

**CITY OF BERKLEY PUBLIC NOTICE
REGULAR CITY COUNCIL MEETING
Monday, December 18, 2023
7:00 P.M. – City Hall
248-658-3300**

**CALL 40th COUNCIL TO ORDER
APPROVAL OF AGENDA
MAYOR-LED MOMENT OF REFLECTION
PLEDGE OF ALLEGIANCE
PUBLIC COMMENT
ORDER OF BUSINESS**

Consent Agenda

1. **APPROVAL OF THE MINUTES:** Matter of [approving the minutes](#) of the 40th Regular City Council meeting on Monday, December 4, 2023 and the Joint City Council meeting on Thursday, November 30, 2023.
2. **WARRANT:** Matter of [approving Warrant](#) No. 1393.
3. **ORDINANCE NO. O-16-23:** Matter of [considering the Second Reading and Adoption](#) of an ordinance of the City Council of the City of Berkley, Michigan to amend Section 126-7, Installation and Section 126-74, Supervision of Connection in Chapter 126, Utilities of the City of Berkley Code of Ordinances to update the policies and inspection procedures for sewer connections.

Regular Agenda

1. **RECOGNITIONS/PRESENTATIONS:** Matter of any recognitions or presentations from the Consent Agenda.
2. **PRESENTATION:** Matter of receiving a presentation by Rana Emmons of PSLZ, LLC of the annual audit and resulting Annual Consolidated Financial Report (ACFR) and requesting the City Council to Receive and File the ACFR.
3. **MOTION NO. M-83-23:** Matter of [awarding the contract](#) for the roof replacement at the Community Center to MTD Construction, 126 Summit Street, Brighton Michigan, at the cost of \$94,000. In addition, please allocate \$10,000 for construction contingencies. Funds for this project are coming from the FY 2024 Special Grant awarded by the State of Michigan.
4. **PUBLIC HEARING:** Matter of holding a Public Hearing regarding the Community Development Block Grant Program Year 2024 application in the approximate amount of \$35,012.
5. **RESOLUTION NO. R-26-23:** Matter of [adopting a Resolution](#) for the Community Development Block Grant (CDBG) Program Year 2024 application in the approximate amount of \$35,012 and requesting the Mayor and City Manager to sign the application and submit it to the Oakland County CDBG Division.
6. **RESOLUTION NO. R-27-23:** Matter of [adopting a Resolution](#) of the City Council of the City of Berkley establishing residential and commercial service fees for the collection and disposal of solid waste effective January 1, 2024.
7. **MOTION NO. M-84-23:** Matter of [approving updates](#) to the City of Berkley's Fee Schedule effective January 1, 2024.

COMMUNICATIONS

ADJOURN

Note: The City of Berkley will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes 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 for the meeting may send an email to clerk@berkleymich.net or call 248-658-3310 by 5 p.m. on the day of the meeting.

THE REGULAR MEETING OF THE FORTIETH COUNCIL OF THE CITY OF BERKLEY, MICHIGAN WAS CALLED TO ORDER AT 7:00 PM ON MONDAY, DECEMBER 4, 2023 BY MAYOR DEAN

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

ABSENT: Councilmember Steve Baker

OTHER STAFF PRESENT:

City Manager Matt Baumgarten
Deputy City Clerk Rachel Patterson
Community Development Director Kristen Kapelanski
Communications Director Caitlin Flora
Downtown Development Authority Director Mike McGuinness

City Attorney Dan Christ arrived at 7:02pm

APPROVAL OF AGENDA

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

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

Mike McGuinness, DDA, spoke about various community events happening throughout December.

Commissioner Charlie Cavell, Oakland County Commissioner District 19, provided an update on upcoming and currently available programs and funding.

Pat Maslowsky, Berkley, spoke regarding the Columbia project.

Joel Ulferts, Berkley, via email, asked a question regarding the prioritization of ordinances.

Consent Agenda

Mayor Pro Tem Gavin moved to approve the following Consent Agenda, seconded by Councilmember Vilani:

APPROVAL OF THE MINUTES: Matter of approving the minutes of the 39th Regular City Council meeting on Monday, November 20, 2023 and the 40th Regular City Council meeting on Monday, November 20, 2023.

ORDINANCE NO. O-12-23: Matter of considering the Second Reading and Adoption of an ordinance of the City Council of the City of Berkley, Michigan to amend Chapter 66, Article II, Library Board of the City of Berkley Code of Ordinances.

ORDINANCE NO. O-13-23: Matter of considering the Second Reading and Adoption of an ordinance of the City Council of the City of Berkley, Michigan to amend Article VII, Construction/Demolition Site Standards, Sections 106-303 and 106-304 of Chapter 106 Streets, Sidewalks and other Public Places, to Modify the Standards for Construction/Demolition Sites and to Prescribe a Penalty for Violations.

ORDINANCE NO. O-14-23: Matter of considering the Second Reading and Adoption of an ordinance of the City Council of the City of Berkley, Michigan to add new Article VIII, Parklets, to Chapter 106, Streets, Sidewalks and Other Public Places, of the Berkley City Code to Allow greater variety of outdoor service options to Berkley food service establishments of the Berkley City Code by authorizing and regulating conversion and use of underutilized on-street parking spaces.

ORDINANCE NO. O-15-23: Matter of considering the Second Reading and Adoption of an ordinance of City Council of the City of Berkley, Michigan to add new Article XVIII, Retail Pet Store, to Chapter 30, Businesses, of the Berkley City Code to Require an existing Retail Pet Store to Obtain an Annual License From the City; to Prescribe License Requirements and Conditions; and to Repeal Article XVII, Retail Dog and Cat Sales Temporary Moratorium, of Chapter 30 of the Berkley City Code.

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

Nays: None

Absent: Baker

Motion Approved.

Regular Agenda

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

PRESENTATION: Matter of receiving a presentation by artist Daniel Cascardo regarding artwork he created with resident input during the Street Art Festival this past summer. The artwork will be displayed in City Hall.

Daniel Cascardo was present at the meeting and discussed how the painting was created utilizing Berkley stakeholder input.

ORDINANCE NO. O-16-23: Matter of considering the First Reading of an ordinance of the City Council of the City of Berkley, Michigan to amend Section 126-7, Installation and Section 126-74, Supervision of Connection in Chapter 126, Utilities of the City of Berkley Code of Ordinances to update the policies and inspection procedures for sewer connections.

Councilmember Patterson moved to approve O-16-23

Seconded by Councilmember Hennen

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

Nays: None

Absent: Baker

Ordinance No. O-16-23 Approved.

COMMUNICATIONS

COUNCILMEMBER PATTERSON

- The Planning Commission will hold its next meeting on Tuesday, December 19th at 7 pm in Council Chambers.
- The Beautification Advisory Committee is selling luminaries to celebrate the winter solstice, 6 for \$5. They are available at the library; the luminaries are to be placed on the sidewalk in front of your home on December 21st.
- Thanked Cinda Coon, Junior Women's League, DPW, Public Safety, Santa, and all the volunteers who helped make the Holiday Lights Parade a success this year.

COUNCILMEMBER VILANI

- On Tuesday, December 5th, the Berkley Area Chamber of Commerce will hold its Chamber Holiday Party at Republica. Register on Republica's website.
- The January Berkley Area Chamber Chat will be on Friday, January 19th at Little Lou's Hot Chicken from 8:30 to 9:30 am. The next Chamber Chat will take place on February 16th at Avenue Group Real Estate on 12 Mile from 8:30 to 9:30 am. Registration is not required; all are welcome to attend.
- Echoed Councilmember Patterson's comments about the lovely parade.

MAYOR PRO TEM GAVIN

- The next Parks and Recreation Advisory Board meeting will be on December 14th at 7 pm in the Community Center.
- Register for vacation camps at recreation.berkleymich.org; winter programming is available for registration as well. Thanked everyone who came out for Grinch Night on Friday.
- The next meeting of the Library Board will be on Wednesday, January 17th at 7 pm.
- Ditto to Councilmember Patterson's remarks about the successful parade.

COUNCILMEMBER HENNEN

- Tree Board update: the City's tree vendor is still waiting on trees; once the trees come in (expected in the next two weeks) they'll finish planting on the west of Coolidge.
- The next meeting of the Tree Board will be in January.
- The Zoning Board of Appeals has not met since the last City Council meeting; they have no cases to hear in December.
- Created an interactive holiday decor map, so if you'd like to see which neighborhoods have the best decorations or if you want to add your own decorations visit bit.ly/berkeleyholiday2023

COUNCILMEMBER BLACK

- The Citizen's Engagement and Advisory Committee and Technology Advisory Committee updates will be returning soon, said that he will be the probable liaison to those committees.
- Said that he'll be meeting with Chief Innovation Officer Stan Lisica and Communications Director Caitlin Flora on Wednesday to discuss what that will look like going forward. As a father to four teenagers whom he's always trying to get off of technology, he can appreciate the irony of being a liaison to the Technology Advisory Committee.

CITY MANAGER MATT BAUMGARTEN

- The Holiday Lights Parade was a great time; he had the pleasure of walking with the Berkley Steelers. He and his family had a wonderful time throwing out candy, seeing neighbors and friends, and celebrating the Steelers' Superbowl victory this year. The event was well put together, he thanked the Department of Public Works. He said he knows we have put them through the wringer with the recent changes to the leaf collection program that didn't go as well as we had hoped. A lot of that extra work fell on to our DPW staff and crew who have worked tirelessly to keep up with leaves as well as working double duty as Santa's Little Helpers in preparation for the parade. Thanked everyone who makes the Holiday Lights Parade happen, it's a great time to come together and celebrate our community.

CITY ATTORNEY CHRIST

- No updates.

MAYOR DEAN

- Said she had the pleasure of attending the Berkley/Huntington Woods Youth Assistance Annual Meeting and Sponsor Breakfast. They are an incredible organization; this was a giant meeting with all the communities there. Our own Berkley Youth Assistance does so much that you probably don't see or hear about: they provide mentors, short-term counseling, camperships, and much more to families in our community. They are first responders to families that have some kind of need. They are a very do-good organization and it was nice to be in that meeting with representatives from the other communities that benefit from Youth Assistance.
- Said that she just finished juggling around liaison assignments. In addition to Council responsibilities, each Councilmember has a liaison appointment which requires even more volunteerism in our community. Councilmembers attend the meetings of their assigned committee; it exemplifies not only their commitment but also their passion for the city. Thanked Council for taking those roles seriously.
- Regarding the Holiday Lights Parade, one of her favorite jobs as Mayor, other than marrying people, is to give Santa the key to the City at the end of the Parade. When she looks out and sees all the smiling faces of the children and families, it's a feel-good night in Berkley.
- Recognized Councilmember Hennen for renewing his Master Citizen Planner credentials from MSU. It's a step beyond even what the City requires of Planning Commissioners and the Zoning Board of Appeals. Congratulated him on completing the program, it's a lot of work. Said that it's good to have him as a go-to for those questions.

ADJOURNMENT:

Councilmember Patterson moved to adjourn the Regular Meeting at 7:34 p.m.

Seconded by Councilmember Vilani

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

Nays: None

Absent: Baker

Motion Approved.

Bridget Dean, Mayor

ATTEST:

Rachel Patterson, Deputy City Clerk

THE SPECIAL WORK SESSION OF THE CITY COUNCIL AND PLANNING COMMISSION OF THE CITY OF BERKLEY, MICHIGAN WAS CALLED TO ORDER AT 7:00 PM ON THURSDAY, NOVEMBER 30, 2023 BY MAYOR DEAN

PRESENT:

Councilmember Steve Baker
Mayor Pro Tem Ross Gavin
Councilmember Dennis Hennen
Councilmember Greg Patterson
Councilmember Jessica Vilani
Mayor Bridget Dean
Commissioner Arnsman
Commissioner Bartus
Commissioner Dahlin
Commissioner Hamameh
Commissioner Stapp
Commissioner Woods
Chair Kempner

ABSENT:

Councilmember Clarence Black

OTHERS PRESENT:

City Manager Matthew Baumgarten
Deputy City Clerk Rachel Patterson
Community Development Director Kristen Kapelanski
Zoning Administrator Kim Anderson
ZBA Chair McAlpine
Zoning Ordinance Steering Committee Member Marty Smith

APPROVAL OF AGENDA:

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

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

None.

REGULAR AGENDA:

PRESENTATION: Matter of receiving a presentation of completed and upcoming work:

- a. New zoning districts
- b. Highlights of changed standards
- c. Public engagement plan

Megan Masson-Minock, Carlisle Wortman Associates, presented regarding the updated zoning ordinance.

DISCUSSION: Matter of discussing:

- a. How and where of duplexes and ADUs
- b. Parking requirements for multiple-family
- c. Building height and incentives

City Council and the Planning Commission discussed duplexes and ADUs, parking requirements for multiple-family dwellings and building height incentives.

ADJOURNMENT:

Councilmember Patterson moved to adjourn the Special Work Session at 9:03 p.m.
Seconded by Councilmember Vilani.
Ayes: Hennen, Patterson, Vilani, Baker, Gavin, Dean, Stapp, Bartus, Dahlin, Hamameh, Arnsmann, Woods, and Kempner
Nays: None
Absent: Black.
Motion Approved.

Bridget Dean, Mayor

ATTEST:

Rachel Patterson, Deputy City Clerk

DRAFT



CITY OF BERKLEY
CHECK WARRANT
#1393
NOVEMBER 2023

Check Date	Check #	Payee	Description	Amount
11/09/2023	73788	MISDU	PAYROLL DEDUCTIONS	1,240.69
11/09/2023	73789	MISSION SQUARE RETIREMENT-107930	ICMA 457 W/H	243.64
			401 ICMA DEFERRED	438.54
				682.18
11/09/2023	73790	MISSION SQUARE RETIREMENT-303792	ICMA 457 W/H	2,955.16
11/09/2023	73791	MISSION SQUARE RETIREMENT-706259	ICMA ROTH IRA	110.00
11/09/2023	73792	NATIONWIDE RETIREMENT SOLUTIONS	NATIONWIDE 457 W/H	6,502.71
11/15/2023	73793	VOID	** VOIDED **	** VOIDED **
11/15/2023	73794	21ST CENTURY MEDIA - MICHIGAN	ADVERTISING	589.69
11/15/2023	73795	A & M SERVICE CENTER INC.	VEHICLE MAINTENANCE	150.00
11/15/2023	73796	A REA CONSTRUCTION INC	BBA23-0051 - PB23-0092	100.00
11/15/2023	73797	ABBY KUTNER	CONTRACTUAL SERVICES	195.00

11/15/2023	73798	ACUITY SPECIALTY PRODUCTS, INC.	VEHICLE SUPPLIES	122.41
11/15/2023	73799	AIRGAS USA, LLC	VEHICLE SUPPLIES	44.39
11/15/2023	73800	ALEX BROWN	CONTRACTUAL SERVICES	200.00
11/15/2023	73801	AMAZON CAPITAL SERVICES	EQUIPMENT SUPPLIES	394.48
			OFFICE EQUIPMENT	1,209.00
			MAINTENANCE SUPPLIES	66.44
			EQUIPMENT	26.73
				<hr style="border-top: 1px dashed black;"/>
				1,696.65
11/15/2023	73802	ANDY GAWEL	CONTRACTUAL SERVICES	225.00
11/15/2023	73803	ASHLEY MERZ	CONTRACTUAL SERVICES	150.00
11/15/2023	73804	AT&T	CONTRACTUAL SERVICES	164.41
11/15/2023	73805	BELL EQUIPMENT COMPANY	VEHICLE SUPPLIES	1,071.52
11/15/2023	73806	BERKLEY SCHOOL DISTRICT	BBP22-0055 - PSW22-0183	5,000.00
11/15/2023	73807	BERNADETTE M. THEBOLT	CONTRACTUAL SERVICES	225.00
11/15/2023	73808	BIG D LOCK CITY	MAINTENANCE SUPPLIES	3.78
			SUPPLIES	2.00
				<hr style="border-top: 1px dashed black;"/>
				5.78
11/15/2023	73809	BLAKE WOODRUFF	CONTRACTUAL SERVICES	205.00

11/15/2023	73810	BLUE CROSS BLUE SHIELD OF MICH	ACCRUED HEALTH CARE	125,467.20
11/15/2023	73811	BRENDA CASTANEDA	CONTRACTUAL SERVICES	1,160.40
11/15/2023	73812	C & G PUBLISHING, INC.	ADVERTISING/MARKETING	910.00
11/15/2023	73813	CAMELOT CLEANERS	PRISONER BOARD	130.90
11/15/2023	73814	CARDCONNECT	CONTRACTUAL SERVICES	25.00
11/15/2023	73815	CARLESIMO PRODUCTS, INC.	EQUIPMENT	1,248.08
11/15/2023	73816	CARLISLE / WORTMAN	CONSULTANT	1,800.00
			CONTRACTUAL SERVICES	4,662.50
				6,462.50
11/15/2023	73817	CARMEN KEHR	CONTRACTUAL SERVICES	255.00
11/15/2023	73818	CATHERINE DUGALIN	CONTRACTUAL SERVICES	205.00
11/15/2023	73819	CATHERINE WADE	CONTRACTUAL SERVICES	170.00
11/15/2023	73820	CHERYL JANSEN	CONTRACTUAL SERVICES	185.00
11/15/2023	73821	CHRISTINE WILSON	CONTRACTUAL SERVICES	** VOIDED **
11/15/2023	73822	CINTAS	EQUIPMENT	86.53
11/15/2023	73823	CINTAS CORPORATION	MEDICAL SUPPLIES	106.84

11/15/2023	73824	CLINTON RIVER WATERSHED COUNCIL	MEMBERSHIPS	** VOIDED **
11/15/2023	73825	CMV LANDSCAPE & EQUIPMENT COMPANY	CONTRACTUAL SERVICES	10,662.00
			CONTRACTUAL SERVICES	30,666.00
				41,328.00
11/15/2023	73826	CUMMINS SALES AND SERVICE	VEHICLE SUPPLIES	252.54
11/15/2023	73827	CYNERGY PRODUCTS	VEHICLE MAINTENANCE	572.50
11/15/2023	73828	DALE A. CARLSON	CONTRACTUAL SERVICES	120.00
11/15/2023	73829	DANA BAER	CONTRACTUAL SERVICES	135.00
11/15/2023	73830	DAVID JANSEN	CONTRACTUAL SERVICES	185.00
11/15/2023	73831	DAVID LEE SMITH	CONTRACTUAL SERVICES	242.00
11/15/2023	73832	DEALER AUTO PARTS SALES	VEHICLE MAINTENANCE - DPW	892.57
			VEHICLE SUPPLIES	1,382.89
				2,275.46
11/15/2023	73833	DETROIT DIAMOND DRILLING, INC.	EQUIPMENT	42.75
11/15/2023	73834	DEVIN LEA	CONTRACTUAL SERVICES	185.00
11/15/2023	73835	DIANE DUNCAN	CONTRACTUAL SERVICES	185.00

11/15/2023	73836	DONNA TOMASZYCKI	CONTRACTUAL SERVICES	195.00
11/15/2023	73837	DOUGLAS M. SCHELL	DDA - EVENTS	400.00
11/15/2023	73838	DTE ENERGY COMPANY	CONTRACTUAL SERVICES	456.47
11/15/2023	73839	DURST LUMBER CO	MAINTENANCE SUPPLIES	13.18
			EQUIPMENT SUPPLIES	39.57
			EQUIPMENT	69.35
				122.10
11/15/2023	73840	ELIZABETH SWANCHARA	CONTRACTUAL SERVICES	205.00
11/15/2023	73841	ERIC OSTROWSKI	CONTRACTUAL SERVICES	529.90
11/15/2023	73842	EVA MITCHELL	PART TIME EMPLOYEES	45.00
			CONTRACTUAL SERVICES	170.00
				215.00
11/15/2023	73843	EVAN CARTER	CONTRACTUAL SERVICES	205.00
11/15/2023	73844	FERGUSON WATERWORKS #3386	EQUIPMENT	6,896.60
11/15/2023	73845	FRONT LINE SERVICES, INC.	FIRE EQUIPMENT	320.50
11/15/2023	73846	GA BUSINESS PURCHASER	CONTRACTUAL SERVICES	30.00
11/15/2023	73847	GFL ENVIRONMENTAL SERVICES USA INC.	FUEL & OIL	203.91
11/15/2023	73848	GORDON FOOD SERVICE INC.	CONTRACTUAL SERVICES	148.69

11/15/2023	73849	GRAINGER	VEHICLE SUPPLIES	91.79
11/15/2023	73850	HAFELI, STARAN, & CHRIST, P.C.	CITY ATTORNEY	6,382.50
11/15/2023	73851	HART INTERCIVIC	EQUIPMENT	267.80
11/15/2023	73852	HOME DEPOT CREDIT SERVICES	VEHICLE SUPPLIES	58.43
11/15/2023	73853	HUNT SIGN CO LTD	OFFICE SUPPLIES	14.00
			PROGRAM SUPPLIES	330.00
			OFFICE SUPPLIES	14.00
				358.00
11/15/2023	73854	HYDROCORP	CROSS CONNECTIONS	1,658.00
11/15/2023	73855	IIMC	MEMBERSHIPS AND DUES	185.00
11/15/2023	73856	INTEGRATED SUPPLY NETWORK	TOOLS	419.04
11/15/2023	73857	INTERSTATE BILLING SERVICE	FUEL & OIL	502.11
11/15/2023	73858	IRENE CUTLER	LIABILITY INSURANCE CLAIMS/NET LOSS	544.50
11/15/2023	73859	ITALIA CONSTRUCTION INC.	CONSTRUCTION - ROAD PROJECT	10,000.00
11/15/2023	73860	J.H. HART URBAN FORESTRY	CONTRACTUAL SERVICES	7,091.26
			CONTRACTUAL SERVICES	3,039.12
				10,130.38

11/15/2023	73861	JACK DOHENY COMPANIES, INC.	VEHICLE MAINTENANCE	8,569.77
11/15/2023	73862	JAMES HABROWSKI	CONTRACTUAL SERVICES	205.00
11/15/2023	73863	JEFFREY NOWAK	CONTRACTUAL SERVICES	205.00
11/15/2023	73864	JOSEPHINE BERG	CONTRACTUAL SERVICES	185.00
11/15/2023	73865	JUDY HARNOIS	CONTRACTUAL SERVICES	185.00
11/15/2023	73866	KANOPY, INC.	DOWNLOADABLE CONTENT	173.40
11/15/2023	73867	KATHERINE BELL	CONTRACTUAL SERVICES	205.00
11/15/2023	73868	KEVIN MCLAUGHLIN	CONTRACTUAL SERVICES	195.00
11/15/2023	73869	KNOWBE4, INC.	CONTRACTUAL SERVICES	2,918.56
11/15/2023	73870	KONICA MINOLTA BUSINESS SOLUTIONS	OFFICE EQUIPMENT RENTAL	620.93
			OFFICE EQUIPMENT RENTAL	27.24
			OFFICE EQUIPMENT MAINTENANCE	13.56
			OFFICE EQUIPMENT RENTAL	27.24
				688.97
11/15/2023	73871	LARRY'S WELDING SUPPLY	VEHICLE SUPPLIES	62.65
11/15/2023	73872	LISA PEREZ	CONTRACTUAL SERVICES	200.00
11/15/2023	73873	MAJIK GRAPHICS, INC.	VEHICLE MAINTENANCE	127.50

11/15/2023	73874	MALONEY TRUCKING	DPW CONTRACTUAL	1,350.00
11/15/2023	73875	MARCEL DIJKERS	CONTRACTUAL SERVICES	185.00
11/15/2023	73876	MARIE BESSLER	CONTRACTUAL SERVICES	245.00
11/15/2023	73877	MARY JANISH	CONTRACTUAL SERVICES	205.00
11/15/2023	73878	MARY KOSTER	CONTRACTUAL SERVICES	205.00
11/15/2023	73879	MATTHEW CHURCH	CONTRACTUAL SERVICES	150.00
11/15/2023	73880	MEGAN MITCHELL	CONTRACTUAL SERVICES	100.00
11/15/2023	73881	MELANIE GOLDBERG	CONTRACTUAL SERVICES	157.50
11/15/2023	73882	MELISSA TWISS	CONTRACTUAL SERVICES	215.00
11/15/2023	73883	METRO PUMP SERVICE	FUEL & OIL	621.70
11/15/2023	73884	MICHELLE KREBS	CONTRACTUAL SERVICES	185.00
11/15/2023	73885	MICHIGAN MUNICIPAL TREASURERS ASSOC	MEMBERSHIPS	198.00
11/15/2023	73886	MICHIGAN PETROLEUM	FUEL & OIL	1,456.75
11/15/2023	73887	MICHIGAN STATE FIREMEN'S ASSOC.	MEMBERSHIPS	75.00

11/15/2023	73888	MIDWEST TAPE	DOWNLOADABLE CONTENT	460.98
11/15/2023	73889	MORBARK, LLC	VEHICLE SUPPLIES	158.22
11/15/2023	73890	MOTOR CITY FASTENER, LLC	VEHICLE SUPPLIES	21.89
11/15/2023	73891	MOTOROLA SOLUTIONS, INC.	EQUIPMENT	8,328.00
11/15/2023	73892	MOTOROLA SOLUTIONS, INC.	DATA PROCESSING	195.00
11/15/2023	73893	NANCY KEEGAN	CONTRACTUAL SERVICES	195.00
11/15/2023	73894	NATALIE SMITH	CONTRACTUAL SERVICES	170.00
11/15/2023	73895	NATIONAL HOSE TESTING SPECIALITIES	FIRE EQUIPMENT	3,270.00
11/15/2023	73896	NELSON BROTHERS SEWER & PLUMBING	BUILDING MAINTENANCE	140.00
11/15/2023	73897	NEWTON CRANE ROOFING INC.	BUILDING MAINTENANCE	380.00
11/15/2023	73898	NORMAN MORRIS	CONTRACTUAL SERVICES	195.00
11/15/2023	73899	NYE UNIFORM	UNIFORMS-CLEANING & PURCHASES	599.50
11/15/2023	73900	O'REILLY AUTOMOTIVE, INC.	VEHICLE MAINTENANCE - DPW	6.01
11/15/2023	73900	O'REILLY AUTOMOTIVE, INC.	FUEL & OIL	447.48
11/15/2023	73900	O'REILLY AUTOMOTIVE, INC.	VEHICLE SUPPLIES	7.54
				461.03

11/15/2023	73901	OAKLAND CO ASSO OF CHIEFS OF POLICE	MEMBERSHIPS	30.00
			MEMBERSHIPS	90.00
				120.00
11/15/2023	73902	OAKLAND COMMUNITY COLLEGE/CREST	PUBLIC SAFETY 302 TRAINING FUNDS	5,128.92
11/15/2023	73903	OAKLAND COUNTY MUTUAL AID ASSOC.	MEMBERSHIPS	3,300.00
11/15/2023	73904	OAKLAND COUNTY TREASURER	BULK SEWAGE	96,015.16
			STORM FLOW	163,485.27
				259,500.43
11/15/2023	73905	PAMELA MACK	CONTRACTUAL SERVICES	185.00
11/15/2023	73906	PATRICE VON LISKI	CONTRACTUAL SERVICES	210.00
11/15/2023	73907	PIPELOGIX INC.	COMPUTER SOFTWARE	2,500.00
11/15/2023	73908	PRI MANAGEMENT GROUP	PROFESSIONAL DEVELOPMENT	785.75
11/15/2023	73909	PROVANTAGE LLC	EQUIPMENT SUPPLIES	302.00
			OFFICE EQUIPMENT	174.00
				476.00
11/15/2023	73910	QUANTUM SERVICES GROUP, LLC	CONTRACTUAL SERVICES	1,442.00
11/15/2023	73911	RAD HATTER MARKETING	CONTRACTUAL SERVICES	8,400.00
11/15/2023	73912	REGIONAL ALLIANCE FOR FIREFIGHTER	MEMBERSHIPS	1,400.00

11/15/2023	73913	RENEE GAWEL	CONTRACTUAL SERVICES	205.00
11/15/2023	73914	RKA PETROLEUM COS, INC	INVENTORY - FUEL & OIL	19,255.87
11/15/2023	73915	ROBERT CHALMERS	MEDICAL EXPENSES	65.00
			MEDICAL EXPENSES	65.00
				130.00
11/15/2023	73916	ROBERT MOON	CONTRACTUAL SERVICES	185.00
11/15/2023	73917	ROBERT WILLIAMS	CONTRACTUAL SERVICES	125.00
11/15/2023	73918	ROSEN PUBLISHING GROUP, THE	BOOKS	278.00
11/15/2023	73919	S/E OAK. CTY WATER AUTHORITY	BULK WATER	70,657.67
11/15/2023	73920	SCHEMA ROOFING & SHEET METAL	EQUIPMENT MAINTENANCE	655.00
11/15/2023	73921	SERVPRO OF OAK PARK / FERNDALE 9678	BUILDING MAINTENANCE	22,140.62
11/15/2023	73922	SHIFMAN FOURNIER	LEGAL SERVICES - OCTOBER	116.00
			LEGAL SERVICES - PRIOR CHARGES	101.50
				217.50
11/15/2023	73923	SITEONE LANDSCAPE SUPPLY, LLC	EQUIPMENT	16.01
11/15/2023	73924	SOCRRA	RUBBISH COLLECTION	33,381.88
			TRASH DISPOSAL	22,013.12
				55,395.00

11/15/2023	73925	SOUTHERN MI. DOG OBEDIENCE TRAINING	CONTRACTUAL SERVICES	1,449.00
11/15/2023	73926	STAPLES	STATIONARY SUPPLIES	171.44
			OFFICE SUPPLIES	223.47
			OFFICE SUPPLIES	87.41
			OFFICE SUPPLIES	107.63
			PROGRAM SUPPLIES	43.89
			OFFICE SUPPLIES	75.01
			OFFICE SUPPLIES	87.41
				796.26
11/15/2023	73927	STATE OF MICHIGAN	CONTRACTUAL SERVICES	7,078.43
11/15/2023	73928	STATE WIRE & TERMINAL INC.	VEHICLE SUPPLIES	110.37
11/15/2023	73929	STEPHANIE SPUNT	CONTRACTUAL SERVICES	185.00
11/15/2023	73930	SUE WILLIAMS	CONTRACTUAL SERVICES	125.00
11/15/2023	73931	SUSAN CITRARO	CONTRACTUAL SERVICES	185.00
11/15/2023	73932	SYSTEMP CORPORATION	BUILDING MAINTENANCE	8,187.40
			BUILDING MAINTENANCE	2,567.60
				10,755.00
11/15/2023	73933	TERRY MEEK	CONTRACTUAL SERVICES	215.00
11/15/2023	73934	THAD DICKINSON	CONTRACTUAL SERVICES	185.00
11/15/2023	73935	THE LIBRARY NETWORK	LIBRARY COOP	3,495.00

11/15/2023	73936	THE PRINT STOP, INC	SUPPLIES	250.00
11/15/2023	73937	THE RAPID GROUP, LLC	CONSULTANT	25.00
11/15/2023	73938	THERESA GAUTHIER	CONTRACTUAL SERVICES	185.00
11/15/2023	73939	THOMAS MURPHY	CONTRACTUAL SERVICES	185.00
11/15/2023	73940	TRANSUNION RISK AND ALTERNATIVE	MEMBERSHIPS	111.20
11/15/2023	73941	TRUCK & TRAILER SPECIALTIES, INC.	VEHICLES	7,655.00
			VEHICLE SUPPLIES	320.03
				7,975.03
11/15/2023	73942	UNIQUE MANAGEMENT SERVICES, INC.	CONTRACTUAL SERVICES	93.20
11/15/2023	73943	UNITED FACILITY SUPPLIES	VEHICLE SUPPLIES	408.00
11/15/2023	73944	UNIVERSAL PLUMBING SUPPLY	EQUIPMENT	48.78
11/15/2023	73945	VERIZON WIRELESS	TELEPHONE	76.02
			TELEPHONE	38.01
			CONTRACTUAL SERVICES	152.04
				266.07
11/15/2023	73946	VERONICA HALL	CONTRACTUAL SERVICES	120.00
11/15/2023	73947	WANCO	VEHICLE MAINTENANCE	120.00

11/15/2023	73948	WELCHER KAILA	CONTRACTUAL SERVICES	170.00
11/15/2023	73949	WEX BANK	FUEL & OIL	41.58
11/15/2023	73950	WILLIAM BALDWIN	CONTRACTUAL SERVICES	225.00
11/15/2023	73951	WINDSTREAM	TELEPHONE	490.57
			TELEPHONE	70.08
			TELEPHONE	35.04
			TELEPHONE	35.04
			TELEPHONE	70.08
				700.81
11/15/2023	73952	WOLVERINE TRUCK SALES	VEHICLE SUPPLIES	293.72
11/15/2023	73953	WOW! BUSINESS	CONTRACTUAL SERVICES	802.24
11/15/2023	73954	XEROX CORPORATION	OFFICE EQUIPMENT MAINTENANCE	114.51
11/15/2023	73955	YVONNE BENDA	CONTRACTUAL SERVICES	185.00
11/22/2023	73956	MISDU	PAYROLL DEDUCTIONS	1,240.69
11/22/2023	73957	MISSION SQUARE RETIREMENT-107930	ICMA 457 W/H	243.64
			401 ICMA DEFERRED	438.54
				682.18
11/22/2023	73958	MISSION SQUARE RETIREMENT-303792	ICMA 457 W/H	2,968.55
11/22/2023	73959	MISSION SQUARE RETIREMENT-706259	ICMA ROTH IRA	110.00

11/22/2023	73960	NATIONWIDE RETIREMENT SOLUTIONS	NATIONWIDE 457 W/H	6,976.56
11/30/2023	73961	1ST CHOICE DECK SERVICES	BBA23-0120 - PB23-0225	65.00
11/30/2023	73962	21ST CENTURY MEDIA - MICHIGAN	ADVERTISING	178.05
11/30/2023	73963	ABLE PLUMBING & CONTRACTING CO.	EQUIPMENT MAINTENANCE	296.00
11/30/2023	73964	ACS ROOFING INC	BBA23-0197 - PB23-0360	100.00
11/30/2023	73965	ACUITY SPECIALTY PRODUCTS, INC.	VEHICLE SUPPLIES	157.57
11/30/2023	73966	ADN ADMINISTRATORS, INC.	CONSULTANT	960.25
11/30/2023	73967	ADVOCATE CONSTRUCTION	BBA23-0071 - PB23-0121	50.00
11/30/2023	73968	ALLIANCE MOBILE HEALTH	BLOOD DRAWS	156.00
11/30/2023	73969	AMAZON CAPITAL SERVICES	PROGRAM SUPPLIES	36.38
			OFFICE SUPPLIES	17.84
			PROGRAM SUPPLIES	4.90
			VEHICLE SUPPLIES	674.85
			OFFICE SUPPLIES	12.49
			OFFICE SUPPLIES	17.84
			EQUIPMENT	40.73
				805.03
11/30/2023	73970	AMAZON CAPITAL SERVICES	VEHICLE SUPPLIES	841.91

11/30/2023	73971	ARMADILLO	CONTRACTUAL SERVICES	1,673.70
11/30/2023	73972	AT-LESS DRAIN CLEANING	BSW23-0037 - PUT23-0137	500.00
			BSW23-0039 - PUT23-0144	500.00
				1,000.00
11/30/2023	73973	AVALON CONSTRUCTION	BBB23-0060 - PB23-0277	75.00
11/30/2023	73974	AVER SIGN COMPANY	BSB23-0027 - PS23-0027	100.00
11/30/2023	73975	BASIC	CONSULTANT	55.00
11/30/2023	73976	BENJAMIN FRANKLIN PLUMBING	BBP23-0049 - PUT23-0142	5,000.00
11/30/2023	73977	BERKLEY HOLIDAY COMMITTEE	DDA - EVENTS	1,000.00
11/30/2023	73978	BIG D LOCK CITY	MAINTENANCE SUPPLIES	2.35
			VEHICLE SUPPLIES	43.99
				46.34
11/30/2023	73979	BILLINGS LAWN EQUIPMENT	VEHICLE SUPPLIES	83.44
11/30/2023	73980	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH CARE-BC/BS RETIREE-MED ADVANTAGE	1,051.32
			HEALTH CARE-BC/BS RETIREE-MED ADVANTAGE	2,803.52
				3,854.84
11/30/2023	73981	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH CARE-BC/BS RETIREE-MED ADVANTAGE	11,566.80
			HEALTH CARE-BC/BS RETIREE-MED ADVANTAGE	7,938.00
				19,504.80
11/30/2023	73982	BOMBHELL TREAT BAR	PUBLIC ART/PLACEMAKING	5,000.00

11/30/2023	73983	BRENDA CASTANEDA	CONTRACTUAL SERVICES	383.00
11/30/2023	73984	BRIAN ALIMOV	BD21-0024 - PB21-0460 BBE22-0031 - PB22-0452 BBE19-0016 - PB19-0237 BE22-0007 - PR22-0008	1,000.00 800.00 800.00 850.00 <hr/> 3,450.00
11/30/2023	73985	BRS FIELD OPS	BBA23-0151 - PB23-0273	50.00
11/30/2023	73986	CALVIN JEROME SMITH	BBA22-0205 - PB22-0406	100.00
11/30/2023	73987	CARL JOHNSON	CONSULTANT	2,300.00
11/30/2023	73988	CDW GOVERNMENT, INC.	SOFTWARE MAINT AND SUBSCRIPTIONS	4,868.74
11/30/2023	73989	CHAZZANO COFFEE ROASTERS	PUBLIC ART/PLACEMAKING	600.00
11/30/2023	73990	CHURCH OF THE KING	BT23-0007 - PTU23-0008	100.00
11/30/2023	73991	CINTAS	BUILDING MAINTENANCE	313.47
11/30/2023	73992	CINTAS	CUSTODIAL SERVICES CUSTODIAL	148.45 148.45 <hr/> 296.90
11/30/2023	73993	CINTAS	CONTRACTUAL SERVICES	157.84
11/30/2023	73994	CLINTON RIVER WATERSHED COUNCIL	MEMBERSHIPS	1,138.00

11/30/2023	73995	CMV LANDSCAPE & EQUIPMENT COMPANY	CONTRACTUAL SERVICES CONTRACTUAL SERVICES CONCRETE REPAIR	918.00 23,805.00 23,733.00 <hr/> 48,456.00
11/30/2023	73996	CONTRACTORS CLOTHING CO.	UNIFORMS	79.96
11/30/2023	73997	CONTRACTORS CONNECTION	VEHICLE SUPPLIES	1,854.71
11/30/2023	73998	CRAIG & NATASKA STANTON	BBA23-0008 - PB23-0014	50.00
11/30/2023	73999	CREGGER PLUMBING	BSW23-0036 - PUT23-0136 BSW23-0030 - PUT23-0123 <hr/> 1,000.00	500.00 500.00 1,000.00
11/30/2023	74000	CRISPELLI'S BAKERY & PIZZERIA	BWDC23-002 - PWDC23-002	100.00
11/30/2023	74001	DANIEL SCHEWE	RANGE/TRAINING SUPPLIES	137.79
11/30/2023	74002	DAVID & NICOLLE AUQUIER	BBA23-0149 - PB23-0270	100.00
11/30/2023	74003	DEALER AUTO PARTS SALES	VEHICLE MAINTENANCE - DPW VEHICLE SUPPLIES <hr/> 404.35	345.35 59.00 404.35
11/30/2023	74004	DELANG FLUID POWER, INC.	VEHICLE SUPPLIES	1,864.01
11/30/2023	74005	DIAMOND CREEK HOMES INC.	BBA23-0170 - PB23-0302	50.00

11/30/2023	74006	DURST LUMBER CO	VEHICLE MAINTENANCE	3.59
			VEHICLE MAINTENANCE - DPW	9.18
			VEHICLE SUPPLIES	32.97
			EQUIPMENT	9.59
				<hr style="border-top: 1px dashed black;"/>
				55.33
11/30/2023	74007	EAGLES LANDING PROPERTIES	BT23-0008 - PTU23-0009	100.00
11/30/2023	74008	EMERGENCY EGRESS LLC	BBA21-0076 - PB21-0162	50.00
11/30/2023	74009	ERC-LED, LLC	LAND IMPROVEMENTS	4,170.00
11/30/2023	74010	FOREMOST PROMOTIONS	SUPPLIES	500.00
11/30/2023	74011	FOUNDATION SOLUTIONS 360	BBB23-0008 - PB23-0056	75.00
11/30/2023	74012	FOUNDATION SYSTEMS OF MICHIGAN	BBA22-0005 - PB22-0006	50.00
11/30/2023	74013	FRONT LINE SERVICES, INC.	FIRE GEAR	4,023.45
			FIRE TRUCK MAINTENANCE	2,511.40
				<hr style="border-top: 1px dashed black;"/>
				6,534.85
11/30/2023	74014	GREAT DANE HEATING & A/C	HEATING PERMITS	50.00
11/30/2023	74015	GREAT LAKES WATER AUTHORITY	NONRESIDENTIAL SURCHARGE	3,235.96
11/30/2023	74016	GREAT WESTERN STATES SUPPLY LLC	SUPPLIES	441.55
11/30/2023	74017	HADLEY CONSTRUCTION	BBB22-0114 - PB22-0415	75.00

11/30/2023	74018	HENRY FORD @ WORK	CONSULTANT	870.00
11/30/2023	74019	HILLAN HOMES INC.	BBE22-0015 - PB22-0171	800.00
			BBP22-0046 - PSW22-0119	5,000.00
			BBP22-0045 - PSW22-0118	5,000.00
			BBP22-0016 - PSW22-0040	5,000.00
			BE22-0001 - PR22-0002	850.00
				16,650.00
11/30/2023	74020	HOME INSPECTION PLUS INC.	BBA23-0155 - PB23-0278	50.00
11/30/2023	74021	HOMESTEAD CONSTRUCTION CO	BS23-0007 - PZC23-0111	200.00
11/30/2023	74022	HOWARD FRIDSON	PUBLIC ART/PLACEMAKING	5,000.00
11/30/2023	74023	HUNT SIGN CO LTD	BSB23-0023 - PS23-0023	50.00
11/30/2023	74024	ICCA	MEMBERSHIPS	2,050.00
			CABLE FRANCHISE ADMIN FEE	4,682.46
				6,732.46
11/30/2023	74025	INTERSTATE CONSTRUCTION LLC	BBB23-0071 - PB23-0324	75.00
11/30/2023	74026	IVAN P. & DIYANA G. SARAFOV	BBA23-0188 - PB23-0346	50.00
11/30/2023	74027	J.H. HART URBAN FORESTRY	CONTRACTUAL SERVICES	8,229.28
			CONTRACTUAL SERVICES	3,526.85
				11,756.13
11/30/2023	74028	JASON PARENT	BBE22-0026 - PB22-0361	800.00

11/30/2023	74029	JOSEPH GREIB	BBB23-0072 - PB23-0325	75.00
11/30/2023	74030	JOSHUA & KATRINA HAMILTON	BBB23-0059 - PB23-0271	75.00
11/30/2023	74031	JOSHUA HICKEY & KRISTIN LAMARB	BBB22-0008 - PB22-0038	75.00
11/30/2023	74032	JOSHUA KANNER	BS23-0008 - PZC23-0112	200.00
11/30/2023	74033	JUMP-A-RAMA, INC.	CONTRACTUAL SERVICES	2,975.00
11/30/2023	74034	KBJ GROUP LLC	BF23-0002 - PB22-0085	1,000.00
			BBE22-0008 - PB22-0085	800.00
			BE21-0012 - PR21-0014	850.00
				2,650.00
11/30/2023	74035	KELRAY CONSTRUCTION INC.	BBA23-0174 - PB23-0307	100.00
11/30/2023	74036	KONICA MINOLTA BUSINESS SOLUTIONS	OFFICE EQUIPMENT RENTAL	498.37
			OFFICE EQUIPMENT RENTAL	209.83
				708.20
11/30/2023	74037	KYLE LAPORTE	CONTRACTUAL SERVICES	102.00
11/30/2023	74038	LAWRENCE ARTHUR YOUNG JR.	BS23-0011 - PZC23-0138	200.00
11/30/2023	74039	LES STANFORD COLLISION OF FERNDALE	VEHICLE MAINTENANCE	2,084.28
11/30/2023	74040	LEVINE & SONS INC.	BSW23-0038 - PUT23-0139	500.00
11/30/2023	74041	LISA KEMPNER	DDA - EVENTS	148.30

11/30/2023	74042	LISA LITTELL	BOOKLEY SKELETONS	5,750.00
11/30/2023	74043	M D N CONSTRUCTION	BD23-0016 - PB23-0332	1,000.00
11/30/2023	74044	MAIN DRAIN SEWER & REPAIR LLC	BSW23-0035 - PUT23-0135	500.00
11/30/2023	74045	MASTERCRAFT PLUMBING, INC	BBP23-0047 - PUT23-0140	5,000.00
11/30/2023	74046	MATTHEW CHURCH	PROFESSIONAL DEVELOPMENT	22.40
11/30/2023	74047	MICHIGAN ASSOCIATION OF MAYORS	MEMBERSHIPS	110.00
11/30/2023	74048	MICHIGAN DOWNTOWN ASSOCIATION	PROFESSIONAL DEVELOPMENT	275.00
11/30/2023	74049	MICHIGAN FIRE INSPECTORS SOCIETY	PUBLIC SAFETY FIRE/MEDICAL TRAINING	825.00
11/30/2023	74050	MICHIGAN FIRE INSPECTORS SOCIETY	PUBLIC SAFETY FIRE/MEDICAL TRAINING	400.00
11/30/2023	74051	MICHIGAN MUNICIPAL LEAGUE	CONTRACTUAL SERVICES	1,080.00
			CONTRACTUAL SERVICES	270.00
				1,350.00
11/30/2023	74052	MORRIS POTASH	BD23-0010 - PB23-0242	1,000.00
11/30/2023	74053	MR ROOF HOLDING COMPANY	BBA23-0145 - PB23-0266	100.00
11/30/2023	74054	N & J EXCAVATING	BBP21-0028 - PSW21-0095	3,427.34

11/30/2023	74055	NANCY J. CONNOLLY	BBB17-0139 - PB17-0549	75.00
11/30/2023	74056	OAKLAND COUNTY TREASURER'S ASSO.	MEMBERSHIPS	40.00
11/30/2023	74057	OLIVER CONSTRUCTION	BD21-0023 - PB21-0449 BBE23-0002 - PB23-0010 BE22-0010 - PR22-0011	1,000.00 800.00 850.00 ----- 2,650.00
11/30/2023	74058	P. A. MORRIS COMPANY	SECRETARIAL SERVICES	150.00
11/30/2023	74059	PACHOTAS CONSTRUCTION LLC	BBD23-0002 - PB23-0029	500.00
11/30/2023	74060	PITNEY BOWES INC.	RUBBISH CARTS/RECYCLE BINS	45.31
11/30/2023	74061	POWER HOME REMODELING GROUP	BBA23-0059 - PB23-0103 BBA23-0152 - PB23-0275	100.00 100.00 ----- 200.00
11/30/2023	74062	RAD HATTER MARKETING	ADVERTISING/MARKETING	50.00
11/30/2023	74063	REBECCA STOUT	PROGRAM SUPPLIES-CONTRIBUTIONS - LIBRARY	176.72
11/30/2023	74064	RKA PETROLEUM COS, INC	INVENTORY - FUEL & OIL	1,899.30
11/30/2023	74065	ROAD COMMISSION OF OAKLAND CO	EQUIPMENT MAINTENANCE EQUIPMENT MAINTENANCE	551.43 61.27 ----- 612.70
11/30/2023	74066	ROBERT B HEMPTON	BBB23-0082 - PB23-0368	75.00

11/30/2023	74067	ROUNDPOINT MORTGAGE SERVICING	SUNDRY REVENUE	82.90
11/30/2023	74068	ROYAL OAK FORD	VEHICLE MAINTENANCE	145.59
11/30/2023	74069	ROYAL PLUMBING LLC	BBP23-0044 - PUT23-0129	5,000.00
11/30/2023	74070	SALEM YOUSIF JIDDOU	BBA23-0157 - PB23-0282	50.00
11/30/2023	74071	SANTA JOE	PROGRAM SUPPLIES-CONTRIBUTIONS - LIBRARY DDA - EVENTS	150.00 150.00 300.00
11/30/2023	74072	SH CONSTRUCTION LLC	BBP22-0064 - PSW22-0196	5,000.00
11/30/2023	74073	SIGN EMPORIUM INC.	BSB23-0006 - PS23-0006	50.00
11/30/2023	74074	SIGNSCAPES, INC.	BSB23-0017 - PS23-0017	50.00
11/30/2023	74075	SJR PAVEMENT REPAIR	CONTRACTUAL SERVICES	26,621.00
11/30/2023	74076	SMOLYANOV HOME IMPROVEMENT	BBA23-0166 - PB23-0297 BBA23-0081 - PB23-0139 BBA23-0189 - PB23-0347 BBB23-0075 - PB23-0353	100.00 100.00 100.00 75.00 375.00
11/30/2023	74077	SOCRRA	RUBBISH COLLECTION TRASH DISPOSAL	33,381.88 16,439.19 49,821.07

11/30/2023	74078	SPRINGLINE EXCAVATING, LLC	CONSTRUCTION - MAJOR STREETS CONSTRUCTION - ROAD PROJECT	417,380.64 417,380.65 834,761.29
11/30/2023	74079	STEWART & SONS CONCRETE	BBA23-0091 - PB23-0156	100.00
11/30/2023	74080	TERMINAL SUPPLY CO	VEHICLE SUPPLIES	744.80
11/30/2023	74081	THE LIBRARY NETWORK	BOOKS / PERIODICALS BOOKS RENTED MATERIALS BOOKS FROM DONATIONS	3,029.73 4,801.69 469.96 400.00 8,701.38
11/30/2023	74082	THE PRINT STOP, INC	SUPPLIES PRINTING	85.00 104.00 189.00
11/30/2023	74083	TILSON STREET PLUMBING INC.	HEATING PERMITS	40.00
11/30/2023	74084	TRESNAK CONSTRUCTION	BBA23-0133 - PB23-0248	100.00
11/30/2023	74085	VERIZON WIRELESS	TELEPHONE TELEPHONE TELEPHONE SOFTWARE MAINT AND SUBSCRIPTIONS TELEPHONE TELEPHONE TELEPHONE CAR COMPUTERS TELEPHONE TELEPHONE TELEPHONE TELEPHONE	131.35 45.45 80.90 123.75 130.91 80.90 338.52 53.49 40.45 90.90 45.45 45.45

CONTRACTUAL SERVICES	45.52
TELEPHONE	264.53
CONTRACTUAL SERVICES	184.24
TELEPHONE	41.06
TELEPHONE	40.45
TELEPHONE	262.19
	<hr style="border-top: 1px dashed black;"/>
	2,045.51

11/30/2023	74086	WINDER POLICE EQUIPMENT	VEHICLE MAINTENANCE - DPW	259.00
		TOTAL - ALL FUNDS	TOTAL OF 299 CHECKS (3 voided)	1,962,571.35
				<hr style="border-top: 3px double black;"/>

**CITY OF BERKLEY
ACH TRANSACTIONS**

DATE	VENDOR	AMOUNT
11/3/2023	INTERNAL REVENUE SERVICE	15,943.31
11/3/2023	THE HARTFORD	5,405.71
11/6/2023	CONSUMERS ENERGY	505.36
11/9/2023	UNION DUES	1,360.00
11/9/2023	MERS	98,626.69
11/9/2023	CREDIT CARD PAYMENT	18,051.19
11/13/2023	INTERNAL REVENUE SERVICE	47,755.74
11/17/2023	STATE OF MICHIGAN PAYROLL TAXES	18,153.95
11/17/2023	STATE OF MICHIGAN RETIREE TAXES	4,046.45
11/22/2023	UNION DUES	1,120.00
11/24/2023	INTERNAL REVENUE SERVICE	47,267.35
11/30/2023	THE HARTFORD	4,498.60
11/30/2023	ALERUS	24,025.99
11/30/2023	DTE ENERGY	28,507.08
		<hr style="border-top: 3px double black;"/>
		315,267.42

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.

Bridget Dean, Mayor

Victoria Mitchell, City Clerk

AN
ORDINANCE
of the City Council of the City of Berkley, Michigan to Amend Section 126-73
Installation and Section 126-74 Supervision of Connection, in Chapter 126, Utilities of
the City of Berkley Code of Ordinances to update the policies and inspection
procedures for sewer connections.

**THE CITY OF
BERKLEY ORDAINS:**

SECTION 1: Section 126-73 of Chapter 126 of the Berkley City Code is amended, as follows:

Sec. 126-73. Installation.

All building sewer construction and the installation of pipes, fittings and appurtenances shall be done in accordance with the building regulations of the city, [the city's utility connection policy](#) and such supplementary rules and regulations as the ~~city manager~~ [director of public works](#) may prescribe, which shall be effective upon approval by the city council.

SECTION 2: Section 126-74 of Chapter 126 of the Berkley City Code is amended, as follows:

Sec. 126-74. Supervision of Connection.

The applicant for the building sewer permit shall notify the director of public works or his designee when the building sewer is ready for inspection and connection to the public sewer. The connection [to the city main and any connections to the structure or there along](#) shall be made under the immediate supervision of the director [or their designee](#).

SECTION 3: Severability Clause

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

SECTION 4: Penalty

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

SECTION 5: Effective Date

This Ordinance shall become effective 30 days following the date of adoption.

Red, strikethrough text is proposed to be deleted: ~~example~~

Blue underlined text is proposed to be inserted: [example](#)

SECTION 6: Publication

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

Introduced on the First Reading at the Regular City Council Meeting on December 4, 2023.

Adopted on the Second Reading at the Regular City Council Meeting on December 18, 2023.

Bridget Dean, Mayor

Attest:

Victoria Mitchell, City Clerk

Red, strikethrough text is proposed to be deleted: ~~example~~
Blue underlined text is proposed to be inserted: example



CITY OF BERKLEY COMMUNITY DEVELOPMENT

3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

MEMORANDUM

To: City Council

From: Kristen Kapelanski, Community Development Director

Subject: Proposed Amendments for Utility Installation: First Reading

Date: December 8, 2023

Proposed are amendments to Chapter 126 of the City Code, specifically sections regulating utility connections. This ordinance has been amended to clarify installations and connections should be done in accordance with the City's utility connection policy. There has been some ambiguity regarding which trade is responsible for inspections and this is meant to clarify that point.

The first reading was approved by the City Council on December 4, 2023.

December 18, 2023 City Council Meeting

Moved by Councilmember _____ and seconded by Councilmember _____ to award the contract for the roof replacement at the Community Center to MTD Construction, 126 Summit Street, Brighton Michigan, at the cost of \$94,000. In addition, please allocate \$10,000 for construction contingencies. Funds for this project are coming from the FY 2024 Special Grant awarded by the State of Michigan.

Ayes:

Nays:

Motion:

MEMORANDUM



To: Matthew Baumgarten, City Manager

From: Alex Brown, Facilities Manager

Date: December 12, 2023

Subject: Approval of proposal from MTD Construction for Community Center roof replacement

The attached proposal from MTD Construction is for the complete replacement of the roof at the Community Center. The proposal includes the installation of a new tapered insulation system that will greatly increase the drainage of the roof and reduce sitting water.

The roof at the Community Center has well exceeded its useful life span and is in dire need of replacement. I met with three reputable roofing contractors and had them prepare comparable bids for the roof replacement. After reviewing the bids, I received I found that MTD Construction had the most complete bid and the lowest price. It is my recommendation that we award the contract to MTD at the price of \$94,000, with a \$10,000 construction contingency. The roof project will begin in the Spring of 2024 with a completion time of two to three weeks.

This project will be funded by the Fiscal Year 2024 Special Grant awarded to the city from the State of Michigan. This grant is intended to fund not only this project but further facility improvements at the Community Center.

As always, do not hesitate to contact me with any questions regarding this matter.



12/5/2023

City of Berkley
3238 Bacon Ave.
Berkley, MI 48072

RE: Roof Replacement Proposal
Berkley Community Center
2400 Robina Avenue
Berkley, MI 48072

Scope of Work: Remove and replace the upper & lower ballasted roof sections (4700 sq.ft.) and recover the east side flat portion (1000 sq.ft.)

- Remove all existing ballast stone from the upper and lower roof areas via the use of an industrial vacuum truck
- Remove all roof drain compression rings as necessary. Inspect wood nailers for deterioration...replace any deteriorated nailer with matching at a unit cost of \$4.55 per lf. All nailer replacement shall be billed as an extra
- Remove all existing roof membrane and insulation and dispose of. Inspect all decking for damage. Replace all deteriorated metal decking with matching at a unit cost of \$14.00 per sq.ft.. Replace any deteriorated tectum roof panels with new panels at a cost of \$750 per panel. All deck replacement shall be billed as an extra
- Grid cut the roof membrane on the east side flat roof as necessary
- Install a .5 HD Rigid Poly ISO over the existing roof and secure in a mechanical fashion to manufacturer specification
- Install a new 60 mil adhered EPDM single ply membrane to the insulation as necessary
- Install a new fully tapered Rigid Poly ISO insulation system over the lower roof deck and secure in a mechanical fashion necessary to manufacturer specification. Insulation shall consist of a base layer 1" Rigid PolyISO and an 1/8" taper system
- Install a fully tapered Rigid PolyISO insulation system on the upper Gym flat roof area. Insulation system shall consist of a mechanically fastened 1" Rigid PolyISO and an adhered 1/8" tapered insulation system
- Install mechanically fastened reinforced perimeter strip at all necessary points
- Install a new adhered 60 mil EPDM single ply membrane roof system over the new insulation to manufacturer specification
- Fabricate and install new 24 gauge steel perimeter edge metal (standard color of choice)
- Fabricate and install new 24 gauge steel 6" commercial grade gutter system for the east side flat roof area (standard color of choice)
- Re-install all roof drain compression rings....if drain inserts are required they shall be installed at a unit cost of \$600.00 per drain and be billed as an extra
- Perform all detail and terminations to manufacturer specification
- All work performed shall carry a 15 year manufacturers warranty as well as a 2 year workmanship warranty
- Clean up all job related debris and dispose of

NOTE Schena Roofing bares no responsibility for damage to deck mounted conduit. All interior protection is to be performed by others. Schena Roofing is not responsible for satellite dish calibration if dish is to be moved

Schena Roofing & Sheet Metal - 28299 Kehrig Drive , Chesterfield , MI 48047
www.schenaroofting.com
p: 586-949-4777 f: 586-949-8080

Cost to complete the above mentioned: \$97,512.00

Proceed: YES _____

Signature: _____

Date: _____

PO#: _____

Customer agrees and acknowledges that Schena Roofing and Sheet Metal Co., Inc.'s Standard Terms and Conditions, incorporated herein, shall apply to and govern this agreement between Schena Roofing and Sheet Metal Co., Inc. and Customer.

Billing Entity Name: _____

Address: _____

Project Site Contact: _____

(name, phone number, email)

Please let me know if there are any questions.

Sincerely,

Bob Jones
Service department
248-670-1822 cell
586-949-4777 off.

Schena Roofing and Sheet Metal Co., Inc.'s Standard Terms and Conditions

Schena Roofing & Sheet Metal Co., Inc. ("Schena") and the customer identified in the Proposal ("Customer"), collectively referred to as "Parties," agree to the following terms and conditions to this agreement ("Agreement"):

1. **Standard of Care:** Schena represents and warrants that it will perform all work in a workmanlike manner in accordance with standard practices in the location where the work is being performed. Customer agrees and acknowledges that wrinkling is a normal condition which may occur with new installation of mechanically attached single-ply membranes, and that most wrinkles will dissipate within the first year of installation. Schena is not liable for any oil canning conditions in sheet-metal installations. Unless excluded in Schena's Proposal, and pursuant to and limited by Schena's Roofing Warranty Provisions, incorporated herein by reference, Schena provides Customer a **two-year warranty** on workmanship concerning roof replacements performed by Schena or a **one-year warranty** on workmanship concerning service work performed by Schena, **BUT EXPRESSLY DISCLAIM ANY AND ALL OTHER WARRANTIES FROM SCHENA, WHETHER EXPRESS OR IMPLIED IN NATURE, INCLUDING ANY WARRANTY OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE**. All warranty claims must be submitted to Schena in writing within that respective one-year or two-year period, or are waived by Customer. Schena hereby assigns to Customer any warranties furnished by material manufacturers to the extent Schena is permitted to assign such warranties. The Parties acknowledge and agree that Schena does not owe a warranty to Customer concerning material, except if and to the extent that Schena assigns a material warranty from the material manufacturer to Customer.

2. **Scope of Work:** Schena's scope of work is fully set forth in its Proposal, and will be performed within a reasonable amount of time. Should Schena perform extra work, should there be changes to the work, should there be an

Schena Roofing & Sheet Metal - 28299 Kehrig Drive , Chesterfield , MI 48047
www.schenarroofing.com
p: 586-949-4777 f: 586-949-8080

increase in material costs, labor costs, transportation costs, and/or surcharges, and/or should there be a differing site condition (including unanticipated concealed conditions/conditions of an unusual nature), Schena shall be entitled to an equitable adjustment to the contract time, and an equitable adjustment to the contract sum from Customer, inclusive of cost increase, overhead, and profit.

3. **Payments:** Customer agrees to pay Schena in full within 15 days of receiving an invoice for the work, unless otherwise agreed to in writing in Schena's Proposal. Late payments shall be subject to a time-price differential of 1.5% per month. Should Schena have to initiate any action or claims to collect overdue payments from Customer, Schena shall be entitled to recover from Customer all collection costs and fees, including attorney fees.

4. **Insurance:** Schena represents that it maintains commercial general liability insurance and workers' compensation insurance. Customer shall maintain property insurance, including coverage for fire, tornado, and other necessary insurance. Should any damages be covered by Customer's property insurance, Customer waives any rights to subrogation against Schena and its employees, contractors, and agents.

5. **Governing Law and Forum:** This Agreement shall be interpreted under and governed by Michigan law. Customer hereby waives any claim against Schena in any way related to mold, and agrees that Customer's sole rights against Schena for defective work, including any breach of warranty, is for Schena to cure its defective work within a reasonable amount of time. Any dispute between the Parties shall exclusively be in state court in Michigan. The Parties agree that any claims Customer has against Schena, whether in contract, warranty, tort, or otherwise, shall be filed in the proper court no later than two years after Schena completes its work on the project, otherwise such claims are hereby waived.

6. **Representations:** Prior to roof installation, Schena will visually inspect the surface of the roof deck for obvious visual defects, but is not obligated to perform any further inspections. Schena is not responsible for any structural deficiency, quality of construction of others (including compliance with FMG criteria), undulations, fastening, or moisture content of the roof deck or other trades' work design. Schena is not responsible for condensation, moisture migration from the building interior or other building components, location or size of roof drains, or adequacy of drainage or ponding on the roof due to structural conditions. Customer represents and warrants that structures on which Schena is to work are in sound condition and capable of withstanding roofing construction, equipment, and operations. Customer further represents that it is aware that roofing products emit fumes, vapors, and odors during the application, and Customer shall take all necessary action to protect any person from these emissions.

7. **Force Majeure:** Schena shall have no liability for failure or delay in performing obligations set forth in this Agreement, and Schena shall not be deemed in breach, if such failure or delay is due to natural disasters, strike, lockout, other industrial or transportation disturbances, pandemic or epidemic, law, regulation or ordinance, riot or public disturbance, or any causes beyond the reasonable control of Schena.

8. **Indemnity:** Customer shall defend and indemnify Schena for any claim, liability, damages, losses, or expenses arising in any way out of Customer's negligence, fault, or breach of contract duties.

9. **Integration:** This Agreement, including Schena's Proposal and Schena's Roofing Warranty Provisions, constitutes the entire agreement between the parties and supersedes any and all other agreements, either oral or written with respect to the subject matter hereof, including all work performed by Schena for Customer. Should there be any irreconcilable conflict between the terms in this Agreement and terms in the Roofing Warranty Provisions, the Terms in this Agreement shall govern.

CONTRACT ADDENDUM

Schena Roofing & Sheet Metal Co., Inc. ("Contractor"), and _____ ("Owner"), collectively referred to as the "Parties," enter into this Addendum on _____ ("Effective Date"), to modify the Parties' contract ("Contract") concerning roofing work being performed by Contractor for Owner ("Project").

The Parties agree that should the cost of material being used on the Project by Contractor increase on or after the Effective Date by 2% or more, then the Parties' Contract shall be amended to increase the Contract price owed by Owner to Contractor by the

amount of the increase in the material costs.

The Parties further agree that Contractor provides Owner a two-year warranty on workmanship concerning roof replacements performed by Contractor or a one-year warranty on workmanship concerning service work performed by Contractor, BUT EXPRESSLY DISCLAIM ANY AND ALL OTHER WARRANTIES FROM CONTRACTOR, WHETHER EXPRESS OR IMPLIED IN NATURE, INCLUDING ANY WARRANTY OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE. All warranty claims must be submitted in writing to Contractor within that respective one-year or two-year period, or are waived by Owner. Contractor hereby assigns to Owner any warranties furnished by material manufacturers to the extent Contractor is permitted to assign such warranties. The Parties acknowledge and agree that Contractor does not owe a warranty to Owner concerning material, except if and to the extent that Contractor assigns a material warranty from the material manufacturer to Owner.

The Parties agree that the terms of this Addendum shall supersede and otherwise control over any other terms in the Parties' Contract.

Schena Roofing & Sheet Metal Co., Inc.

Owner

MTD Construction Inc.

126 Summit St.

Brighton, MI. 48116

Office (810) 206-3162, Fax (810) 588-4307

ron@mtdconstruction.net

Date: November 13, 2023
Re: Berkley City Parks & Rec.
2400 Robina Ave.
Berkley, MI. 48072
Attn: Alex Brown / Facilities Manager
To: City of Berkley
From: Ron Marshall

We are pleased to provide our quote for the Roofing & associated Sheet Metal scope of work for the above referenced project. Please see detailed scope of work below. We appreciate the opportunity and look forward to working with you should we be your selected contractor for this project. Please feel free to contact us should you have any questions or comments regarding this proposal.

Proposal

We propose to furnish all labor, material, equipment, insurance, and supervision to complete the following scope of work.

SCOPE OF WORK:

- Vacuum up & remove existing River Rock Roofing Ballast on Roof Areas #1 + #2.
- Demo & remove existing Coping Cap, Edge Metal, Gutter, & Downspouts on all (3) three Flat Roof Areas. Existing Standing Seam Metal Roof Panels + Trims, Masonry Screen Wall Coping Cap, & Exterior Vertically Sloped Building Coping Cap to remain.
- Demo & remove existing loose EPDM Roof Membrane, Wall Flashings, Curb Flashings & Roof Penetration Flashings on all (3) three Flat Roof Areas.
- Demo & remove existing Roof Insulation on Roof Area #2 down to existing Tectum Roof Deck.
- Provide & install (1) one new layer mechanically fastened 1/2" HD ISO Roof Insulation over existing 4.5" Roof Insulation on Roof Area #1. Combined Roof Insulation R = 23.15.
- Provide & install (2) two new layers adhesively attached 2.6" ISO Roof Insulation over existing Tectum Roof Deck on Roof Area #2. Roof Insulation R = 30.
- Provide & install (1) one new layer mechanically fastened 2.6" ISO Roof Insulation over existing 2.5" Roof Insulation on Roof Area #3. Combined Roof Insulation R = 25.3.
- Provide & install new 1/2" per foot sloped Tapered ISO Roof Insulation Crickets / Saddles as indicated on all (3) three Flat Roof Areas.
- Provide & install new (8'X8') 1/2" per foot sloped Tapered ISO Roof Insulation Sump Area around each Roof Drains on Roof Areas #1 + #2.

MTD Construction Inc.

126 Summit St.

Brighton, MI. 48116

Office (810) 206-3162, Fax (810) 588-4307

ron@mtdconstruction.net

- Provide & install new Adhered 60 Mil Black EPDM roof system on all (3) three Flat Roof Areas.
- Provide & install new Adhered 60 Mil Black EPDM Roof Membrane Wall + Curb Flashings on all (3) three Flat Roof Areas.
- Provide & install new Black EPDM Roof Penetration Flashings on all (3) three Flat Roof Areas.
- Provide & install new 24 Ga. Steel Parapet Coping Cap w/ Prefinished Kynar 500 Finish on all (3) three Flat Roof Areas. (std. color)
- Provide & install new 24 Ga. Steel Gravel Stop Edge Metal w/ Prefinished Kynar 500 Finish on Roof Area #1. (std. color)
- Provide & install new 24 Ga. Steel Flanged Box Gutter w/ Prefinished Kynar 500 Finish on Roof Area #3. (std. color) Re-use existing Exterior Gutter Hangers.
- Provide & install (2) two new 24 Ga. Steel Closed Rectangular Downspouts w/ Prefinished Kynar 500 Finish on Roof Area #3. (std. color)
- Provide & install new 24 Ga. Steel Surface Mount Counter Flashing w/ Prefinished Kynar 500 Finish where required on all (3) three Flat Roof Areas. (std. color)
- Remove & legally dispose all Roof + Associated Sheet Metal Debris at an approved off-site location.
- All Roofing & Sheet Metal installation to be performed using Open Shop Labor.
- Includes Roofing permits as necessary.
- This quote is based on (1) one Mobilization to the site for the Roofing Crew & (1) one Mobilization for the Sheet Metal Crew.
- Upon completion provide MTD Construction Inc. (2) two-year Workmanship Warranty.
- Upon completion provide Roof Manufacturer's (20) Twenty-Year "NDL" Labor + Material Roof Warranty.

EXCLUSIONS:

- Existing Standing Seam Metal Roof Panels + Trims
- Existing Exterior Vertically Sloped Building Coping Cap
- Existing Masonry Screen Wall Coping Cap
- Remove / Replace Existing Roof Drains
- Remove / Replace Existing Wood Nailer
- Remove / Replace Existing Roof Deck
- Raise / Disconnect Gas Lines, Conduits, Roof Curbs
- All Custom / Exotic / Premium Colors
- PLM Bonds
- Roofing & Sheet Metal Material Price Increases
- ANY Work Scope Items Not Listed In Above Scope Of Work

MTD Construction Inc.

126 Summit St.

Brighton, MI. 48116

Office (810) 206-3162, Fax (810) 588-4307

ron@mtdconstruction.net

We propose hereby to furnish Material and Labor in accordance with the above Scope of Work for the Base Bid Sum of **Ninety-Four Thousand Dollars & 00/100 / (\$94,000.00)**

ALTERNATE:

- **Demo & replace existing Exterior Vertically Sloped Building Coping Cap (130' LF) + existing Masonry Screen Wall Coping Cap (20' LF): Add + \$6,000.00**

All material is guaranteed to be as specified. All work to be done in a professional manner according to standard practices. Any alteration or deviations from the above specifications will involve an extra charge above the initial cost. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workers compensation insurance. **This proposal is to remain valid thru the end of 2023. All Roofing & Sheet Metal material pricing is based on the latest 4TH quarter 2023 material pricing guideline. Due to current market instability as well as continued possibility of potential material shortages, MTD Construction Inc. reserves the right to increase this proposal price due to any increased cost of Roofing & Sheet Metal materials at time of shipment if necessary.**

Authorized Signature: _____



Ronald Marshall
ron@mtdconstruction.net

Date: November 13, 2023

Payment Terms:

1. "Contract Price" The Owner shall pay the Contractor the base bid sum of \$94,000.00 as indicated on this MTD Construction Proposal. The Contractor reserves the right and is providing notice that if there is a difference between material costs as proposed and at the time of delivery, Contractor shall provide substantiation of the difference via, invoice, bill of sale or other receipt, and a change order shall be executed by the parties adjusting the Contract Price accordingly.
2. 30 day - Monthly Progress Payments based upon the Contractor's written requests for payments for work duly performed shall be paid by Owner to Contractor within 7 days of receipt of request. This is not a pay-if-paid contract.
3. Final payment, constituting the entire unpaid balance of the Contract Price, shall be made by the Owner to the Contractor when the Contractor's Work is fully performed in accordance with MTD Construction Proposal and Contract Agreement.

Acceptance of proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

MTD Construction Inc.

126 Summit St.

Brighton, MI. 48116

Office (810) 206-3162, Fax (810) 588-4307

ron@mtdconstruction.net

Owner Signature: _____ Date: _____

AGREEMENT TERMS AND CONDITIONS:

MTD Construction Inc. will complete all work in a professional workmanlike manner according to industry standards;

If an existing roof tear off is being performed, MTD shall not be responsible for any damages caused by water penetration into the building resulting from moisture contained or trapped in or under the existing roof surface which is released during tear-off, and penetrations of dust, dirt or mold spores into the building resulting from the tear-off. MTD shall not be responsible for damage from leaks through any area of the existing roof where MTD has not performed tear-off preparation work. MTD shall not be held responsible for damaged roof drains and drain lines.

If roof membrane is installed over an existing roof system, MTD shall have no responsibility for water penetration or mold growth that occurs as a result of moisture contained in the old, existing, roofing system.

If structures of any kind are to be added to and installed on the roof membrane after its application, such installation shall be entirely at the building owners' risk, unless MTD is given reasonable notice in writing of the time and date of such installation and is permitted to supervise or conduct the cutting and sealing of the roof membrane necessary for such installation. MTD shall be paid on a time-and-material basis for such supervision or work. See manufacturer's roof warranty for requirements after warranty commences.

Building Owner assumes full responsibility for any electrical conduit embedded within the existing roofing to be removed or attached directly to the underside or topside of the roof deck upon which MTD will be installing the new roof. Building Owner will indemnify MTD from any personal injury, damage, claim or expense because of the presence of electrical conduit, shall render the conduit harmless so as to avoid injury to MTD's personnel, and shall compensate MTD for additional time and expense resulting from the presence of such materials and unsafe structures.

MTD shall not be liable for any claims or damages arising from or related to deficiencies in roof drainage. It is the Customer's responsibility prior to commencement of reroofing to retain a licensed architect or mechanical engineer to determine and evaluate the drainage design and compliance with applicable plumbing codes, including potential need for additional drains, scuppers, or overflow drains. MTD's work does not include evaluation of code compliance, existing drainage, proper location or size of roof drains, or adequacy of drainage. MTD shall not be held responsible for any ponding water.


Customer agrees to remove or protect property directly underneath roof surface in order to minimize potential interior damage. MTD shall not be responsible for disturbance, damage, and cleanup, loss of use or loss to interior property that Customer did not remove or protect prior to commencement and during the course of roofing tear-off and reroofing operations. Customer shall notify tenants and building occupants of reroofing activities and the need to provide protection underneath areas being reroofed.

Any alteration to, or deviation from, this Agreement involving extra work will require a written agreement and will be performed for additional expense.

Untitled Map

Write a description for your map.

Legend

 Berkley City Parks and Recreation



Google Earth



60 ft

Newton Crane Roofing, Inc.

"American Pride, Quality Craftsmanship"

353 North Cass Avenue

Pontiac, MI 48342-1009

Ph# 248-332-3021 / Fax# 248-332-2302

16/Nov/2023

City of Berkley
2400 Robina
Berkley, MI 48072

Re: Roof replacement

Scope of Work:

- Preparation* Remove the existing layers of roofing, insulation, and perimeter wall flashings.
Remove the existing flashing from all penetrations.
Remove the existing gutter and downspouts and metal edge.
- Insulation* Install Elevate 1.5" Isocyanurate insulation over the existing decking.
Install Elevate 2.0" Isocyanurate insulation over the 1.5" base layer.

Install 1/8" per foot tapered insulation adhered with foam adhesive. Main roof and mid-level roof areas only. **See attached tapered insulation sketch.**
- Roofing* Install Elevate60 MIL Black EPDM membrane adhered over the new insulation.
Seal all penetrations per manufacture's specification.
Install 4 protection pads at each HVAC unit and roof access points.
Install new wood nailers on perimeter walls.
Remove all unused rooftop equipment. Equipment disconnected from electrical and any interior connections by others.
- Sheet Metal* Install 24-gauge pre-finished metal edge at perimeter walls, Owner's choice of existing colors.
Install new commercial gutters and downspouts at rear of building.
- Warranty 20 Year Elevate Red Shield Labor and Material Warranty included.**
- Cost \$122,500.00**

Unit Pricing if needed.

- **Remove and replace deteriorated metal decking. \$12.50 per square foot**
- **Remove and replace deteriorated tectum decking. \$22.00 per square foot**

Clarifications Set up area will be required. We will need an area next to the building for our dumpster, material, and crane.
Job is bid for normal working hours.
Noise from roof can be expected.
Dust and interior debris can be expected. Interior protection is not included.
Any electrical, plumbing, or mechanical work will be the owner's responsibility.

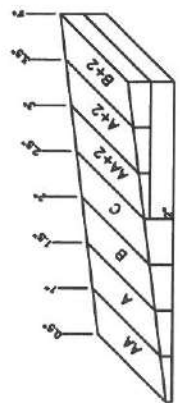
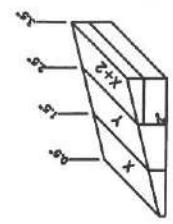
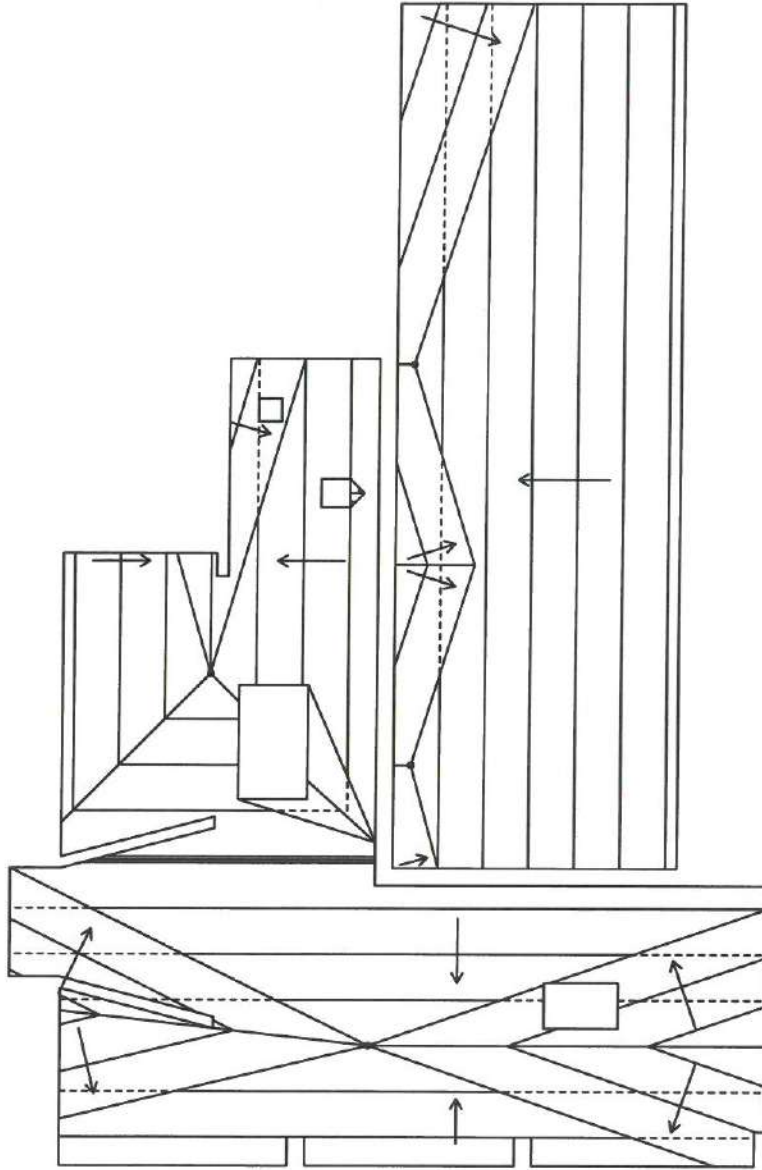
To complete a formal agreement, please sign and return one copy to our office.

Authorized Signature

Date

Please call with any questions.

Sincerely,
David Jodway
Project Manager



23-MI-5370 VERSION 1

TAPERED POLYISO QUOTE
SKETCH



NOT TO SCALE

MWA
3800 CENTENNIAL DR. STE D
MIDLAND, MI 48642

A RESOLUTION
Of the Council of the City of Berkley, Michigan
Adopting the Community Development Block Grant
Program Application for the 2024-2025 Fiscal Year

Whereas, Oakland County is preparing an Annual Action Plan to meet application requirements for the Community Development Block Grant (CDBG) program, and other Community Planning and Development (CPD) programs, and

Whereas, Oakland County has requested CDBG-eligible projects from participating communities for inclusion in the Action Plan, and

Whereas, the City of Berkley has duly advertised and conducted a public hearing as follows:

On December 18, 2023 to receive public comments regarding the proposed use of PY2024 Community Development Block Grant funds (CDBG) in the approximate amount of \$35,012.00, and

Whereas, the City of Berkley found that the following project meet the federal objectives of the CDBG program and are prioritized by the community as high priority need.

Project Name	Allocation Amount
Remove Architectural Barriers	\$24,509.00
Public Services (Yard Services)	\$3,500.00
Public Services (Services for Victims)	\$3,503.00
Public Services (Disabled Services)	\$3,500.00

Total **\$35,012**

NOW THEREFORE, THE CITY OF BERKLEY RESOLVES:

SECTION 1: That the following proposal of program priorities and corresponding funding levels be submitted the City of Berkley 2024-2025 CDBG Fiscal Year Application;

SECTION 2: That the City Manager be authorized and directed to prepare and submit the 2024-2025 Community Development Block Grant Program Application to the County of Oakland for the City of Berkley

Introduced and Passed at a Regular Meeting of the Berkley City Council on Monday, December 18, 2023.

Bridget Dean, Mayor

Attest:

Victoria Mitchell, City Clerk

An area that was not previously deteriorated may become so if the effects of the disasters are not fully addressed because of a shortage of funds, and areas that were deteriorating before the disaster may further deteriorate.

Grantees may conduct code enforcement inspections in areas that experienced disasters to ensure that citizens are not residing in homes or frequenting buildings with environmental contaminants and other problems that affect their safety and welfare. Following a disaster, for example, buildings may have mold and mildew, which are environmental contaminants. In such instances, code enforcement may meet the urgent need national objective. In the Entitlement program, grantees must certify that existing conditions pose a serious and immediate threat to the health and welfare of the community, the disastrous occurrence is of recent origin (18 months before the grantee's certification) or recently became urgent, that the grantee is unable to finance the activity on its own, and that no other funding resources are available. In the State program, the unit of general local government certifies, and the state determines, that those same conditions exist. Grantees must be able to document that the inspections for code violations and enforcement of codes were designed to address the urgent need, met the timing of the development of the serious condition, and have evidence demonstrating that no other financial resources were available to address the urgent need.

Please note that if CDBG-Disaster Recovery funds are used, the requirements to document urgent need may differ; and, they may depend on the requirements that apply to the specific appropriation of disaster recovery funds involved.

Other National Objective Compliance Considerations - Grantees must ensure that they are not paying the salaries for code enforcement personnel over their entire jurisdiction, unless the grantee has determined that its entire jurisdiction is deteriorated or deteriorating. The areas where the inspections are being carried out using code enforcement inspectors whose salaries are paid with CDBG funds must be deteriorated or deteriorating. In some communities, this will be areas that demonstrate substantial abandonment or that are designated as slum/blighted areas by local or state law.

Many of the criteria at § 570.208(b)(1)(i) and (ii)(A) overlap with state or local definitions of slums and blight. Grantees may use some or all of these provisions as the basis for delineating "deteriorated or deteriorating areas" for eligibility purposes. However, there are some limits on grantees' ability to use these requirements for both delineating deteriorated/deteriorating areas and for meeting the slum/blight national objective. State or local laws may provide a grantee with a sufficient basis to define "deteriorated or deteriorating areas" but that definition may not meet the state or local law definition to qualify an area as slum or blighted for national objective compliance purposes. In addition, some state or local definitions include criteria that have nothing to do with physical conditions of structures (such as "undeveloped land" or "inappropriately zoned" parcels). The grantee must be careful not to apply inappropriate requirements as the basis for its determinations.

When carrying out eligible code enforcement activities under the slum/blight or urgent need national objectives, grantees should be mindful of the statutory overall low- and moderate- income benefit requirement: over a period of time specified in the grantee's certification, not to exceed three years, not less than 70 percent of CDBG funds shall be expended for activities that benefit low- and moderate-income persons.

FAIR HOUSING AND CIVIL RIGHTS CONSIDERATIONS

Section 109 of Title I of the Housing and Community Development Act of 1974 prohibits CDBG grantees and sub-grantees from conduct that will cause discrimination on the ground of race, color, national origin, religion, or sex, in the participation in any program or activity funded in whole or in part with Federal financial assistance.

RESIDENTIAL HISTORIC PRESERVATION

Program/Account #	
Eligible Uses	Rehabilitation of historic buildings for residential use. Use matrix code 16A when the preservation or restoration of historically significant features is the only work being done. If historic preservation work is done as part of other housing rehabilitation, then use the relevant 14* matrix code.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine eligibility and SHPO requirements before applying for this project. Historic preservation is eligible on a spot slum/blight basis. Historic preservation within public facilities requires pre-planning. Documented evidence of blight and decay on the exterior of the building is required.</p> <p>Project plans and a historic preservation profile are required at the time of application or reprogramming. The planning unit will forward the documents to the State Historic Preservation Office (SHPO) for comment before work begins. The SHPO has 30 days from receipt of a completed profile to comment. If the SHPO does not concur, the project will have to be redesigned and resubmitted.</p> <p>Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.</p>
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	16A
Authority	24 CFR 570.202(d)
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income.</p> <p>SBS - Slum/blight spot basis: activities that address conditions of blight or physical decay on a spot basis not located in a designated slum/blight area.</p>
Accomplishment Type	Organizations
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

**CDBG OPERATION & REPAIR OF FORECLOSED PROPERTY
("IN-REM HOUSING")**

Program/Account #	
Eligible Uses	Activities to prevent the abandonment and deterioration of housing acquired through tax foreclosure. These include making essential repairs to the housing and paying operating expenses to maintain its habitability.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Categorically Excluded
HUD Matrix Code	19E
Authority	42 USC 5305(a)(23)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Organizations
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

RESIDENTIAL HISTORIC PRESERVATION

Program/Account #	
Eligible Uses	Rehabilitation of historic buildings for residential use. Use matrix code 16A when the preservation or restoration of historically significant features is the only work being done. If historic preservation work is done as part of other housing rehabilitation, then use the relevant 14* matrix code.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine eligibility and SHPO requirements before applying for this project. Historic preservation is eligible on a spot slum/blight basis. Historic preservation within public facilities requires pre-planning. Documented evidence of blight and decay on the exterior of the building is required.</p> <p>Project plans and a historic preservation profile are required at the time of application or reprogramming. The planning unit will forward the documents to the State Historic Preservation Office (SHPO) for comment before work begins. The SHPO has 30 days from receipt of a completed profile to comment. If the SHPO does not concur, the project will have to be redesigned and resubmitted.</p> <p>Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.</p>
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
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National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income.</p> <p>SBS - Slum/blight spot basis: activities that address conditions of blight or physical decay on a spot basis not located in a designated slum/blight area.</p>
Accomplishment Type	Organizations
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

**CDBG OPERATION & REPAIR OF FORECLOSED PROPERTY
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Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Categorically Excluded
HUD Matrix Code	19E
Authority	42 USC 5305(a)(23)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Organizations
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

REHAB: PUBLICLY OR PRIVATELY-OWNED COMMERCIAL/INDUSTRIAL

Program/Account #	
Eligible Uses	<p>Rehabilitation of commercial/industrial property. If the property is privately owned, CDBG-funded rehab is limited to:</p> <ul style="list-style-type: none"> • Exterior improvements (generally referred to as “façade improvements”). • Correction of code violations. <p>For more extensive rehabilitation of privately owned commercial/industrial property, use 17C; for infrastructure developments and improvements at commercial/industrial sites, use 17B.</p>
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine eligibility.</p> <p>Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.</p>
Environmental Code	Categorically Excluded
HUD Matrix Code	14E
Authority	24 CFR 570.202(a)(3) or 42 USC 5305(a)(2)
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income.</p> <p>LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.</p>
Accomplishment Type	
Performance Objective	Economic Opportunity
Performance Outcome	

Objectives	Outcome 1: Availability/ Accessibility	Outcome 2: Affordability	Outcome 3: Sustainability
#3 Economic Opportunity	Accessibility for the purpose of creating economic opportunities	Affordability for purchase of creating economic opportunities	Sustainability for the purpose of creating economic opportunities

Improve Availability or Accessibility - Applies to activities that make infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities. Accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low- and moderate-income people where they live. **Improve Affordability** - Applies to activities that provide affordability by lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Activities can include affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. **Improve Sustainability** - Sustainability is specifically tied to activities that are designed for the purpose of ensuring that a particular geographic area as a whole (such as a neighborhood) becomes or remains viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustains communities or neighborhoods.

ECONOMIC DEVELOPMENT

- Matrix codes 17A – 17D should be used to identify special economic development activities carried out by the grantee or through a public or private non-profit subrecipient. Under these matrix codes, CDBG funds are not given to a specific for-profit business or businesses.
- Matrix codes 14E, 18A, 18B, 18C should be used when assistance is provided to a for-profit business for economic development projects.

REHAB: PUBLICLY OR PRIVATELY-OWNED COMMERCIAL/INDUSTRIAL

Program/Account #	
Eligible Uses	<p>Rehabilitation of commercial/industrial property. If the property is privately owned, CDBG-funded rehab is limited to:</p> <ul style="list-style-type: none"> • Exterior improvements (generally referred to as “façade improvements”). • Correction of code violations. <p>For more extensive rehabilitation of privately owned commercial/industrial property, use 17C; for infrastructure developments and improvements at commercial/industrial sites, use 17B.</p>
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine eligibility.</p> <p>Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.</p>
Environmental Code	Categorically Excluded
HUD Matrix Code	14E
Authority	24 CFR 570.202(a)(3) or 42 USC 5305(a)(2)
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income.</p> <p>LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.</p>
Accomplishment Type	
Performance Objective	Economic Opportunity
Performance Outcome	

Objectives	Outcome 1: Availability/ Accessibility	Outcome 2: Affordability	Outcome 3: Sustainability
#3 Economic Opportunity	Accessibility for the purpose of creating economic opportunities	Affordability for purchase of creating economic opportunities	Sustainability for the purpose of creating economic opportunities

Improve Availability or Accessibility - Applies to activities that make infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities. Accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low- and moderate-income people where they live. **Improve Affordability** - Applies to activities that provide affordability by lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Activities can include affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. **Improve Sustainability** - Sustainability is specifically tied to activities that are designed for the purpose of ensuring that a particular geographic area as a whole (such as a neighborhood) becomes or remains viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustains communities or neighborhoods.

COMMERCIAL/INDUSTRIAL: ACQUISITION/DISPOSITION

Program/Account #	
Eligible Uses	Land acquisition, clearance of structures, or assembling land for the purpose of creating industrial parks or promoting commercial/industrial development. 17A activities must be carried out by the grantee or by public or private non-profits.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Environmentally Assessed
HUD Matrix Code	17A
Authority	24 CFR 570.203(a) or 42 USC 5305(a)(14)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	
Performance Objective	Economic Opportunity
Performance Outcome	

COMMERCIAL/INDUSTRIAL: INFRASTRUCTURE DEVELOPMENT

Program/Account #	
Eligible Uses	Street, water, parking, rail transport, or other improvements to commercial/industrial sites. 17B also includes the installation of public improvements, such as the construction of streets to and through commercial/industrial areas. 17B activities must be carried out by the grantee or by public or private non-profits.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Environmentally Assessed
HUD Matrix Code	17B
Authority	24 CFR 570.203(a) or 42 USC 5305(a)(14)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	
Performance Objective	Economic Opportunity
Performance Outcome	

COMMERCIAL/INDUSTRIAL: BUILDING ACQUISITION, CONSTRUCTION, REHAB

Program/Account #	
Eligible Uses	Acquisition, construction, or rehabilitation of commercial/industrial buildings. 17C activities must be carried out by the grantee or by public or private non-profits.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Environmentally Assessed
HUD Matrix Code	17C
Authority	24 CFR 570.203(a) or 42 USC 5305(a)(14)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	
Performance Objective	Economic Opportunity
Performance Outcome	

COMMERCIAL/INDUSTRIAL: OTHER IMPROVEMENTS

Program/Account #	
Eligible Uses	Commercial/industrial improvements not covered by other 17* codes. 17D activities must be carried out by the grantee or by public or private non-profits.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Environmentally Assessed
HUD Matrix Code	17D
Authority	24 CFR 570.203(a) or 42 USC 5305(a)(14)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	
Performance Objective	Economic Opportunity
Performance Outcome	

ECONOMIC DEV: DIRECT FINANCIAL ASSIST TO FOR-PROFIT BUSINESSES

Program/Account #	
Eligible Uses	<p>Financial assistance to private for-profit businesses to (for example) acquire property, clear structures, build, expand or rehabilitate a building, purchase equipment, or provide operating capital. Forms of assistance include loans, loan guarantees, and grants.</p> <p>With one exception, a separate 18A activity must be set up for each business assisted. If an activity is carried out under 24 CFR 570.208(a)(4)(vi) or 24 CFR 570.483(b)(4)(vi), job aggregation is allowed, and all businesses assisted during a program year may be combined in one activity.</p>
Project Delivery Costs	<p>Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.</p>
Notes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.</p> <p>Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.</p>
Environmental Code	Categorically Excluded
HUD Matrix Code	18A
Authority	24 CFR 570.203(b) or 42 USC 5305(a)(17)
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income.</p> <p>LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.</p>
Accomplishment Type	
Performance Objective	Economic Opportunity
Performance Outcome	

ECONOMIC DEVELOPMENT: TECHNICAL ASSISTANCE

Program/Account #	
Eligible Uses	Technical assistance to for-profit businesses, including workshops, assistance in developing business plans, marketing, and referrals to lenders or technical resources. Also use 18B for activity delivery costs eligible under 24 CFR 570.203(c).
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Exempt
HUD Matrix Code	18B
Authority	24 CFR 570.203(c) or 42 USC 5305(a)(17)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	
Performance Objective	Economic Opportunity
Performance Outcome	

ECONOMIC DEVELOPMENT: MICRO-ENTERPRISE ASSISTANCE

Program/Account #	
Eligible Uses	Financial assistance, technical assistance, or general support services to owners and developers of microenterprises. A microenterprise is a business with five or fewer employees, including the owner(s). The activity must be designed to exclusively serve microenterprises. With one exception, a separate activity must be set up for each microenterprise assisted. If an activity is carried out under 24 CFR 570.208(a)(4)(vi) or 24 CFR 570.483(b)(4)(vi), job aggregation is allowed, and all assisted businesses may be combined in one activity.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Exempt
HUD Matrix Code	18C
Authority	24 CFR 570.201(o) or 42 USC 5305(a)(22) + 24 CFR 570.482(c)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	
Performance Objective	Economic Opportunity
Performance Outcome	

GENERAL ADMINISTRATION

GENERAL PROGRAM ADMINISTRATION

Program/Account #	
Eligible Uses	Overall program administration, including (but not limited to) salaries, wages, and related costs of grantee staff or others engaged in program management, monitoring, and evaluation. These activities, along with planning activities, are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Exempt
HUD Matrix Code	21A
Authority	24 CFR 570.206 or 24 CFR 570.489(a)(3)
National Objective Codes	Not Applicable
Accomplishment Type	Not Applicable
Performance Objective	Not Applicable
Performance Outcome	Not Applicable

FAIR HOUSING ACTIVITIES (SUBJECT TO ADMIN CAP)

Program/Account #	
Eligible Uses	Fair housing activities carried out as part of general program administration rather than as a public service. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3). For fair housing activities carried out as a public service, use 05J.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Exempt
HUD Matrix Code	21D
Authority	24 CFR 570.206(c)
National Objective Codes	Not Applicable
Accomplishment Type	Not Applicable
Performance Objective	Not Applicable
Performance Outcome	Not Applicable

CDBG FUNDING OF HOME ADMINISTRATIVE COSTS

Program/Account #	
Eligible Uses	CDBG funding of administrative costs for the HOME Program. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Exempt
HUD Matrix Code	21H
Authority	24 CFR 570.206(i)(2) or 42 USC 5305(a)(13)
National Objective Codes	Not Applicable
Accomplishment Type	Not Applicable
Performance Objective	Not Applicable
Performance Outcome	Not Applicable

CDBG FUNDING OF HOME CHDO OPERATING EXPENSES

Program/Account #	
Eligible Uses	CDBG funding of CHDO operating expenses for HOME Program. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Exempt
HUD Matrix Code	211
Authority	24 CFR 570.206(i)(2)
National Objective Codes	Not Applicable
Accomplishment Type	Not Applicable
Performance Objective	Not Applicable
Performance Outcome	Not Applicable

OTHER

CDBG NON-PROFIT ORGANIZATION CAPACITY BUILDING

Program/Account #	
Eligible Uses	Activities specifically designed to increase the capacity of non-profit organizations to carry out specific CDBG eligible neighborhood revitalization or economic development activities. Such activities may include providing technical assistance and specialized training to staff. The specific eligible activity for which capacity is being developed must meet a national objective. Payment of general operational and administrative costs of a non-profit organization is not eligible under this category.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Exempt
HUD Matrix Code	19C
Authority	24 CFR 570.201(p) or 42 USC 5305(a)(19)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	
Performance Objective	
Performance Outcome	

CDBG PROGRAM RULES

- 1. MINIMUM ALLOCATION (THRESHOLD)** - Participating communities that generate less than \$7,000 by formula will receive a \$7,000 allocation. These threshold communities are allowed 1 Public Service activity at \$7,000 (procurement required) or 2 Public Service activities at \$3,500 each.
- 2. MINIMUM PROJECT ALLOCATION (NON-THRESHOLD)** - Participating communities that generate more than \$7,000 by formula will receive a formula allocation. These non-threshold communities are allowed up to 4 CDBG projects per program year and must allocate a minimum of \$3,500 for each project.
- 3. PUBLIC SERVICE CAP (NON-THRESHOLD)** - Oakland County will allow non-threshold communities to spend a maximum of 15% of their annual allocation on Public Services.
- 4. MULTIPLE AGENCY PUBLIC SERVICE CONTRACTS** - Multiple public service contracts providing the same type of service are not permitted within the same activity.
- 5. PUBLIC SERVICE CONTRACT DURATION** - Public service contracts may have 18-month duration and start on July 1.
- 6. PROJECT SERVICE DELIVERY COSTS** - Communities may seek reimbursement for eligible Project Service Delivery Costs. These costs include all eligible items related to the delivery of project services.
- 7. INELIGIBLE USES** - CDBG funds may not be used for maintenance of public facilities. The purchase of equipment, fixtures, motor vehicles, furnishings, or other property that is not an integral structural fixture is generally ineligible. CDBG funds may be used to purchase such items when necessary for use in the administration of activities assisted with CDBG funds when such items constitute all or part of a Public Service. For information on the all project eligibility including Fire Station Equipment, contact Planning & Evaluation at (248) 858-5312.
- 8. REQUIRED DRAWS** - 1 draw every 9 months per activity from Letter to Spend date in the HUD Integrated Disbursements and Information System (IDIS).
- 9. REQUIRED EXPENDITURES** - All funds per year per activity must be spent in 2 years from Letter to Spend date in IDIS. After two years, all unobligated funds will be evaluated for possible recapture.
- 10. MICRO-PURCHASE** - Goods or services \$10,000 or less are considered a micro-purchase and no procurement is required.

CDBG RESIDUAL BALANCE REPROGRAMMING POLICY

Goal - To help participating communities improve spending performance by expediting the reprogramming of residual balances of \$1,000 or less per activity without administrative burden.

Policy - CDBG funded community projects with a residual balance of \$1,000 or less in any program year may be administratively reprogrammed.

An administrative reprogramming must be discussed with your community monitor before submittal.

An administrative reprogramming does not require advertising or hosting of a public hearing.

Funds may be administratively reprogrammed to one of the following:

- One active account within the same program year
- One new account in a program year related to an active account in another program year
- Oakland County Home Improvement Program (HIP)
- Oakland County Housing Counseling (subject to the Public Service Cap)

Funds must be accounted for in the program year where they were originally allocated and cannot be transferred from one program year into another

Procedures- Communities must contact Samantha Ferguson at (248) 858-5312 to:

- Confirm that they reviewed the administrative reprogramming with their community monitor
- Determine if the account balance is eligible for the administrative reprogramming process
- Obtain instruction on required documentation to be submitted for final approval

Required documentation - Communities must submit to Samantha Ferguson:

- An original cover letter on official letterhead signed by the community's authorized Community Development representative
- The cover letter must request the administrative reprogramming and specify program year, account name (FROM) and (TO), amount to be reprogrammed and a detailed project description

PY 2024 CDBG APPLICATION PROCESS

Application Process - As an urban county entitlement community, Oakland County distributes funds to participating communities through a formula grant application process. The County administers the CDBG Program through the Neighborhood & Housing Development Division of the Health & Human Services Department.

Record Retention - Each participating community must maintain all application documents for at least four years.

Application Steps - The annual application process begins by attending the Annual Application Workshop.-The provided application is to be used by communities requesting CDBG funds.

The **deadline for all PY 2024 CDBG applications is Friday, December 1, 2023 by 5:00 P.M.** Neighborhood & Housing Development staff provide technical assistance with applications and present the draft Annual Action Plan to its Citizens' Advisory Council for recommendation to the Oakland County Board of Commissioners. The following steps describe the application process:

1. Attend the PY 2024 CDBG Application Workshop
2. Determine Local Needs
3. Schedule required Public Hearing
4. Advertise Public Hearing Notice(s) as Required
5. Host Public Hearing
6. Complete Application Materials (Use most recently approved Project Summaries as a guide)
 - Application
 - Environmental Review Record
 - Conflict of Interest Certification
7. Prepare Citizen Participation Materials
 - Public Hearing Affidavit of Publication
 - Meeting Minutes OR Governing Body Resolution
8. Submit Application

Information Updates - Oakland County strives to maintain the latest information available. If any information in this guide is incorrect or any additional information is needed, please contact Samantha Ferguson, Grant Compliance Coordinator at (248) 858-5312.

CDBG APPLICATION INSTRUCTIONS

Application Assistance - For assistance with the application process, please call Samantha Ferguson in the Neighborhood & Housing Development Division (248) 858-5312 or Toll Free (888) 350-0900 x 85312, or email at fergusons@oakgov.com

Application Materials - Applications must be fully completed to be considered. Forms are available from Neighborhood & Housing Development staff and/or online.

All applications must be received by Friday, December 1 , 2023 at 5:00 p.m.

All applications and attachments are to be submitted electronically (PDF only) to CDBG@oakgov.com

PLEASE REMEMBER

**DO NOT USE old applications to complete PY 2024 application
USE approved project summaries as a guide**

Contact Samantha Ferguson at (248) 858-5312 for assistance

CDBG APPLICATION PART 1 - CHECKLIST

Place this checklist on top of the application. Submit the following pages in the order outlined below plus required attachments.

PART 2 - COMPLETE ONCE PER APPLICATION

- A - Applicant Contact
- B - Proposed Projects
- C- Affidavit of Compliance with Federal, State, Local Regulations
- D - Conflict of Interest Certification

PART 3 - COMPLETE PER PROJECT

- A- Project Type

PART 4 - COMPLETE PER PROJECT

- A - CDBG National Objective
- B - Project Description
- C - Code Enforcement
- D - Project Location
- E - Project Purpose
- F - Project Duration
- G - Project Administration
- H - Additional Resources
- I - Environmental Review Record

PART 5 - COMPLETE ONCE PER APPLICATION

- A - Public Hearing Notice
- Option #1 Affidavit of Publication
- Option #2 Web Posting and Certification

- B - Public Hearing Minutes
- Option #1 True Copy
- Option #2 Governing Body Resolution

CDBG APPLICATION PART 2 - APPLICANT INFORMATION

A - APPLICANT CONTACT	
Community:	Berkley
CDBG Planning Allocation:	\$35,012.00
Contact Person:	Matthew Baumgarten
Telephone:	248-658-3350
Best time to contact:	Mon- Fri 8:30am-5pm
UEI #:	ZJCKGPLD4NJ7
Copy Current SAMS attached:	Yes <input checked="" type="checkbox"/> If No, Explain: _____
Is community subject to Single Audit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

B - PROPOSED PROJECT	
Project # <u>1</u>	Name: <u>Remove Architectural Barriers</u> Allocation: \$ <u>24,509.00</u>
Total # of Projects:	4
# of Public Service Projects:	3
Public Service %:	30.0

C - AFFIDAVIT OF COMPLIANCE	
<p>The undersigned certifies that the information in this application is true and correct. In applying for CDBG funds, the applicant has read, understands and agrees to comply with all the provisions of all federal regulations issued thereto by the U.S. Department of Housing and Urban Development (HUD), state and local regulations and laws.</p>	
Name of Highest Elected Official or Designee:	Bridget Dean
Title of Highest Elected or Designee:	Mayor
Signature:	

CDBG APPLICATION PART 2 - APPLICANT INFORMATION

A - APPLICANT CONTACT	
Community:	Berkley
CDBG Planning Allocation:	\$35,012.00
Contact Person:	Matthew Baumgarten
Telephone:	248-658-3350
Best time to contact:	Mon- Fri 8:30 AM- 5 PM
UEI #:	ZJCKGPLD4NJ7
Copy Current SAMS attached:	Yes <input checked="" type="checkbox"/> If No, Explain: _____
Is community subject to Single Audit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

B - PROPOSED PROJECT	
Project # <u> 2 </u> Name: <u> Public Services (Yard Services) </u> Allocation: \$ <u> 3,503.00 </u>	
Total # of Projects:	4
# of Public Service Projects:	3
Public Service %:	30.0

C - AFFIDAVIT OF COMPLIANCE	
The undersigned certifies that the information in this application is true and correct. In applying for CDBG funds, the applicant has read, understands and agrees to comply with all the provisions of all federal regulations issued thereto by the U.S. Department of Housing and Urban Development (HUD), state and local regulations and laws.	
Name of Highest Elected Official or Designee:	Bridget Dean
Title of Highest Elected or Designee:	Mayor
Signature:	

CDBG APPLICATION PART 2 - APPLICANT INFORMATION

A - APPLICANT CONTACT	
Community:	Berkley
CDBG Planning Allocation:	35,012.00
Contact Person:	Matthew Baumgarten
Telephone:	248-658-3350
Best time to contact:	Mon- Fri 8:30 AM- 5 PM
UEI #:	ZJCKGPLD4NJ7
Copy Current SAMS attached:	Yes <input checked="" type="checkbox"/> If No, Explain: _____
Is community subject to Single Audit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

B - PROPOSED PROJECT	
Project # <u> 3 </u> Name: <u>Public Services (Disabled Persons)</u> Allocation: \$ <u> 3,500.00 </u>	
Total # of Projects:	4
# of Public Service Projects:	3
Public Service %:	30.0

C - AFFIDAVIT OF COMPLIANCE	
The undersigned certifies that the information in this application is true and correct. In applying for CDBG funds, the applicant has read, understands and agrees to comply with all the provisions of all federal regulations issued thereto by the U.S. Department of Housing and Urban Development (HUD), state and local regulations and laws.	
Name of Highest Elected Official or Designee:	Bridget Dean
Title of Highest Elected or Designee:	Mayor
Signature:	

CDBG APPLICATION PART 2 - APPLICANT INFORMATION

A - APPLICANT CONTACT

Community:	Berkley		
CDBG Planning Allocation:	35,012.00		
Contact Person:	Matthew Baumgarten		
Telephone:	248-658-3350		
Best time to contact:	Mon- Fri 8:30 AM- 5 PM		
UEI #:	ZJCKGPLD4NJ7		
Copy of current SAMS attached:	Yes <input checked="" type="checkbox"/>	If No, Explain: _____	
Is community subject to Single Audit?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	

B - PROPOSED PROJECT

Project # <u>4</u>	Name: Public Services (Services for victims) _____	Allocation: \$ <u>3,503.00</u>
Total # of Projects:	4	
# of Public Service Projects:	3	
Public Service %:	30.0	

C - AFFIDAVIT OF COMPLIANCE

The undersigned certifies that the information in this application is true and correct. In applying for CDBG funds, the applicant has read, understands and agrees to comply with all the provisions of all federal regulations issued thereto by the U.S. Department of Housing and Urban Development (HUD), state and local regulations and laws.

Name of Highest Elected Official or Designee:	Bridget Dean
Title of Highest Elected or Designee:	Mayor
Signature:	

CDBG APPLICATION PART 2 - CONTINUED

D - CONFLICT OF INTEREST CERTIFICATION

Code of Federal Regulations Title 24, Volume 3 Revised as of April 1, 2004 CITE: 24CFR570.611

TITLE 24--HOUSING AND URBAN DEVELOPMENT CHAPTER V--OFFICE OF ASSISTANT SECRETARY FOR COMMUNITY PLANNING AND DEVELOPMENT, DEPARTMENT OF HUD

Part 570 Community Development Block Grants

Subpart K Other Program Requirements

Sec. 570.611 Conflict of interest

(a) Applicability. (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply. (2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to Sec. 570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to Sec. 570.203, 570.204, 570.455, or 570.703(i)).

(b) Conflicts prohibited. The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

(c) Persons covered. The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.


(d) Exceptions. Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.




(1) Threshold requirements. HUD will consider an exception only after the recipient has provided the following documentation: (i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and (ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable: (i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available; (ii) Whether an opportunity was provided for open competitive bidding or negotiation; (iii) Whether the person affected is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class; (iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question; (v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section; (vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and (vii) Any other relevant considerations. By applying for CDBG funds, the Participating Community certifies that they have read the above:

Community Name: Berkley	Please select a Community...
Name of Highest Elected Official or Designee:	Bridget Dean
Title of Highest Elected or Designee:	Mayor
Signature:	

Project # _____ Allocation: \$ _____

D - PROJECT LOCATION	
Please <input checked="" type="checkbox"/> one box	<input checked="" type="checkbox"/>
Describe Project Location	<input type="checkbox"/> City/Township/Village Wide
	<input type="checkbox"/> Area Wide Benefit Only
	<input type="checkbox"/> Specific
Parcel ID#	
Address	
City	
Zip Code 	
Areawide Benefit (AWB) Projects Only	List Census Tract
	List Block Group
Attach AWB Map with project location indicated	
Describe service area for:	
Fire Stations/ Equipment	
Parks, Recreational Facilities	
Special Assessments	

E - PROJECT PURPOSE	
ALL PROJECTS Enter number of units in the appropriate type. Enter 0 for other unit types 	
# of clients to be served 	Type of clients to be served 
	People
	Households
	Housing Units
	Public Facilities
PUBLIC SERVICES PROJECTS ONLY	
Help Prevent Homelessness?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Help the Homeless?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Help those with HIV/AIDS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Help Persons with Disabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
PUBLIC FACILITIES & IMPROVEMENTS PROJECTS ONLY	
Will the project meet ADA standards for access?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SENIOR CENTER PROJECT DEMOGRAPHICS	
Estimated Number of Current Members	
White alone	Asian Alone
Black or African American alone	Some other race alone
American Indian and Alaska Native alone	Two or more races
Native Hawaiian & Other Pacific Islander alone	

Project # _____ **Allocation: \$** _____

This is a new project	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
This is an ongoing project	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
This is an expanded project from previous years	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

G - PROJECT ADMINISTRATION				
Community will manage project	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Community will hire a vendor to manage project	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
County will administer contract	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Other Federal Funds	\$	State/Local Funds	\$	Other	\$
---------------------	----	-------------------	----	-------	----

Please ✓ each box as it applies and attach all required documents

<input checked="" type="checkbox"/> Exempt Project				
<input type="checkbox"/>	Project is Exempt per 24 CFR 58.34			
<input type="checkbox"/>	Exempt Form Attached	<input type="checkbox"/>	Project Location Map Attached	<input type="checkbox"/>

OR

<input checked="" type="checkbox"/> Categorically Excluded Project				
<input type="checkbox"/>	Project is Categorically Excluded			
<input type="checkbox"/>	Statutory Checklist Attached	<input type="checkbox"/>	Project Location Map Attached	<input type="checkbox"/>
<input type="checkbox"/>	Project is in Flood Plain	<input type="checkbox"/>	8 Step Attached	<input type="checkbox"/>
<input type="checkbox"/>	Flood Plain Map https://msc.fema.gov/portal/home			

OR

<input checked="" type="checkbox"/> Environmentally Assessed Project				
<input type="checkbox"/>	Project is Environmentally Assessed			
<input type="checkbox"/>	Environmental Assessment Attached	<input type="checkbox"/>	Project Location Map Attached	<input type="checkbox"/>
<input type="checkbox"/>	Project is in Flood Plain	<input type="checkbox"/>	8 Step Attached	<input type="checkbox"/>
<input type="checkbox"/>	Flood Plain Map https://msc.fema.gov/portal/home			

<input checked="" type="checkbox"/> Other Projects				
<input type="checkbox"/>	Historic Preservation Profile (HPP) Attached	<input type="checkbox"/>	Demolition Checklist Attached	<input type="checkbox"/>

CDGB APPLICATION - PART 5 CONTINUED

A - PUBLIC HEARING OPTION #1 - AFFIDAVIT OF PUBLICATION

Participating communities are required to advertise a Public Hearing for the CDBG application. **Option #1 allows for the public hearing notice to appear in a newspaper of general local circulation at least 10 days before the hearing.**

SAMPLE PUBLIC HEARING NOTICE

(City, Township, Village)

Notice of Public Hearing - Community Development Block Grant Funds

NOTICE IS HEREBY GIVEN that the **(City, Township, Village)** will hold a public hearing on the use of Community Development Block Grant Funds. The Hearing will be held on **(Day/Date)** at **(Time)** at the **(Meeting Location) (Address/City, Township, Village/State/Zip)** to hear public comments on the CDBG Program Year 2024 application in the approximate amount of **(Planning Allocation)** to fund eligible projects. All interested citizens are requested to attend the Hearing. Comments will also be received in writing or in person at **(Location)** until **(Time, Date)**.

Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving 72-hour notice. Contact **(name)** at **(number, location)** for special services.

(Name, Title, Department)

Published (Newspaper of general circulation, date)

A - PUBLIC HEARING OPTION #2 - WEB POSTING AND CERTIFICATION

Participating communities are required to advertise a Public Hearing for the CDBG application. **Option #2 allows for the public hearing notice to appear in a posting at the city/township/village hall and on the community website at least 10 days before the hearing. Option #2 is acceptable only if:**

- The community has approved by ordinance/resolution the use of web posting for CDBG Public Hearings and has provided a copy of the ordinance/resolution to Oakland County Neighborhood & Housing Development
- This procedure does not violate local public hearing notice requirements

SAMPLE PUBLIC HEARING NOTICE

(City, Township, Village)

Notice of Public Hearing - Community Development Block Grant Funds

NOTICE IS HEREBY GIVEN that the **(City, Township, Village)** will hold a public hearing on the use of Community Development Block Grant Funds. The Hearing will be held on **(Day/Date)** at **(Time)** at the **(Meeting Location) (Address/City, Township, Village/State/Zip)** to hear public comments on the CDBG Program Year 2024 application in the approximate amount of **(Planning Allocation)** to fund eligible projects. **All interested citizens are requested to attend the Hearing. Comments will also be received in writing or in person at (Location) until (Time, Date).** Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving 72-hour notice. Contact **(name)** at **(number, location)** for special services.

(Name, Title, Department)

Published (Website, date) Posted (Location, date)

CDBG APPLICATION – PART 5 CONTINUED

Participating communities are required to conduct a Public Hearing for the CDBG application. **The meeting minutes must clearly show an open and close of the public hearing, the planned use of CDBG funds and approval of the application. PUBLIC COMMENTS MUST OCCUR AFTER HEARING IS OPEN AND BEFORE IT IS CLOSED. STAFF/OFFICIAL COMMENTS MUST OCCUR BEFORE OR AFTER THE HEARING.** Additional information can be added to these required clauses to meet specific local needs and to encourage participation.

B - MEETING MINUTES OPTION #1 - TRUE COPY

(CITY, TOWNSHIP, VILLAGE)
(BOARD, COMMISSION, COUNCIL) MEETING
(DAY, DATE, TIME, LOCATION)

(Highest Elected Official) called the meeting to order at **(Time)**

1. ROLL CALL PRESENT: _____ ABSENT: _____

2. PUBLIC HEARING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

(Highest Elected Official) opened the Public Hearing at **(Time)**.

(Record Public Comments Here)

(Highest Elected Official) closed the Public Hearing at **(Time)**.

3. ACCEPTANCE PY 20__ Community Development Block Grant (CDBG) Application

Moved by _____ Seconded by _____

to approve the Program Year 20__ Community Development Block Grant (CDBG) application in the approximate amount of **(Proposed Allocation)** as follows and authorize the **(Highest Elected Official)** to sign the Application and submit the documents to Oakland County.

Project Name	Allocation Amount

Motion by: _____

Voting Yea: _____ Voting Nay: _____

Abstaining: _____ Absent: _____

I, **(Name)**, the duly elected Clerk of **(City, Township, Village)** Oakland County, MI do hereby certify that the above is a true copy of the **(City, Township, Village)** **(Board, Commission, Council)** meeting minutes from **(Date)** at which time a quorum was present.

(Signature)

B - MEETING MINUTES OPTION #2 - GOVERNING BODY RESOLUTION

Participating communities are required to conduct a Public Hearing for the PY 2024 CDBG application. **The governing body resolution must clearly show an opening and closing of the public hearing, the planned use of CDBG funds, and the approval of the application.** Additional information can be added to these required clauses to meet specific local needs and to encourage participation.

SAMPLE GOVERNING BODY RESOLUTION

**RESOLUTION OF THE (ORGANIZATION NAME AND ADOPTING BODY)
ADOPTED ON: (DATE)**

WHEREAS, Oakland County is preparing an Annual Action Plan to meet application requirements for the Community Development Block Grant (CDBG) program, and other Community Planning and Development (CPD) programs, and

WHEREAS, Oakland County has requested CDBG-eligible projects from participating communities for inclusion in the Action Plan, and

WHEREAS, the *(City/Township/Village)* has duly advertised and conducted a public hearing as follows:

(Highest Elected Official) opened the Public Hearing at (Time).

(Record Public Comments Here)

(Highest Elected Official) closed the Public Hearing at (Time).

on *(Public Hearing Date)* to receive public comments regarding the proposed use of PY20__ Community Development Block Grant funds (CDBG) in the approximate amount of *(Proposed Allocation)*, and

WHEREAS, the *(City/Township/Village)* found that the following projects meet the federal objectives of the CDBG program and are prioritized by the community as high priority need.

THEREFORE, BE IT RESOLVED, that the *(City/Township/Village)* CDBG application is hereby authorized to be submitted to Oakland County for inclusion in Oakland County’s Annual Action Plan to the U.S. Department of Housing and Urban Development, and that the *(title of authorized representative)* is hereby authorized to execute all documents, agreements, or contracts which result from this application to Oakland County.

Project Name	Allocation Amount

Motion by: _____

Voting Yea: _____ Voting Nay: _____

Abstaining: _____ Absent: _____

I, **(Name)**, the duly elected Clerk of **(City, Township, Village)** Oakland County, MI do hereby certify that the above is a true copy of the **(City, Township, Village) (Board, Commission, Council)** meeting minutes from **(Date)** at which time a quorum was present.

(Signature)

A RESOLUTION
OF THE CITY COUNCIL OF THE CITY OF BERKLEY
ESTABLISHING RESIDENTIAL AND COMMERCIAL SERVICE FEES FOR
THE COLLECTION AND DISPOSAL OF SOLID WASTE
EFFECTIVE JANUARY 1, 2024

- WHEREAS,** The City of Berkley provides a broad range of residential and commercial services in the area of solid waste collection, recycle and disposal; and
- WHEREAS:** The Southeastern Oakland County Resource Recovery Authority (SOCRRA) operates a single stream recycling program; and
- WHEREAS,** The City of Berkley contracts with a third-party vendor in the area of residential and commercial solid waste collection, recycle and disposal via membership in SOCRRA, and
- WHEREAS,** The cost to the City for providing solid waste services has diminished its ability to keep pace with expenses in other areas of city services, and threatens the ability of the city to continue these services which contribute to the quality of life of persons living here, and
- WHEREAS,** This resolution updates fees adopted by resolution no. R-12-23 as approved by the Berkley City Council on May 5, 2023.

NOW, THEREFORE, THE CITY OF BERKLEY RESOLVES:

- SECTION 1:** An annual residential solid waste collection and disposal fee of \$68.84 per year, per residential dwelling unit in the City is hereby established.
- SECTION 2:** The fee herein established shall be collected in quarterly installments of \$17.21 which the City Manager be and hereby is, authorized and directed to cause to appear on the water billing of each residence as each is issued. The same penalty shall apply to unpaid balances of the service fee as apply to unpaid water bills.
- SECTION 3:** The fee shall be collected from all residential dwelling units in the city which receive refuse collection and disposal services through the city and its appointed contractors with the exception of those multiple dwelling unit locations which currently are, or in the future may be billed as commercial accounts.
- SECTION 4:** An annual commercial solid waste collection and disposal fee is hereby established.
- SECTION 5:** All units labeled a commercial or industrial business or multiple dwelling units in the City of Berkley will be billed for commercial service from the City. The City shall charge the following rates per month:

Monthly Fee	Level of Service	Collection Interval
\$20.60	Hand Stop Only	Once Weekly
\$41.05	Up to 2cy Dumpster	Once Weekly
\$82.10	Up to 2cy Dumpster	Twice Weekly

SECTION 6: The fee herein established shall be collected in quarterly installments which the City Manager be and hereby is, authorized and directed to cause to appear on the water billing of each commercial parcel as each is issued. The same penalty shall apply to unpaid balances of the service fee as apply to unpaid water bills.

SECTION 7: The annual residential and commercial solid waste collection and disposal service fees shall take effect July 1, 2023, and shall end June 30, 2023, unless readopted, extended or revised by resolution of the Council.

SECTION 8: If total revenues from fees significantly exceed revenue requirements of the Solid Waste Fund it shall be applied to a future year total fee requirement and the cost to residents and commercial customers reduced accordingly.

Introduced and Passed at the City Council Meeting held on Monday, December 18, 2023.

Bridget Dean, Mayor

Attest:

Victoria Mitchell, City Clerk

December 18, 2023 City Council Meeting

Moved by Councilmember _____ and seconded by Councilmember
_____ to approve updates to the City of Berkley's Fee Schedule effective
January 1, 2024.

Ayes:

Nays:

Motion:



MEMORANDUM

To: Mayor Dean and City Council
From: Matthew Baumgarten, City Manager
Date: December 12, 2023
Subject: Fee Schedule Updates

Madam Mayor and Members of City Council,

As discussed, the City of Berkley needs to update its fee schedule to reflect recent changes to ordinance standards as well as to provide community special event applicants and planners with information regarding cost recovery. If adopted, both of the tables below would be added to the City's current, citywide fee schedule previously adopted in June of 2023. All newly proposed fees and text are presented in blue below for consideration.

The first is the community special events section of the fee schedule found on page three of the document under the City Clerk's Office. The fees below reflect the costs incurred by the City during events. In past events, we have not attempted to recover these costs and the City has served as an in-kind sponsor to all events hosted within our borders. The fees below are submitted for the City Council's consideration after consulting with the Finance Department, the Department of Public Works, and the Department of Public Safety. DPW and Public Safety also review applications prior to their submission to the City Council and can affirm that the projected fees will cover their costs on an individual application basis.

Community Special Event		
Application		
Application Fee		\$ 200.00
Clean up Bond		\$ 200.00
Cost Recovery		
Incidental Cost (Postage, Notifications, Copying, ETC.)		Actual Cost
Public Safety Officer (Two Officers Per Event)	\$112.00	Per hour
Department of Public Works Crew Member	\$56.00	Per Hour
Major Street Closure (Twelve Mile or Coolidge)	\$5,000.00	Per Event
Closure of a Parking Lot	\$1,700.00	Per Event
Trash Disposal	\$106.00	Per Event
DPW Staff Call In	\$180.00	Per Instance
City Booth for the purpose of Community Relations (Discount)	- \$250.00	Per Event
Fees included above represent the minimum fee for each function and additional fees may be required to cover the City's cost in providing resources to your event. In specific cases, the City Manager may waive all or a portion of the fees based on a determination of the community benefit of the event.		

The second is a proposed fee for a license for the retail sale of dogs and cats. With the adoption of ordinance O-15-23, the City Council has added licensing provisions for the Retail Sale of Dogs and Cats. As such, administration developed a fee for such a license that would cover the cost of administering provisions of the ordinance. As you will see this is similar to existing business licensing requirements. This fee would be added to the Community Development section on page sixteen of the adopted fee schedule.

Business License	
Registration (Owner Occupied)	\$ 60.00
Inspection (Owner Occupied)	\$ 180.00
Second Re-Inspection (billed only when required)	\$ 30.00
New Business in Berkley	\$ 200.00
Retail Sale of Dogs and Cats License	\$250.00
Transfer	\$ 100.00
Bicycle Rack (purchase and installation)	\$ 300.00

As mentioned, the proposed fees would be added to the existing Citywide fee schedule and made publicly available. Application documents will also be created and updated to reflect the fees for the convenience of the applicant.

Thank you for your time and consideration on this matter,



Matthew Baumgarten
Berkley City Manager