DTE ENERGY	\$ 483.97
12/3/2025	DTE ENERGY	\$ 24.37
12/4/2025	UNION DUES	\$ 400.00
12/4/2025	UNION DUES	\$ 760.00
12/4/2025	UNION DUES	\$ 390.00
12/4/2025	MISSIONSQUARE	\$ 3,607.63

12/4/2025	UNION DUES	\$	209.07
12/4/2025	IRS TAX PAYMENT	\$	60,104.18
12/4/2025	IRS TAX PAYMENT	\$	1,041.43
12/4/2025	CONSUMERS ENERGY	\$	431.74
12/4/2025	CONSUMERS ENERGY	\$	529.95
12/4/2025	CONSUMERS ENERGY	\$	339.44
12/4/2025	CONSUMERS ENERGY	\$	980.51
12/4/2025	CONSUMERS ENERGY	\$	159.88
12/4/2025	CONSUMERS ENERGY	\$	275.17
12/4/2025	NATIONWIDE	\$	5,405.90
12/4/2025	NATIONWIDE	\$	2,343.18
12/5/2025	PNP BILL PAYMENT	\$	100.00
12/8/2025	ALERUS	\$	475.68
12/8/2025	ALERUS	\$	5,543.84
12/8/2025	ALERUS	\$	1,746.54
12/8/2025	ALERUS	\$	4,614.97
12/8/2025	HEALTHEQUITY INC	\$	1,869.40
12/8/2025	PNP BILL PAYMENT	\$	500.00
12/8/2025	CREDIT CARD PAYMENT	\$	31,126.28
12/11/2025	DTE ENERGY	\$	20,634.36
12/16/2025	DTE ENERGY	\$	66.64
12/16/2025	DTE ENERGY	\$	780.84
12/17/2025	HARTFORD	\$	193.45
12/17/2025	HARTFORD	\$	5,218.88
12/18/2025	UNION DUES	\$	400.00
12/18/2025	UNION DUES	\$	760.00
12/18/2025	MISSIONSQUARE	\$	3,485.82
12/18/2025	UNION DUES	\$	208.98
12/18/2025	IRS TAX PAYMENT	\$	62,708.52
12/18/2025	RETURN DEBIT CHARGEBACK	\$	695.91
12/19/2025	NATIONWIDE	\$	2,388.22
12/19/2025	NATIONWIDE	\$	5,515.88
12/19/2025	RETURN DEBIT CHARGEBACK	\$	188.84
12/22/2025	ALERUS	\$	445.68
12/22/2025	ALERUS	\$	5,383.40
12/22/2025	ALERUS	\$	2,086.81
12/22/2025	ALERUS	\$	4,609.11
12/22/2025	STATE OF MICHIGAN - PAYROLL TAX	\$	23,540.49
12/22/2025	STATE OF MICHIGAN - PAYROLL TAX	\$	251.60
12/22/2025	MERS	\$	109,102.45
12/23/2025	A D N DENTAL	\$	20,432.71
12/24/2025	PITNEY BOWES	\$	4,000.00

12/31/2025	IRS TAX PAYMENT	\$	15,663.36
12/31/2025	ALERUS	\$	19,270.07
12/31/2025	HEALTH EQUITY INC	\$	1,878.83
TOTAL OF ACH TRANSACTIONS		\$	629,090.84
GRAND TOTAL		\$	1,788,245.52

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

Victoria Mitchell, City Clerk

Bridget Dean, Mayor

January 26, 2026 Council Meeting

Moved by Councilmember_____and seconded by Councilmember _____ to (approve/deny/postpone) a design services proposal from Spalding DeDecker for the Library Parking Lot Rehabilitation Project at a cost of \$18,460. This is a budgeted expense is being paid from account # 101-267-976-271.

Ayes:

Nays:

Absent:

Motion:



MEMORANDUM

To: Mayor Dean and City Council
From: Alex Brown, Facilities Manager

Date: *January 26, 2026*
Subject: Design services proposal

Madam Mayor and Members of City Council,

Background

This proposal from Spalding DeDecker is to provide design services for the Library parking lot rehab project. Design will take place over the winter with construction expected to begin in spring 2026. This project is utilizing the current professional services agreement with Spalding DeDecker.

Summary

- **Approval of design services proposal from Spalding DeDecker for \$18,460**
- **Spalding DeDecker is currently engaged in professional services contract with the city**
- **This is a budgeted expense in FY 25/26 , account # 101-267-976-271**

Recommendation

Design services proposal from Spalding DeDecker for the Library Parking Lot Rehabilitation Project.

January 20, 2026

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

**Re: Proposal for Professional Services for
Berkley Public Library Parking Lot Rehabilitation**

Dear Mr. Young:

Spalding DeDecker (SD) is pleased to provide the following proposal, in accordance with SD's master services agreement with the City, for design services for the Berkley Library Parking Lot Rehabilitation Project

PROJECT UNDERSTANDING

Spalding DeDecker (SD) understands that the City previously collected pavement core and soil boring information at the Library indicating less than ideal pavement and subsurface conditions for the originally planned resurfacing option. SD recognizes the City's intent to rehabilitate this parking lot full-depth including adjusting the existing structure covers and re-stripping the parking spaces. The following proposal outline will address the intent of the services.

SCOPE OF SERVICES

Phase 1 – Data Gathering and Records Review

The following are the major items associated with this phase:

- Kickoff meeting and Field Walk-Through
- Aerial Overview
 - Utilize existing aerial for plan view limits.
 - No topographic survey proposed.
 - Utilize GIS for ROW and Utility lines.
- Review Project Data
 - Soil boring logs

Phase 2 – Project Documentation

The following are the major items associated with this phase:

- Provide contract front-end and design specifications matching City Standards
- Engineer's Opinion of Cost

- Updated 50%, 90% and Final
- Internal City Scope Review
- Public Engagement
 - Engage the Library staff on needs, timing, construction phasing, etc.
 - SD regularly hosts public meetings and/or provides exhibits and documentation for public outreach during design and construction. This can be used in conjunction with a project website.
- Utility Coordination Meeting
- Permitting
 - SESC (Oakland County Water Resources Commissioner)

Phase 3 – Construction Plans

The following are the major items associated with this phase:

- Title Sheet including sheet index, utility contacts and project location
- General notes sheet including construction notes, project instruction language, hatching and line type information.
- Standard Detail Sheets
 - Utilizing City of Berkley details, as applicable
- SESC and Removal Plans
- Construction Plan
 - Paving, Miscellaneous Curb and Gutter, Sidewalk and Storm Catch Basin casting adjustments
- Striping Plan (if deemed necessary)
- Maintenance of Traffic Plan
 - Multi-phase construction will allow for continuous operation with minimal disruption.
- Pedestrian Detour Plan and/or temporary access measures, as necessary

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

SCHEDULE

Project Award	January 26, 2026
Internal Scope Review	January 29, 2026
Records Review	January 29 – 30, 2026
Plan Preparation	February 2 - 16, 2026
*90% Plan Review	February 20, 2026
Permit Submittals	February 23, 2026
Final Plan Preparation	February 23 – March 6, 2026
*Final Plan Submittal	March 9, 2026
Bid Letting	March 30, 2026
City Council Award	April 6, 2026
Construction	May 4 – June 12, 2026

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

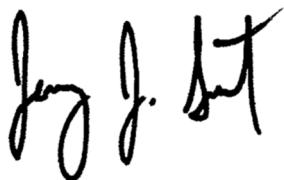
FEE

In accordance with Spalding DeDecker's (SD) existing master services agreement and engineer-of-record contract, SD preliminarily estimates that the above-listed services at the following hourly not-to-exceed total, based on our attached estimated breakdown of staff hours:

Design Engineering = \$18,460

Thank you for the opportunity to submit this proposal, and we look forward to working with the City. If you wish to discuss this proposal or require additional information, please feel free to contact me directly at jschrot@sda-eng.com or (517) 740-7059. Thank you!

Sincerely,
SPALDING DEDECKER



Jeremy Schrot, PE
Sr. Vice President

Accepted by:
City of Berkley

Shawn Young
Deputy City Manager of Public Services
Date: _____

January 26, 2026 Council Meeting

Moved by Councilmember _____ and seconded by Councilmember _____ to (approve/deny/postpone) a resolution establishing the policy and guidelines for granting an exemption from payment of property taxes.

Ayes:

Nays:

Absent:

Motion:

RESOLUTION

Of the Council of the City of Berkley, Michigan
Establishing the Policy and Guidelines for
Granting an Exemption from Payment of
Property Taxes

WHEREAS: Public Act 390 of 1994, as requires that the governing body of each city and township determine and make available to the public the policy and guidelines the Board of Review utilizes in granting reductions in property assessments due to limited income and assets, referred to as "Poverty Exemptions."

WHEREAS: Public Act 253 of 2020 amended MCL 211.7u related to Poverty Exemptions in the State of Michigan was adopted into law on December 23, 2020.

WHEREAS: It is the intent of the City Council to adopt guidelines in compliance with both of the acts.

NOW THEREFORE, THE BERKLEY CITY COUNCIL RESOLVES:

SECTION 1: To be eligible for a poverty exemption, a person shall do all of the following on an annual basis:

1. Be an owner of, and occupy as a principal residence, the property for which an exemption is requested.
2. The subject property must be classified as a single-family residential parcel or residential condominium property with a valid homeowner's Principal Residence Exemption (PRE) currently in effect.
3. File a completed application with the Board of Review on a form provided by the city. All supporting documentation must be included.
4. Submit the most recent year's copies of the following:
 - i. Federal and State of Michigan Income Tax Returns for all individuals residing in the homestead.
 - ii. Most recent Homestead Property Tax Form MI-1040CR-1 (attached to the most current State Income Tax Return).
 - iii. Statement from Social Security Administration and/or the Michigan Social Services as to monies paid to applicant(s) during the previous calendar year along with a current Form 4988 Poverty Exemption Affidavit if this is the sole source of income.
5. Produce a copy of the applicant's valid driver's license or other form of identification such as a passport or State Identification Card.
6. Produce a copy of the deed, land contract or other evidence of parcel ownership of all real property owned by the applicant if requested by the Board of Review.

SECTION 2: The Board of Review can request any other additional information including additional tax returns, financial statements, land contracts, personal or family trust documents, vehicle titles and any other record or affidavits that the Board may deem necessary in order to make a poverty exemption determination, asset limit determination or income level determination.

SECTION 3: Poverty exemption applications must be filed after January 1st, but before the day prior to the last day of the Board of Review.

SECTION 4: The Board of Review shall follow the policy and guidelines set forth above when granting or denying poverty exemptions requests. The same standards shall apply to each taxpayer within the city claiming the poverty exemption for the assessment year.

SECTION 5: If all items requested are received, reviewed, and approved by the Board of Review and a determination is made that the poverty exemption application meets the established guidelines for household income level and household assets will result in a partial exemption for all approved applicants of 50% of taxable value.

SECTION 6: The applicant's total household income cannot exceed 150% of the Federal Poverty Guidelines for income, set forth by the U.S. Department of Health and Human Services as established by the State Tax Commission-to be updated annually.

SECTION 7: A poverty exemption shall not be granted to any applicant whose assets exceed \$35,000. An applicant's homestead and principal vehicle shall be excluded from consideration as an asset. All other property, including property owned by all other persons residing in the household, shall be included as an asset. Property shall include, but is not limited to: cash, savings, stocks, mutual funds, insurance commodities, coin collections, art, motor vehicles, recreation vehicles, etc.

SECTION 8: Any reduction in the State Equalized Value of a property is granted for one year only and must be applied for and reviewed annually based on the applicant's current situation.

SECTION 9: All Notices of Assessment Change and all advertisements of the Board of Review meetings are to include a statement that the resident taxpayer may protest the property assessment, in writing, to the Board of Review.

SECTION 10: To conform to the provisions of PA 253 of 2020, this resolution is hereby given immediate effect and will stay in effect for subsequent years until amended or voided. Introduced and passed at a regular meeting of the Berkley City Council on January 26, 2026.

Attest:

Bridget Dean, Mayor

Victoria Mitchell, City Clerk



CITY OF BERKLEY

3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

Poverty/Hardship Exemption Application 2026

INCOME GUIDELINES FOR POVERTY EXEMPTION

OFFICE USE ONLY	
Applicant Name	Date Stamp
Parcel Number	

*This amount is as published annually by the US Dept. of Health and Human Services. * ***

** Per Michigan State Tax Commission Bulletin number 14 of 2025, "Procedural changes for 2026," November 18, 2025*

***Poverty 1.5x Federal Number in Family*

<u>Number of Family</u>	<u>Income</u>
1 Member	\$ 23,475
2 Members	\$ 31,725
3 Members	\$ 39,975
4 Members	\$ 48,225
5 Members	\$ 56,475
6 Members	\$ 64,725
7 Members	\$ 72,975
8 Members	\$ 81,225
For each additional person	+ \$ 8,250

According to the US Census Bureau, "income" includes:

- Money, wages, and salaries before any deductions.
- Net receipts from non-farm self-employment. (These are receipts from a person's own business, professional enterprise, or partnership, after deductions for business expenses.)
- Net receipts from farm self-employment. (The same provisions as above for self-employment.)
- Regular payments from social security, railroad retirement, unemployment, worker's compensation, veteran's payments and public assistance.
- Alimony, child support, and military family allotments.
- Private pensions, governmental pensions, and regular insurance or annuity payments.
- College or university scholarships, grants, fellowships, and assistantships.
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

APPLICATION CHECKLIST

To aid you in submitting a complete application, be sure that you complete and attach copies of the following items for your application submission:

_____ Completed Application

_____ Copy of Driver's License and/or Valid Identification

_____ Assessment Change Notice

_____ Copies of the following executed financial forms (most recent year) for **all individuals** residing in the homestead, along with relevant support documents (for example W-2 Forms, 1099 Forms, etc.):

_____ A. Federal Income Tax Return Form 1040, 1040A, or 1040EZ

_____ B. Michigan Income Tax Return Form MI-1040, MI-1040A, or MI1040EZ

_____ C. Michigan Homestead Property Tax Credit Claim Form MI-1040CR

_____ D. If applicable, current Social Security Administration or Michigan Social Service statement of income paid to the applicant.

_____ If applicable, a completed Poverty Exemption Affidavit (Form 4988) for all persons residing in the residence who were not required to file federal or state income tax returns. If you only receive Social Security and do not file taxes, please complete Form 4988.

*All requested information must be included with the Poverty Exemption Application. Without the above information the Board will not consider your application.

ASSET LEVEL GUIDELINES FOR POVERTY EXEMPTION

The Asset Level does not include the primary residence for which exemption is being sought. It does include, but is not limited to:

- A second home, additional land not associated with the primary residence, or other buildings other than the primary residence being sought for exemption.
- Vehicles and other recreational vehicles such as motor homes, campers, ATVs, boats, and motorcycles.
- Jewelry, antiques, artwork, equipment, and other personal property of value.
- Bank accounts, stocks, bonds, and investments. This also includes the money received from the sale of stocks, bonds, investments, cars, and houses unless a person is in the specific business of selling such property.
- Withdrawals of bank accounts and borrowed money.
- Gifts, loans, lump-sum inheritances, and one-time insurance payments.
- Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
- Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.
- The total interest income in all accounts (checking, savings, CDs, IRAs, 401Ks, money market, annuities, etc.)

Maximum total allowed assets, including amounts in banking/investment accounts may not exceed the amount \$35,000 of the federal poverty guideline for the number of persons in the household. See above for what is considered an asset.

CITY OF BERKLEY APPLICATION FOR POVERTY EXEMPTION FOR 2026

GUIDELINES AND INSTRUCTIONS FOR POVERTY EXEMPTION

- If granted an exemption, it is for the current year only. The Poverty exemption is intended to be a temporary form of assistance. Per 211.7u(6) City did not adopt "carry forward" option, petitioners must apply yearly.
- Per, MCL 211.7u(3), the application for consideration must be received by the Assessor's Office at least one day prior to the last session of the Board of Review. Board of Review dates are posted annually and may also be found at www.berkleymi.gov or by calling (248) 321-1031. This application can be made by mail, if received one day prior to the last session of the Board of Review.
- The application must be filled out in its entirety and all requested documentation must be attached. If an area does not apply to the applicant, "N/A" must be used. If the application is not complete or requested documentation is not included, the Board of Review may deny the exemption. All pages included with this application must be returned when the application is submitted for review.
- Per MCL 211.7u(7), a person who files a claim for Poverty exemption IS NOT prohibited from also appealing the assessment on the property to the Board of Review in the same year.

REQUIRED DOCUMENTATION TO BE ATTACHED TO POVERTY EXEMPTION APPLICATION

- Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence must be included with the application including any property tax credit returns. The tax returns may be from the current or preceding tax year. **If any person in the household is not required to file federal or state tax returns, the included affidavit, form 4988, must be completed by each person that does not file taxes.**
- The most recent statement for all bank accounts, investments, IRAs, CDs, 401Ks, money market, annuities, etc. The statement submitted must be complete with no missing pages and submitted for all persons residing in the home.
- Proof of income/assets from the Social Security Administration, Veterans Administration, Medicare, Medicaid, Bridge Card, and any College/University scholarships for all persons residing in the home.
- The most recent mortgage statement of the primary residence under review, including any reverse mortgages.
- If primary residence being sought for exemption was purchased within the past two years of this application, homeowner's closing statements must be submitted with application.

COMMON REASONS FOR DENIAL OF POVERTY EXEMPTION APPLICATION

Below are common reasons (but not an exhaustive list) of why a claim for Poverty Exemption is denied:

- Failure to fill out all areas of the application, including "N/A" in areas not applicable to the applicant or signing the application.
- Failure to include State and Federal Income taxes or property tax credit returns for current or one preceding year for all persons residing in the home. ***Please note that the property tax credit returns are required to be filed with this application. Property tax credit returns (such as Michigan 1040CR) can still be filed with the State of Michigan even if the applicant does not file income taxes.***
- Failure to include complete banking/investment account and mortgage statements for all persons residing in the home. All pages must be submitted.

POVERTY EXEMPTION WORKSHEET

Copy Provided to Application After Board of Review Meeting

Parcel Number: _____ Applicant Name: _____

Property Address: _____

For Board of Review Use Only – Do Not Write Below This Line

Staff – Initial next to all requirements as it relates to the application/applicant.

Does the applicant appear as taxpayer of record of property in question? Yes _____ No _____

If not, has documentation proving ownership been provided? Yes _____ No _____

Are all areas on the application complete with either an answer or “N/A”? Yes _____ No _____

Are all pages of the guidelines/application included with the applicant’s submission? Yes _____ No _____

Does the applicant reside at the property in question? Yes _____ No _____

Are copies of the Federal and State income tax returns and property tax credits forms for the current or preceding year attached for all persons residing in the household? Yes _____ No _____

If not, is the affidavit stating the person is not required to file income taxes completed? Yes _____ No _____

If home was purchased within in past 2 years of date of this application, is closing statements provided? Yes _____ No _____

Is a copy of the most current mortgage statement, including a reverse mortgage if applicable, attached? Yes _____ No _____

Are copies of the most recent bank/investment statements for all residing in the household attached with all pages included? Yes _____ No _____

a. Taxable value on roll \$ _____

b. Number of People in household

c. Total household income from information provided \$ _____

d. Income limit based on number of people in household as established by guidelines \$ _____

e. Total assets of household \$ _____

f. Does applicant meet all asset and income guidelines as established? O Yes O No

If no, reason must be provided by the Board of Review below.

g. If yes, multiply line ‘a’ by 50% (0.50) \$ _____

_____ Appeal Denied

_____ Reduction Applied

_____ 1. Does not qualify based on guidelines

Taxable Value

_____ 2. Application not complete, missing information

As on Roll \$ _____

_____ 3. Did not furnish proper documentation

Revised \$ _____

_____ 4. Other: _____

Initials of Board Members: _____

Date: _____

Application and Affirmation for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township where the property is located in each year on or after January 1 but before the day prior to the last day of the board of review. Poverty Exemptions may be heard by the Board of Review during its March, July, and December sessions.

To be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.				
Petitioner's Name			Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents	
Property Address of Principal Residence		City	State	ZIP Code
PART 2: REAL ESTATE INFORMATION				
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.				
Property Parcel Identification Number		Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence		
Property Description				
PART 3: AFFIRMATION OF OWNERSHIP, OCCUPANCY, AND INCOME STATUS (Check all boxes that apply.)				
<input type="checkbox"/> I own the property in which the exemption is being claimed.				
<input type="checkbox"/> The property in which the exemption is being claimed is used as my homestead. Homestead is generally defined as any dwelling with its land and buildings where a family makes its home.				
PART 4: ADDITIONAL PROPERTY INFORMATION				
List information related to any other property owned by you or any member residing in the household.				
<input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.			Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

PART 5: EMPLOYMENT INFORMATION — List your current employment information.

Name of Employer

Address of Employer

City

State

ZIP Code

Contact Person

Employer Telephone Number

PART 6: INCOME SOURCES

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

Source of Income	Monthly or Annual Income (indicate which)

PART 7: CHECKING, SAVINGS AND INVESTMENT INFORMATION

List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

PART 8: LIFE INSURANCE — List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

PART 9: MOTOR VEHICLE INFORMATION

All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

Continue on Page 3

PART 10: HOUSEHOLD OCCUPANTS — List all persons living in the household.

First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

PART 11: PERSONAL DEBT — List all personal debt for all household members.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

PART 12: MONTHLY EXPENSE INFORMATION

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

NOTICE: Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

PART 13: POLICY AND GUIDELINES ACKNOWLEDGMENT

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

☐ The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

PART 14: LEGAL DESIGNEE INFORMATION (Complete if applicable.)

Legal Designee Name		Daytime Telephone Number	
Mailing Address	City	State	ZIP Code

PART 15: CERTIFICATION

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

Printed Name	Signature	Date
--------------	-----------	------

This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.

Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 30 days of decision. A copy of the Board of Review decision must be included with the petition.

Michigan Tax Tribunal
PO Box 30232
Lansing MI 48909

Phone: 517-335-9760
Email: taxtrib@michigan.gov

Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, _____, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: _____

Signature of Person Making Affidavit

Date

Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty

This form is issued under the authority of Public Act 253 of 2020.

This form is to be used to affirm ownership, occupancy, and income status. MCL 211.7u(2) provides that, to be eligible for exemption under this section, a person shall, subject to subsection (6) and (8), annually affirm that the applicant owns and occupies, as a principal residence, the property for which an exemption is requested.

PART 1: OWNER INFORMATION — Enter information for the person owning and occupying the residence.			
Owner Name		Owner Telephone Number	
Mailing Address	City	State	ZIP Code
PART 2: LEGAL DESIGNEE INFORMATION (Complete if applicable.)			
Legal Designee Name		Daytime Telephone Number	
Mailing Address	City	State	ZIP Code
PART 3: HOMESTEAD PROPERTY INFORMATION — Enter information for property in which the exemption is being claimed.			
City or Township (check the appropriate box and enter name) <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village		County	
Name of Local School District			
Parcel Identification Number		Year(s) Exemption Previously Granted by Board of Review	
Homestead Property Address	City	State	ZIP Code
PART 4: AFFIRMATION OF OWNERSHIP, OCCUPANCY, AND INCOME STATUS (Check all boxes that apply.)			
<input type="checkbox"/> I own the property in which the exemption is being claimed.			
<input type="checkbox"/> The property in which the exemption is being claimed is used as my homestead. Homestead is generally defined as any dwelling with its land and buildings where a family makes its home.			
<input type="checkbox"/> After establishing initial eligibility for the exemption, my income and asset status has remained unchanged and/or I receive a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits.			
PART 5: CERTIFICATION			
I hereby certify to the best of my knowledge that the information provided on this form is true and I am eligible to receive an exemption from property taxes by reason of poverty pursuant to Michigan Compiled Law, Section 211.7u.			
Owner or Legal Designee Name (print)		Signature of Owner or Legal Designee	
		Date	
Designee must attach a letter of authority.			
LOCAL GOVERNMENT USE ONLY (DO NOT WRITE BELOW THIS LINE)			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied (Attach appeal instructions and provide to owner.)		Tax Year(s) exemption will be posted to tax roll	
CERTIFICATION — I certify that, to the best of my knowledge, the information contained in this form is complete and accurate.			
Assessor Signature		Date Certified by Assessor	

City of Berkley

Boards and Commissions:

2025 Highlights and Achievements

January 26, 2026

Rachel Patterson, Deputy City Clerk



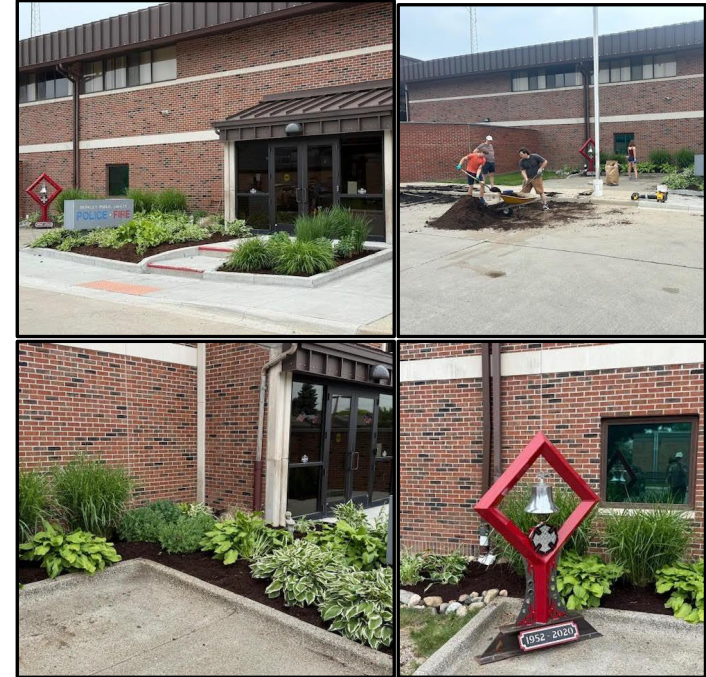
"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has."

-Margaret Mead, American anthropologist (1901-1978)

Beautification Advisory Committee - 2025 Achievements

Public Safety Spring Cleanup

- The BAC members cleaned up the garden beds removing old growth and weeds.
- Added mulch to garden beds.
- Continued maintenance and watering after cleanup.



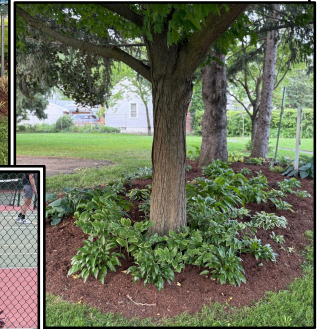
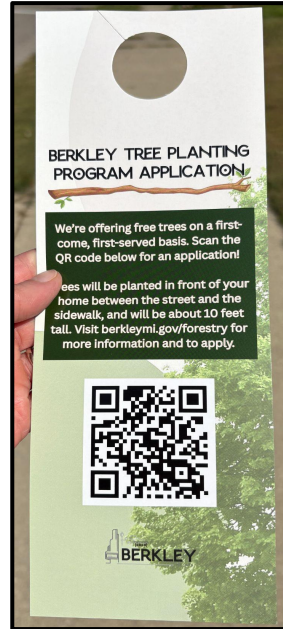
Beautification Advisory Committee - 2025 Achievements

Friends Park Cleanup

- The BAC members added many hosta plants, new shrubs, and mulch.
- Continued maintenance and watering after cleanup.

Street Tree Planting Outreach

- Members distributed door hangers in neighborhoods with low canopy coverage to boost participation in the city's street tree planting program.
- Members were present at Touch-A-Truck event to help pass out information on the city's street tree planting program.



Beautification Advisory Committee- 2025 Achievements

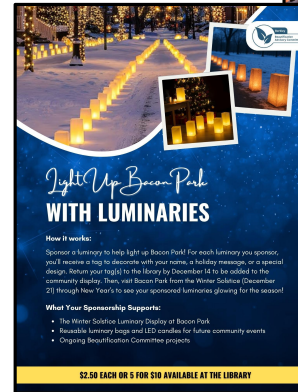
Holiday Lights Parade

- BAC members participated in the holiday lights parade and walked with our new banner.



Luminaries At Bacon Park

- The BAC team put on their first luminary display at Bacon Park.
- Flyers were created and placed at the Library along with digital announcements/outreach to get word out to the community.
- The BAC assembled and placed the luminaries along the pathways of Bacon Park for the community to enjoy during the week of Winter Solstice.



Beautification Advisory Committee- 2025 Achievements

Adopt-A-Garden

- Creation of a new adopt-a-garden program for Berkley.
- Project is still in progress as we are in the phase of creating community awareness and finalizing plots and other logistics.
- Members were present at Touch-a-Truck event to distribute flyers about Adopt-a-Garden program.



Fall Clean Up - Community Center

- Cleaned up garden bed by removing invasive plants and replacing with low-maintenance and native plants.
- Removed weeds and shrubbery from the north-west corner of building exterior.



Environmental Advisory Committee - 2025 Achievements

Primary Activities:

- Operated a Bike Corral at the Berkley Art Bash Saturday June 14.
 - The corral promotes air quality and use of alternative transportation.
 - BEAC makes literature available to event-goers on topics such as bike routes, sustainable yard and garden management, and recycling.
- Assisted the South Oakland County Resource Recovery Authority and the Berkley Public Works Department with the Berkley E-Recycling Day on May 17.
 - 10 pallets of e-waste, 700 pounds of cardboard and 160 pounds of styrofoam were collected by SOCRRA for recycling.
- Joined with other municipal environmental committees to co-sponsor of the Earth Day 2025 Expo at the Royal Oak Farmer's Market on April 26.
 - Brought communities, businesses, and residents together to educate and inform the public on environmentally sustainable policies and practices.

Environmental Advisory Committee - 2025 Achievements

- Conducted two Native Plant Sales on June 1st at the Community Center, and on September 21st at the Berkley Public Library.
 - Promote environmentally sound landscaping in Berkley, providing additional stormwater control, reducing pollution, and building a healthier urban ecology.
 - Volunteers included committee members and Berkley High School students.
 - Over 600 native plants were sold, resulting in over 600 dollars in revenue to the committee.
- Worked with the City to conduct two used clothing swaps, on June 29th at the Dorothea Pocket Park and on December 6th at the Berkley Library.
 - Clothing swap events promote reuse of good quality clothing instead of discarding it, reducing waste.
 - About 25 people participated in the Dorothea event.
 - 30 people participated at the library event and over 300 clothing items were exchanged.
 - All leftover clothing was donated to Goodwill Industries.

Other Activities:

- Continued to educate the community about environmentally sound lawn and garden practices and provide information on funding opportunities and environmental events on its longstanding Facebook page.



Historical Committee - 2025 Achievements

- Continued to advance the committee's mission of study and recommend various approaches to utilizing city history in developing educational and cultural activities by sponsoring a tour of Roseland Park Cemetery attended by over 100 people.
- Participating in the city's events: Bookley, Pride Block Party, Art Bash, Coolidge Art Fest, and Holiday Lights Parade.
- Offering a series of special historic displays, including three Berkley churches, past restaurants, Twelve Mile businesses (1972) and Coolidge businesses (1967), and holiday parades and the Berkley Santa.
- Producing quarterly newsletters with articles about past events in the city's history and news about the museum.
- Welcoming over 1,300 visitors to the museum (an average of 11 a week plus large numbers during events like Boo!kley and Holiday Lights).
- Posting an average of three historic images every week on Facebook, Instagram, and X, all receiving enthusiastic responses from the sites' visitors.
- Researching and responding to dozens of inquiries from residents and others about all aspects of our city's history.
- Scanning over 1,000 images and documents to facilitate responses to inquiries, preparation of displays, and material for events.
- Selling over 300 immensely popular Santa ornaments, designed by committee member and artist Steven Patterson, to both residents and Berkley lovers all over the country, helping to promote the Museum and the City to new audiences.



Library Board - 2025 Achievements

- Reviewed Library Advisory Board Bylaws.
- Reviewed Code of Conduct supporting the library.
- Reviewed and updated Library Card policy Draft and implement Study Room Policy.
- Reviewed Meeting Room policy.
- Maintained ongoing awareness of budget impacts at the federal and state level.
- Encouraged professional development for Advisory Board Members through dedicated activities:
 - Participated in the American Library Association's United for Libraries virtual Library Policy Retreat, which focused on intellectual freedom and the impact of artificial intelligence on library governance.
 - Maintained active membership with the Michigan Library Association, supporting continued engagement with statewide library issues and professional growth.
 - Engaged with the Association of Library Trustees, Advocates, Friends, and Foundations (ALTAFF) to strengthen advocacy and leadership skills within the library community.

Parks & Recreation Advisory Board - 2025 Achievements

- Returned to monthly meetings.
- Highlight programming and accomplishments of Parks and Recreation staff.
- Preliminary work on the 5-year plan including multiple community engagement meetings.

Tree Board - 2025 Achievements

- Completed the UCF IRA grant and conducted a post grant review work session (chair, city staff, and council liaison).
- Thirty 2024 DTE grant awarded trees were planted in the spring of 2025.
- The Tree Board & DPW continued to celebrate Arbor Day with an annual tree planting. In 2025, they planted two Sweetgum trees at Oxford Park.
- Board funds were used to purchase a new banner and sign to be used at various community events.
- The Tree Board facebook page continued to be a tool to educate residents about our own urban canopy as well as sharing information on community events and highlighting interesting facts about trees and tree care. Audience growth over the year to 571 followers.

Tree Board - 2025 Achievements

- The Tree Board participated in a larger number of community events this year. The purpose was to highlight awareness of our board, as well as facilitate residents to sign up for easement trees.
 - Arbor Day: Two Sweetgum trees were planted at Bacon Park.
 - Berkley Street Art Fest: Tree board members entered the chalk art contest and also had a table at the event. They were able to provide a QR code for residents to directly sign up for an easement tree.
 - Touch a Truck: The city provided boards and committees with the opportunity to engage citizens at this event. Tree board members shared literature about the board and its mission, as well as encouraged people to sign up for street trees.
 - Boo!kley Monster Mash: Board members provided a craft and treats for participants at the event. They helped kids with the activity and talked to parents. Many families weren't from Berkley but they still obtained sign ups and had lots of fun.
 - Holiday Lights Parade: This year they ordered a new smaller banner for the parade and other events. Participation was high this year with all but one member walking in the parade.



INTRODUCTION

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

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

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



Vision, Mission, Values

Mission

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

Vision

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

Values

Caring, Innovative, Welcoming, Active



Priority Areas

Priority Area 1:

Organizational Effectiveness

Priority Area 2:

Economic Sustainability

Priority Area 3:

Community Assets

Priority Area 4:

Open Communications

Priority Area 5:

Fiscal Stewardship



2025 Annual Report

Priority Area 1: **Organizational Effectiveness**

Objective: Cultivate a strong organizational culture

- The Human Resources Director has created and implemented a robust performance appraisal process, and provided a thorough training to all supervisors to assist them in completing effective evaluations.
- The City Manager and Human Resources Director completed a citywide tour, meeting with every department/employee to discuss the Strategic Framework, the functions and future of HR, and open enrollment (including the introduction of a Flexible Spending Account benefit).
- We have held three all-staff trainings this year, one with a focus on fostering a resilient, growth mindset, one on the Freedom of Information Act, and one on Emergency Management
- Professional development has been a high priority this year. In addition to the all-staff training, the Human Resources Director implemented several leadership training opportunities and resources, and staff have attended a wide range of training, certification programs, and continued education.
 - o Leadership Staff: Getting Comfortable with Conflict Training
 - o Leadership Staff: LinkedIn Learning pilot program with assigned Leadership curriculum
 - o Leadership Staff: Michigan Municipal League risk management met with leadership to conduct Workers Compensation training and a Q&A session

- o Matt Wells and Adam Wozniak, both from DPW, attended a NASSCO recertification class and successfully completed and passed the PACP, LACP, and MACP. These certifications allow us to camera and rate our sewer system internally.
- o Two BDPS staff attended training to become Child Passenger Safety (CPS) technicians. Five BDPS PSOs attended OakTac High Risk Unified Command training.
- o Facilities Manager, Alex Brown, earned the Certified Facility Manager (CFM) credential.
- o All 40 Summer Camp Counselors were provided in-depth training before the start of camp.
- o The City Clerk attended the Michigan Association of Municipal Clerks conference and the State of Michigan Bureau of Elections training in Lansing.
- o City Manager and Deputy City Manager attended the ICMA (International City County Manager's Association) annual conference.
- o The Human Resources Director attended the MPELRA (Michigan Public Employer Labor Relations Association) Conference
- o Community Development staff (Kristen and Kim) both attended the Michigan Association of Planning conference.
- o The Community Development Director attended the Michigan Economic Development Association Basic Course.
- o The IT Director attended the GrrCON Michigan Cybersecurity Conference and the annual BS&A conference.
- o The Deputy City Clerk attended the Michigan Municipal Treasurers Association Conference.
- o Public Safety employees continue to complete mandatory and voluntary training and professional development in law enforcement, firefighting, emergency medical service and dispatch.

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

- The Treasury and Finance Departments consolidated shared responsibilities and created greater efficiency.
- Parks and Recreation, Facilities, and Public Works were consolidated under Berkley Public Services. This has created shared resources and responsibilities of multiple departments that consistently work together to deliver various services.
- Standard Operating Procedures (SOPs) have been developed citywide.
- Clerk's office staff and Community Development staff have completed cross-training with Treasury.
- The Clerk's office spearheaded the transformation of the Board and Commissions appointment process and Boards and Commissions handbook. The first phase has been completed, and they are now gearing up to work with the Ad Hoc Committee on Phase 2.
- Human Resources has seen a transformation this year under the leadership of our HR Director. She has successfully engineered a comprehensive recruitment and onboarding infrastructure. This effort focused on three key areas: standardizing hiring procedures (from job postings to interviewing), updating essential compliance paperwork (including background checks and registration forms), and creating formal workflows for personnel management.
- An audit of personnel files was completed by the Human Resources Department to ensure all forms have been properly documented.
- Successfully transitioning to new providers for several key services—including the city attorney, engineering firm, assessing firm, and healthcare benefits administrator—was achieved through the release of RFPs, and a thorough interview and onboarding process. These changes are already helping to significantly enhance the overall effectiveness and efficiency of the organization.

- **Crossdepartment collaborations:**

- Community Development and DPW have been meeting weekly with the new Engineering consultant, Spalding DeDecker to establish and update processes for performance guarantees, private site inspections, pre-construction, engineering construction plan review, site plan review, and residential grading and as-built review. With the help of the IT Director, Stan Lisica, they have been working on GIS services set-up and expansion.
- The staff Parking Committee (CD, DPW, City Manager's Office, Public Safety) is working towards implementation of the recently updated and approved Overnight Parking Policy, including the issuance of overnight parking passes for municipal lots.
- Community Development, the City Manager and the Deputy City Manager of Public Services recently met to address short and long-term plans for snow removal in commercial districts.
- Community Development, DPW and Public Safety have been working on a revamp of the code process, including nuisance abatement updates.

Objective: Foster stronger relationships with community and regional partners

- **The Human Resources Director** attended the OAKMAC-SHRM/PSHRA roundtable discussion with other HR professionals.
- **The Clerk's office** entered into a partnership with Oakland County and other neighboring communities to create a regional Early Voting Center, staff attended the City of Ferndale's all-day FOIA training, and the City Clerk worked the Clawson May election gaining strategies to help strengthen the City's election process.
- **The Communications Director** has attended several SEMCOG Communicators Network meetings, and several SOCRRA networking events, including a tour of the SOCRRA Material Recovery Facility. She

recently worked with community engagement/communications representatives from Royal Oak, Clawson, Berkley Schools, Clawson Schools, and Royal Oak Schools to plan the annual MLK Day of Service. Additionally, she worked with Berkley Cares Food Pantry leadership to create a partnership between the pantry and the City as well as fostering engagement with Vibe Credit Union in Downtown Berkley. This partnership means that donation boxes for the pantry will be available year-round at City Hall, the Library, the Community Center, the Public Safety building, and the Vibe Credit Union lobby to create easy opportunities for residents to donate to the pantry.

- **The Communications Department and Community Development** represented Berkley at the Southeast Oakland Safety Plan Communications Training to strategize how to promote safe streets in our community and neighboring communities.
- **The Community Development Director and the City Manager** each attended M-1 Corridor Plan Meetings led by the Michigan Department of Transportation (MDOT). These meetings are attended by communities along the Woodward Corridor, MDOT, and a consultant to refine specific design options for each segment of the corridor.
- **The Downtown Development Authority (DDA) Director** attended several Michigan Downtown Association's (MDA) workshops, all Main Street Oakland County Manager meetings, and the Main Street Oakland County Main event
- **Berkley DPS** personnel continue to lead regional cooperation in training, preparation, response, and recovery to major incidents. Several City departments planned and successfully implemented several major events, including CruiseFest and the Woodward Dream Cruise. Under the leadership of Berkley DPS personnel, there was unprecedented interagency cooperation during these events. Additionally, BDPS assisted several other municipalities throughout the region with their events.

- **Members of the City Council and the City Manager** attended quarterly meetings with representatives from the Berkley School District. These meetings ensure communication and collaboration between the two organizations.

Objective: Identify and implement innovative operational solutions

- We are near completion with BS&A system enhancements, including the automation of the accounts payable process, bond/escrow payments and equipment rental streamlining
- We have almost completed the Civic Plus migration for agenda Management and Boards and Commission Program
- Finance Department made large strides in innovating processes this year:
 - The Finance Department created a master miscellaneous receivables tracker and a monthly billing checklist.
 - The Treasury Department updated its processes by uploading supporting documentation for miscellaneous cash receipts, which has eliminated paper copies.
- The City has made large strides in digitizing processes and documents.
 - The Community Development Department has made all permitting, except those that require a detailed plan review, available online.
 - The Public Safety Department has implemented the parking permit portal and is almost a paperless department.
 - The Clerk's Office and the IT Department have been working diligently to scan all documents within the retention schedule
 - The Clerk's office has digitized its peddler application process and digitizing contracts.

- o Community Development has created QR codes for common permits so residents can access them on the BS&A online or fillable PDFs of permit applications.
- o Library staff are continuing to tag and program the Library's Collection with Radio Frequency Identification tags (RFID) to help with checking out and returning materials.



2025 Annual Report

Priority Area 2: Economic Sustainability

Objective: Identify, prioritize, and deploy economic development tools

- The Community Development Director and the City Manager introduced the PILOT Workforce Housing ordinance to City Council, which was ultimately adopted. The City has received the first application, with the Community Development Department reviewed and brought to City Council.
- After the release of an RFP, a consultant (Better City) was chosen, and an agreement was approved for the Economic Development Strategy. The Community Development Director, City Manager, and DDA Director have bi-monthly meetings scheduled with the Better City team throughout the six month process.
- The Community Development Director and the City Manager met with the Michigan Economic Development Corporation (MEDC) for project-specific questions, and to identify tools available for current and potential development projects in the City. The City Manager submitted a letter of support to the MEDC for a low-interest loan opportunity for The Columbia.
- Community Development has received and reviewed policy write-ups for payment in lieu of parking and leasing of municipal parking spaces from Carlise Wortman.
- The updated overnight parking policy includes opportunities for leased municipal passes for properties adjacent to municipal parking.

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

- The Community Development Director and Communications Director have met to identify the needs of the Marketing Plan, which will be completed once the City's Economic Development Strategy is finalized, with priority sites identified. This is one of the last pieces of the City's Redevelopment Ready Community certification.

Objective: Implement Master Plan updates and development process improvements

- A complete rewrite of the City's Zoning Ordinance was implemented this year, a cover-to-cover reexamination of all zoning regulations.
- Community Development has created a webpage on our website to connect homeowners to Oakland County home improvement resources and resources on universal design and energy-efficient opportunities.
- Community Development worked with Finance to update the City's escrow policy.

Objective: Improve City/DDA strategic alignment

- In collaboration with the DDA, the Dorothea Pocket Park was activated for the BOO!kley season, with many of the DDA's Halloween events taking place there as well as a Parks & Recreation program and a community picnic spearheaded by the Communications Director.
- The DDA, Community Development and DPW worked with the Berkley Theater owners on several aspects of the theater renovation, including a municipal parking agreement for their parking lot, and coordination with Berkley First Church on a potential agreement for their adjacent lot.



2025 Annual Report

Priority Area 3: Community Assets

Objective: Complete comprehensive asset needs inventory and management plan

- Led by the Facilities Manager, an assessment of all municipal buildings was completed in the first quarter of this year. The assessment provides an analysis of our long-term maintenance needs and lifecycles of our facilities, and will guide us in a proactive approach to strategically invest in our assets.
- Led by the Facilities Manager, a Space Utilization study of City Hall was completed to better understand our future needs.
- The Parks and Recreation Superintendent led the process, with the assistance of Johnson Hill Land Ethics Studio to update the City's 5-year Parks and Recreation Master Plan. The Plan will guide the expansion and development of the City's parks and programs
- The City was awarded a grant to fund Lead Service Line verifications and a contract has been approved by City Council. Field work started in the fourth quarter.
- The City contracted with Coldwell Banker, Richard Ellis (CBRE), to acquire an appraisal of City Hall and associated properties.

Objective: Develop sustainable asset investment strategy that supports funding for the City's capital improvement plan

- The Finance Department implemented an overhaul of the City's Capital Improvement Plan process to ensure a thorough, well-thought-out, long-term plan to address our capital needs.
- The Public Improvement Fund was created to strategically invest in and fund the City's capital needs.
- We re-outfitted our sewer camera inspection truck with an emphasis on cost savings and replacing the equipment on an existing chassis.

Objective: Improve community resiliency

- The Community Development Department completed the engineering Design Standards, which includes a comprehensive guide to developing and redeveloping property. This focuses on non-residential and large-scale residential projects and include current and future standards from Oakland County, MDOT, and other regulatory agencies. With the transition to a new engineering firm, these standards are being reviewed with small adjustments recommended based on best practices.

Objective: Improve facility/staff security and safety

- A full scope of the camera and access security upgrades budgeted for this year has been solidified, and will be presented to Council in the new year.
- The Clerk's Office is working with Jack Blanchard to update and revise the Elections Security Plan for the upcoming November election.
- The City Clerk is also working with the school district to ensure safety and compliance at all precincts amidst the school district construction.
- The Clerk's Office has created a comprehensive election security plan with Jack Blanchard and the Berkley School District.



2025 Annual Report

Priority Area 4: Open Communications

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

- The Communications Director released a community survey regarding communication preferences, which provided helpful insight into the best ways to engage our residents.
- The Clerk's office worked with the Communications Director to communicate their election communications plan, which helps to instill knowledge and confidence in the election process. This information is shared in the Election Worker Training Program, instilling these important messages in election workers so they can also share the message. The Clerk's office collaborated with the Communication Director to develop and distribute an election communications plan. This initiative is designed to build public knowledge and confidence in the election process. Key messages from this plan are integrated into the Election Worker Training Program, empowering election workers to effectively convey this essential information to the public.
- The Clerk's Office organized a City Council candidate forum with the League of Women Voters.

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

- In a collaboration between the Communications Director, the Library and Parks and Recreation, the City produced updated program guides via postcard sent to all households with direct link to digital guide.
- In response to feedback received from the communications community survey, and in an effort to identify and utilize the most effective communication channels, the Communications Director launched a bi-weekly e-newsletter, which includes important and timely information.
- The Communication Director spearheaded the launch of the updated City website, and has spent the year working with the website company and the IT Department to work through any bugs, and make the site more user-friendly based on feedback from residents, staff, and City Council.
- The Communications Director has sent eleven press releases to the media for many events and initiatives this year and coordinated media coverage of CruiseFest and the retirement of K9 Bear/PSO Anderson.
- The Communications Director has worked diligently to provide community members robust information including important updates, Council meeting recaps, election information, important public services information, engagement opportunities, and city-hosted events and programs via social media, email, and specialized mailers.

Objective: Foster meaningful community engagement and genuine relationships

- The Clerk's office and the City Manager's office facilitated two AdHoc Committee meetings and one meeting with Board and Commission chairs to discuss the Board and Commission policy updates and appointment process.

- The Dorothea Pilot Pocket Park planning was led in large part by a volunteer group of residents and business owners who met numerous times to plan its implementation. It was launched in June, with various events throughout a month-long period. Events were well attended, and the park was well throughout that period. A survey was available during implementation, and the Communications Director reported on the feedback provided during the August 18 Council Meeting. Survey results showed that many people utilized the space passively, and would like to see it permanently converted into a public space. This feedback informed the Boo!kley activation of the space during the month of October.
- Volunteers for the 2024-2025 Fiscal year were recognized by the City Council at the annual Berkley Board and Commission Appreciation Luncheon. Jack Blanchard was awarded the 'Handling Berkley Business' award for his service to the City. Lisa Kempner was awarded with '2025 Volunteer of the Year' award by her fellow volunteers for her service to the City.
- The Library hosted Rogers Elementary while school was in session as a part of the Berkley Community Walk. The Library annual Summer Reading Kickoff partnered with Clark's Ice Cream and was a well-attended success.
- The Clerk's office attended the Berkley Pride Block party and provided education to teens on their right to vote and pre-register to vote.
- The Berkley City Council attended several new business ribbon cuttings throughout the year.
- The Department of Public Works and Public Safety Department held the annual Touch-A-Truck event at the Community Center.
- The gazebo outside City Hall was dedicated to former Mayor Maybelle Fraser in recognition of her efforts in building it. A dedication ceremony was held along with a special exhibit on Mayor Frazer's life at the Historical Museum.

- With the help of Johnson Hill Land Ethics Studio, Parks and Recreation Superintendent hosted two stakeholder meetings, and a public hearing as part of the update of the Parks and Recreation Master Plan.

- Parks and Recreation has spent the year building on our existing programs, to provide the community with a variety of classes, camps, trips, and programs for all ages within the confines of our Community Center space.
 - 68 Youth Classes and Trips - 566 attendance
 - 70 Adult Classes and Trips - 579 attendance
 - 12 Senior Classes - 303 attendance
 - 61 Senior Trips- 1,052 attendance
 - 20 Speciality Camps - 203 attendance
 - Summer Camp for 4 age groups - 164 attendance

- The Library continues to be a vital community asset that provides shared resources, inclusive spaces and opportunities for engagement with and between community members. Programs continue to evolve and expand, and circulation has stayed strong, and library visits and use of Library resources remains high.
 - 222,686 items borrowed
 - 47,876 digital downloads
 - 134 Youth Programs - 4,854 attendance
 - 32 Teen Programs - 223 attendance
 - 56 Adult Programs - 945 attendance
 - **222 Total programs - 6,022 total attendance**



2025 Annual Report

Priority Area 5: Fiscal Stewardship

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

- In May 2025, City Council approved a 3-year budget (Fiscal Year 2025/26 – Fiscal Year 2027/28), including the 6-year Capital Improvement Plan forecast for the city. The budget document was transformed into a more user-friendly version that tells the story of the City's budget forecast, through the hard work of the Communications Director and Finance Department. The FY 2026/27 budget process began in the fourth quarter.

Objective: Identify additional funding strategies and partnerships

- The City Manager's Office submitted requests to federal and state agencies for four projects for the 2025–2026 fiscal year, which resulted in \$385,000 in Federal funding for the City's new fire engine, and possibly \$1 million in Federal funding for lead service line replacement.
- While the City did not receive the award, the Facilities Manager and the Historical Museum submitted a grant application for the Community Museum Grant Program.
- The City Clerk's Office conducted an audit of the Fee Schedule and worked to create a new, efficient format.
- While the city did not receive either, grant applications were submitted for the SEMCOG planning grant for Coolidge and Safe Streets for all Southeast Oakland County communities.

- Parks and Recreation completed a sponsorship guide for 2026 events. The goal is to engage more businesses and encourage sponsorships for city events and programs.

Objective: Investigate new shared services opportunities

- The Clerk's Office attends quarterly meetings with the Oakland County Clerks Association, creating potential partnership opportunities.
- The Community Development Director met with all other Eleven Mile communities to begin discussing joint grant applications for the streetscape concept plan.

Objective: Update financial policies and procedures

- The Finance Department has worked with our tax payment vendor to allow residents to pay via ACH and make partial payments.
- The Finance Department has made large strides in updating internal financial policies and procedures.
- BS&A will be on site Q1 of 2026 to implement a streamlined accounts payable process.

January 26, 2026 Council Meeting

Moved by Councilmember _____ and seconded by Councilmember _____ to (approve/deny/postpone) a resolution adopting the updated Five-Year Recreation Master Plan for the period of 2026-2030 as a guideline for improving recreation for the residents of the City of Berkley.

Ayes:

Nays:

Absent:

Motion:

A RESOLUTION

of the Council of the City of Berkley, Michigan
adopting a Five-Year Recreation Master Plan for the period of 2026-2030

WHEREAS, the City of Berkley has undertaken a five-year Parks and Recreation Plan which describes the physical features, existing recreation facilities and the desired actions to be taken to improve and maintain recreation facilities during the period between 2026 and 2030; and

WHEREAS, a public hearing was held on Thursday, January 15, 2025 to provide an opportunity for citizens to express opinions, ask questions and discuss all aspects of the Recreation Plan; and

WHEREAS, City residents were given the opportunity to provide input through an online survey, five virtual meetings and a public hearing; and

WHEREAS, the plan was made available for public review and comment in a manner required by law; and

WHEREAS, the City of Berkley has developed the plan for the benefit of the entire community and to adopt the plan as a document to assist in meeting the recreation needs of the community; and

WHEREAS, the Parks and Recreation Advisory Board voted to recommend adoption by the City Council of the said Recreation Plan.

NOW, THEREFORE, THE CITY OF BERKLEY RESOLVES:

SECTION 1: That the City Council does hereby adopt a Five-Year Recreation Plan for the period of 2026-2030 as a guideline for improving recreation for the residents of the City of Berkley.

Introduced and passed at a Regular City Council Meeting on Monday, January 26, 2025.

Bridget Dean, Mayor

Attest:

Victoria Mitchell, City Clerk

MEMORANDUM

To: Mayor Dean and City Council
CC: Crystal VanVleck, City Manager
From: Dan McMinn, Parks and Recreation Superintendent

Date: January 14, 2026
Subject: 5-Year Parks and Recreation Master Plan Adoption

Madam Mayor and Members of City Council,

Background

The Parks and Recreation Department has been in the process of updating the Parks and Recreation Master Plan, which is required to be updated every five years in order to be eligible to apply for state grants through the Michigan Department of Natural Resources.

Led by the team of Tyler Sprague and Sara Steenbergh from Johnson Hill Land Ethics Studio, the process of updating the plan has gone very smoothly. We conducted two public engagement meetings; two stake holder meetings and an online survey was available. All three forms of engagement yielded great input into Parks and Recreation in Berkley.

A public hearing will be hosted on Thursday, January 15 at the Parks and Recreation Advisory Board meeting. At the same meeting, the Parks and Recreation Advisory Board approved the plan and a copy of the board's resolution is attached. A resolution for the City Council meeting on Monday, January 26 is also attached.

We appreciate the residents that took time to complete the survey or come to one of the engagement meetings. The input will help guide the future of the Parks and Recreation Department as the residents are a vital component of this process which will help guide the future of Parks and Recreation in Berkley.

Summary

- Parks and Recreation is in the process of updating the Parks and Recreation Master Plan
- An update is required to be able to apply for grants from the Michigan Department of Natural Resources.
- Johnson Hill Land Ethics Studio was contracted to provide guidance throughout the process and has been a pleasure to work with.
- Public Hearing will be held on Thursday, January 15 at the Parks and Recreation Advisory Board Meeting.
- Resolution of support from the Parks and Recreation Advisory Board and Resolution for City Council are attached.

Recommendation

Recommend the approval and adoption of the updated 2026 -2030 Parks and Recreation Master Plan.

**CITY OF BERKLEY PARKS AND RECREATION ADVISORY BOARD
RESOLUTION TO RECOMMEND ADOPTION OF THE
CITY OF BERKLEY 2026 – 2030 PARKS & RECREATION MASTER PLAN**

WHEREAS, The City of Berkley has undertaken the update of its five-year recreation plan which describes the City's physical and social characteristics, existing parks and recreation facilities, and the desired actions to be taken to improve our system of parks and recreation facilities during the period of 2026 through 2030; and

WHEREAS, City residents were given the opportunity to provide input through an online survey which was made available from September 12 through October 19, 2025, at two public meetings held in September and October, and at a Public Hearing held on January 15, 2026; and

WHEREAS, the City of Berkley's Parks & Recreation Advisory Board reviewed the 2026 – 2030 Parks & Recreation Master Plan for completeness and accuracy and deemed that the Plan meets the desires and needs of the community; and

WHEREAS, the Plan was made available for public review in a manner required by law and all comments from the public have been considered by the Parks & Recreation Advisory Board; and

WHEREAS, the plan was developed for the benefit of the entire community;

NOW, THEREFORE BE IT RESOLVED that the City of Berkley Parks & Recreation Advisory Board recommends the adoption of the 2026 – 2030 Berkley Parks & Recreation Master Plan by the City Council on January 26, 2026.

Motion by: Andrew Boring

Supported by: John Nicolai

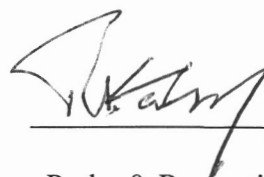
Votes in favor: Melissa Hammond, James Otto, Mike Kerby

Votes opposed:

Abstained:

Absent: Betty Smith, Dan Terbrack

I hereby attest that the above is a true and complete copy of a resolution duly adopted by the Parks & Recreation Advisory Board at a public meeting held on the 15th day of January, 2026.



Mike Kerby, Chair
Parks & Recreation Advisory Board
City of Berkley, Michigan

January 26, 2026 Council Meeting

Moved by Councilmember _____ and seconded by Councilmember
_____ to (approve/deny/postpone) an Ethics Complaint Advisory opinion.

Ayes:

Nays:

Absent:

Motion:



MEMORANDUM

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

Date: *January 26, 2025*
Subject: Advisory Opinion Responding to Alleged Ethics Violation Under Section 2-40 of the City of Berkley City Code

Madam Mayor and Members of City Council,

Background

On October 25, 2025 City Council received a complaint from resident Josh Hunter regarding the perception of an improper disclosure of a conflict of interest during the contract solicitation and engagement of the City's current City Attorney. I conducted a review of the matter and determined that no ethics violation occurred. After receiving that response, on November 3, 2025, the City received a formal ethics complaint seeking an advisory opinion pursuant to Sec. 2-40 of the City Code from the same resident.

Per City Code Sec. 2-40, the City Manager shall perform such investigations as they deem necessary and provide an advisory opinion to City Council. The advisory opinion shall be published in permanent form and communicated to the city council and the public subject to the requirements of the Open Meetings Act. It has been the practice of the City Manager to consult with legal counsel prior to providing an advisory opinion. Given that the complaint involved the City Attorney, and in an effort to maintain public trust I recommended City Council retain outside independent legal counsel to assist in the review of the complaint and the City Manager's original findings. On December 1, 2025 City Council approved the retention of Angela Mannarino with Greco Law PLLC.

On December 18, 2025 Mr. Hunter submitted a supplemental ethics complaint to his original November 3, 2025 complaint.

Summary

Ms. Mannarino was provided with the following documents:

1. Mr. Hunter's original complaint to City Council via email
2. The City Manager's original response to Mr. Hunter's complaint via email
3. Mr. Hunter's formal ethics complaint seeking an advisory opinion
4. Mr. Hunter's supplemental complaint
5. Special Meeting Minutes from September 15th, 2025

6. Meeting agenda packet and meeting minutes from September 29th, 2025 special meeting
7. City of Berkley Proposal submitted by RSJA
8. Ethics Advisory Opinion re: Legal Services Engagement
9. Signed retainer agreement

Ms. Mannarino provided City Council with her legal opinion regarding both Mr. Hunter's complaint and supplemental complaint. Each opinion letter is considered an attorney client privilege communication.

At the Regular meeting on January 5th, 2026, City Council voted to waive attorney client privilege only as to the communication dated December 10, 2025 and supplemental communication dated December 29, 2025 from Special Counsel Angela Mannarino regarding the subject ethics complaint. The requested waiver is for the limited purpose of allowing the correspondence and supplemental correspondence to serve as the formal advisory opinion required by City Code of Ordinance, Section 2-40(f)(1) which requires that advisory opinions be communicated to City Council and the public.

As such, each of Ms. Mannarino's findings are included in the packet and are intended to serve as the formal advisory opinion required by City Code.

In summary, and similar to my original findings, Ms. Mannarino found absolutely no violation of state law or city ordinance. That opinion was held firmly in Ms. Mannarino's review of Mr. Hunter's supplemental complaint as well.

The cost to review this ethics complaint was \$841.50.

Recommendation

It is my recommendation that City Council accept this memo and Ms. Mannarino's correspondence attached hereto as the formal advisory opinion as required by City Code Ordinance, Section 2-40(f)(1).

DAVID F. GRECO
david.greco@greco-law.com

GRECO LAW PLLC

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

ANGELA M. MANNARINO
angela.mannarino@greco-law.com

PATRICIA A. KRAL, Paralegal
patti.kral@greco-law.com

December 10, 2025

Sent via email to cvanvleck@berkleymi.gov

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

RE: Review of City Manager's determination regarding ethics complaint

Dear City Manager VanVleck:

Please accept this letter as my written review of the City Manager's determination regarding an ethics complaint regarding the recent RFP for legal services by the City. In connection with this opinion, I reviewed the following documents:

- City of Berkley proposal submitted by Rosati Schultz Joppich & Amtsbuechler, P.C. (hereinafter "RSJA") dated May 23, 2025
- September 15, 2025 Special Work Session meeting minutes
- September 25, 2025 Meeting agenda packet
- September 25, 2025 meeting minutes
- Ethics complaint submitted by Joshua Hunter dated November 1, 2025
- Response to ethics complaint dated November 10, 2025
- MCL 15.322 and 15.323
- Berkley Code of Ordinances Sec. 2-40 and 90-19

After reviewing these documents, it is this writer's opinion that neither Lisa Hamameh nor RSJA violated state law or city ordinance regarding the disclosure of Ms. Hamameh's roles as shareholder of RSJA and former commissioner on the City's Planning Commission.

MCL 15.322 provides that "Except as provided in section 3, a public servant shall not directly or indirectly solicit any contract between the public entity of which he or she is an officer or employee and any of the following...(b) Any firm, meaning a co-partnership

or other unincorporated association, of which he or she is a partner, member, or employee.” MCL 15.322(2).

However, MCL 15.322 does not apply to a “public servant who is paid for working an average of 25 hours per week or less for a public entity.” MCL 15.323(1)(a). Ms. Hamameh served as an unpaid commissioner on the Planning Commission. City Ordinance Sec. 90-19. Therefore, MCL 15.322 is inapplicable to Ms. Hamameh.

Berkley City Ordinance 2-40(2)(d) mirrors the language in MCL 15.322 but contains additional requirements that there must be “public disclosure on the record to city council of any pecuniary interest in the contract of the city officer or employee”, “approval of the contract by not less than 2/3 of the full membership of city council not counting the vote of the disclosing member”, and the City council minutes must contain certain details about the contract. Sec 2-40(2)(e). Here, there was no secret that Ms. Hamameh was on the Planning Commission and a shareholder with RSJA. It was disclosed in her firm biography that was contained in the RFP response from RSJA, and Ms. Hamameh was appointed to the Planning Commission by City Council. The contract was approved by all 6 Council members present at the meeting on September 25, 2025, and there are 7 members of City Council, which means that the contract was approved by more than 2/3 of the membership of Council. Finally, the engagement letter proposed by RSJA and subsequently approved by Council was provided in the Council packet for the September 25, 2025 meeting and contained all of the information required by the ordinance. Therefore, subsections b and c of Sec. 2-40(2) are inapplicable.

In closing, Ms. Hamameh was not subject to either the requirements of MCL 15.233 or Ordinance 2-40(2). Therefore, neither Lisa Hamameh nor RSJA violated state law or city ordinance regarding the disclosure of Ms. Hamameh’s roles as shareholder of RSJA and former commissioner on the City’s Planning Commission.

Very truly yours,
GRECO LAW, PLLC

ANGELA MANNARINO
angela.mannarino@greco-law.com

DAVID F. GRECO
david.greco@greco-law.com

GRECO LAW PLLC

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

ANGELA M. MANNARINO
angela.mannarino@greco-law.com

PATRICIA A. KRAL, Paralegal
patti.kral@greco-law.com

December 29, 2025

Sent via email to cvanvleck@berkleymi.gov

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

RE: Review of supplemental ethics complaint

Dear City Manager VanVleck:

Please accept this letter as my supplemental written review of the City Manager's determination regarding an ethics complaint regarding the recent RFP for legal services by the City.

In connection with this supplemental opinion, I reviewed the Supplemental ethics complaint dated December 18, 2025, including exhibits A through J.

After reviewing these additional documents, it remains this writer's opinion that neither Lisa Hamameh nor RSJA violated state law or city ordinance regarding the disclosure of Ms. Hamameh's roles as shareholder of RSJA and former commissioner on the City's Planning Commission.

Very truly yours,
GRECO LAW, PLLC



ANGELA MANNARINO
angela.mannarino@greco-law.com

January 26, 2026 Council Meeting

Moved by Councilmember _____ and seconded by Councilmember _____ to (approve/deny/postpone) a request City Council to deem it unnecessary for the administrative office of city attorney to take the City's Oath of Office.

Ayes:

Nays:

Absent:

Motion:



MEMORANDUM

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

Date: *January 26, 2025*
Subject: Request City Council to deem it unnecessary for the administrative office of city attorney to take the City's Oath of Office

Madam Mayor and Members of City Council,

Background

City Charter Section 8.2 reads "All administrative officers and appointees, as the council shall deem necessary, shall take an oath of office supporting the Constitution of the United States, the constitution of the State of Michigan, and faithfully discharging the duties of such office before entering upon the duties of the respective offices, and file [the] same with the city clerk."

All attorneys practicing in the State of Michigan are required to take an oath of office prior to being admitted to practice law, which oath satisfies the requirements of the City Charter. The Lawyer's Oath reads:

I do solemnly swear (or affirm):

I will support the Constitution of the United States and the Constitution of the State of Michigan;

I will maintain the respect due to courts of justice and judicial officers;

I will not counsel or maintain any suit or proceeding which shall appear to me to be unjust, nor any defense except such as I believe to be honestly debatable under the law of the land;

I will employ for the purpose of maintaining the causes confided to me such means only as are consistent with truth and honor, and will never seek to mislead the judge or jury by any artifice or false statement of fact or law;

I will maintain the confidence and preserve inviolate the secrets of my client, and will accept no compensation in connection with my client's business except with my client's knowledge and approval;

I will abstain from all offensive personality, and advance no fact prejudicial to the honor or reputation of a party or witness, unless required by the justice of the cause with which I am charged;

I will never reject, from any consideration personal to myself, the cause of the defenseless or oppressed, or delay any cause for lucre or malice;

I will in all other respects conduct myself personally and professionally in conformity with the high standards of conduct imposed upon members of the bar as conditions for the privilege to practice law in this State.

Summary

The City has retained RSJA to serve as City Attorney. Although Ms. Hamameh serves as the lead attorney, there are other attorneys at RSJA who serve the City in the capacity of the administrative office of city attorney. Each of those attorneys have taken the Lawyer's Oath of office, however since the Charter language is not clear that the Lawyer's Oath is sufficient, and since it is not clear whether City Council had previously deemed it unnecessary, I am recommending that City Council formally deem it unnecessary for the City Attorney now and in the future, to take the City's oath of office as it is redundant and unnecessary.

Recommendation

It is my recommendation that City Council deem it unnecessary for the administrative office of city attorney to take the City's Oath of Office.