



**TO:** Mindy Moore, City Council Secretary

**DATE:** January 14, 2026

**RE:** **CONSIDERATION AND ADOPTION OF RESOLUTION to adopt the 2025 Transportation Asset Management as Presented.**

A Transportation Asset Management Plan (TAMP) is required per Michigan Public Act 325 of 2018. The TAMP includes inventory and condition information for Warren's transportation assets and demonstrates the City's responsible use of public funds.

The proposed 2025 TAMP is attached for your review and adoption. The TAMP will then be submitted to the Transportation Asset Management Council (TAMC) after adoption.

Please place this item on the next City Council agenda for consideration. If you have any questions regarding this matter, I can be reached in my office at (586) 759-9306.

Sincerely,

DocuSigned by:  
  
Tina G. Gapsches, P.E.  
City Engineer  
FE012968B0764F1...

Read and Concurred:

DocuSigned by:  
  
David Muzzarelli  
Public Service Director  
A310AB08BBC84DD...

Read and Concurred:

Signed by:  
  
Kristina Battle  
Budget Director  
F6FDC83AE1C142B...

Form Approval:

Signed by:  
  
Mary Michaels  
Acting City Attorney  
119806BF52344A1...

Recommended to Council:

Signed by:  
  
Lori M. Stone  
Mayor  
F040B73E57F248E...

Attach: Resolution, 2025 TAMP

## **RESOLUTION TO ADOPT THE 2025 TRANSPORTATION ASSET MANAGEMENT PLAN**

At a regular meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on \_\_\_\_\_, 2026 at \_\_\_\_\_ p.m. Eastern Daylight Savings Time, in the Council Chamber at the Warren Community Center Auditorium at 5460 Arden, Warren, Michigan.

PRESENT: Councilpersons \_\_\_\_\_

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ABSENT: Councilpersons \_\_\_\_\_

The following preamble and resolution were offered by Councilperson \_\_\_\_\_ and supported by Councilperson \_\_\_\_\_.

A Transportation Asset Management Plan (TAMP) is required per Michigan Public Act 325 of 2018. The TAMP includes inventory and condition information for Warren's transportation assets and demonstrates Warren's responsible use of public funds. The TAMP must be updated and submitted to the Transportation Asset Management Council (TAMC) every three (3) years.

The City Council has received and reviewed the 2025 TAMP as presented. The City Engineer recommended that the 2025 TAMP be adopted as presented.

THEREFORE, IT IS RESOLVED, pursuant to the recommendation of the City Engineer, that the City Council by formal motion approves the adoption of the 2025 TAMP as presented.

IT IS FURTHER RESOLVED, that upon adoption of the 2025 TAMP, the Engineering Division will submit the 2025 TAMP to the Transportation Asset Management Council.

AYES: Councilpersons: \_\_\_\_\_

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NAYS: Councilpersons: \_\_\_\_\_

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RESOLUTION DECLARED ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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MINDY MOORE  
Secretary of the Council

**CERTIFICATION**

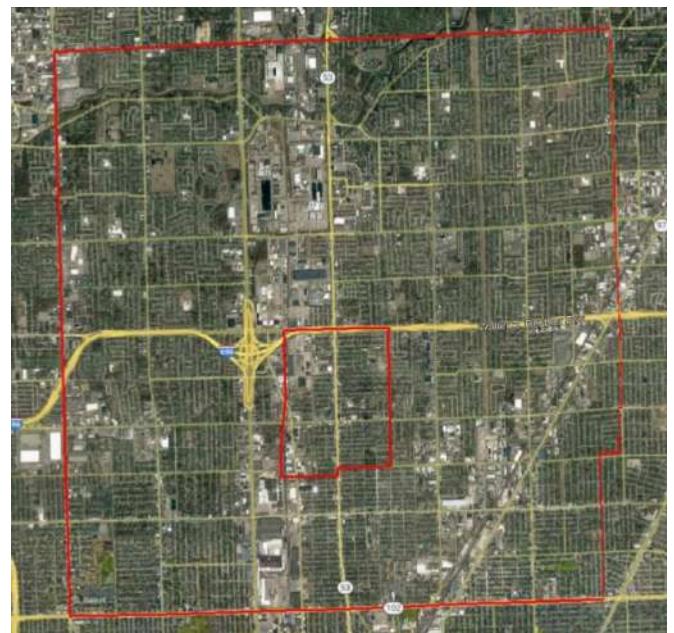
STATE OF MICHIGAN )  
                         ) SS.  
COUNTY OF MACOMB )

I, SONJA BUFFA, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on \_\_\_\_\_, 2026.

---

SONJA BUFFA  
City Clerk

2025 TAMP



# City of Warren 2025 Transportation Asset Management Plan



A plan describing the City of Warren's transportation assets and conditions

*Prepared by:*



**555 Hulet Drive**  
**Bloomfield Hills, MI 48302**

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## EXECUTIVE SUMMARY

As conduits for commerce and connections to vital services, roads and bridges are some of the most important assets in any community, and other assets like culverts, traffic signs, traffic signals, and utilities support and affect roads and bridges. The City of Warren's (Warren) roads, bridges, and support systems are also some of the most valuable and extensive public assets, all of which are paid for with taxes collected from ordinary citizens and businesses. The cost of building and maintaining these assets, their importance to society, and the investment made by taxpayers all place a high level of responsibility on local agencies to plan, build, and maintain roads, bridges, and support assets in an efficient and effective manner. This asset management plan is intended to report on how Warren is meeting its obligations to maintain the public assets for which it is responsible.

This plan identifies Warren's assets and condition and how Warren maintains and plans to improve the overall condition of those assets. An asset management plan is required by Michigan Public Act 325 of 2018, and this document represents fulfillment of some of Warren's obligations towards meeting these requirements. However, this plan and its supporting documents are intended to be much more than a fulfillment of required reporting. This asset management plan helps to demonstrate Warren's responsible use of public funds by providing elected and appointed officials as well as the general public with the inventory and condition information of Warren's assets, and it gives taxpayers the information they need to make informed decisions about investing in Warren's essential transportation infrastructure.

Of Warren's 417.61 miles of road, 104.167 miles are classified as city major and 313.443 miles are classified as city local. Warren also manages 2.187 centerline miles that are classified as part of the National Highway System (NHS); the NHS is subject to special rules and regulations and has its own performance metrics dictated by the FHWA. In addition, Warren has 9.849 centerline miles of unpaved roads.

Paved roads in Michigan are rated using the Pavement Surface Evaluation and Rating (PASER) system, which is a 1 to 10 scale with 10 being a newly constructed surface and 1 being a completely failed surface. PASER scores are grouped into TAMC definition categories of good (8-10), fair (5-7), and poor (1-4) categories. Warren collects PASER data every two years for non-federal aid (local) roads and obtains data for federal aid (major) roads from the Southeast Michigan Council of Governments (SEMCOG) every two years.

Currently, the city major network has 28% of its roads in good condition, 4% in fair condition, and 68% in poor condition, and the city local network has 6% of its roads in good condition, 3% in fair condition, and 91% in poor condition. Warren's long-range goal for the city major network is to have 31% of roads in good condition, 7% in fair condition, and 62% in poor condition, and for the city local network is to have 9% of roads in good condition, 6% in fair condition, and 85% in poor condition.

Warren is responsible for four bridges that provide safe service to road users across the agency network. Warren seeks to implement a cost-effective program of preventive maintenance to maximize the useful service life and safety of the local bridges under its jurisdiction.

# INTRODUCTION

Asset management is defined by Public Act 325 of 2018 as “an ongoing process of maintaining, preserving, upgrading, and operating physical assets cost effectively, based on a continuous physical inventory and condition assessment and investment to achieve established performance goals”. In other words, asset management is a process that uses data to manage and track assets, like roads and bridges, in a cost-effective manner using a combination of engineering and business principles. This process is endorsed by leaders in municipal planning and transportation infrastructure, including the Michigan Municipal League, County Road Association of Michigan, the Michigan Department of Transportation (MDOT), and the Federal Highway Administration (FHWA). The City of Warren is supported in its use of asset management principles and processes by the Michigan Transportation Asset Management Council (TAMC), formed by the State of Michigan.

Asset management, in the context of this plan, ensures that public funds are spent as effectively as possible to maximize the condition of the road and bridge network. Asset management also provides a transparent decision-making process that allows the public to understand the technical and financial challenges of managing transportation infrastructure with a limited budget.

The City of Warren (Warren) has adopted an “asset management” business process to overcome the challenges presented by having limited financial, staffing, and other resources while needing to meet road users’ expectations. Warren is responsible for maintaining and operating over 417.61 lane miles of roads as well as various culverts and signals. Bridge inspections are now handled through an award from MDOT at no cost to the City.

This 2025 plan identifies Warren’s transportation assets and their condition as well as the strategy that Warren uses to maintain and upgrade particular assets given Warren’s condition goals, priorities of network’s road users, and resources. An updated plan is to be released approximately every three years both to comply with Public Act 325 and to reflect changes in road conditions, finances, and priorities.

Questions regarding the use or content of this plan should be directed to Tina Gaphes at 1 City Square, Suite 300, Warren, Michigan 49093 or at (586)-759-9300 and/or [tgaphes@cityofwarren.org](mailto:tgaphes@cityofwarren.org) .

# 1. PAVEMENT ASSETS



Warren is responsible for 417.61 lane miles of public roads. An inventory of these miles divides them into different network classes based on road purpose/use and funding priorities as identified at the state level: city major road network, which is prioritized for state-level funding, and city local road network.

## Inventory of Assets



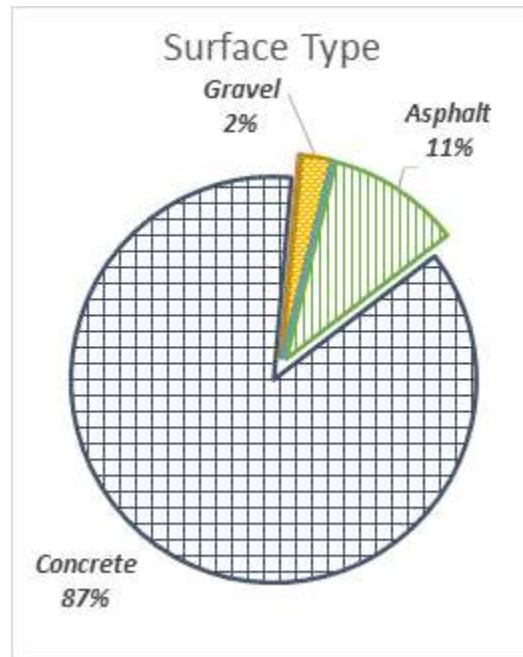
**Figure 1: Map Showing Roads Managed by Warren with Current Pavement Conditions**

Of Warren's 417.61 miles of road, 104.167 miles are classified as city major and 313.443 miles are classified as city local (**Figure 1** identifies these paved roads in green, yellow, and red with the colors being determined based on the road segment's condition). Warren also manages 2.187 miles that are classified as part of the National Highway System (NHS); the NHS is subject to special rules and regulations and has its own performance metrics dictated by the FHWA. In addition, Warren has 9.849 miles of unpaved roads.

More detail about these road assets can be found in Warren's Roadsoft database or by contacting Warren.

## Types

Warren has multiple types of pavements in its jurisdiction, including asphalt, concrete, and unpaved roads (i.e., gravel). **Figure 2** shows a breakdown of these pavement types for all of Warren's road assets.



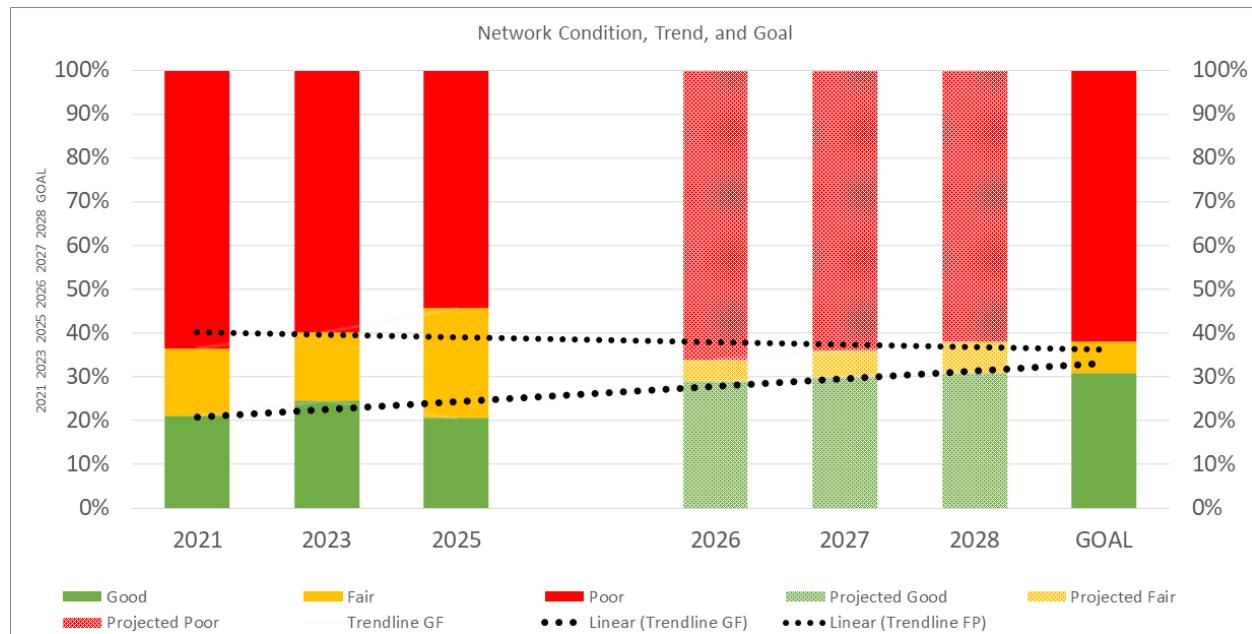
**Figure 2: Pavement Type by Percentage Maintained by Warren**

## Condition, Goals, and Trend

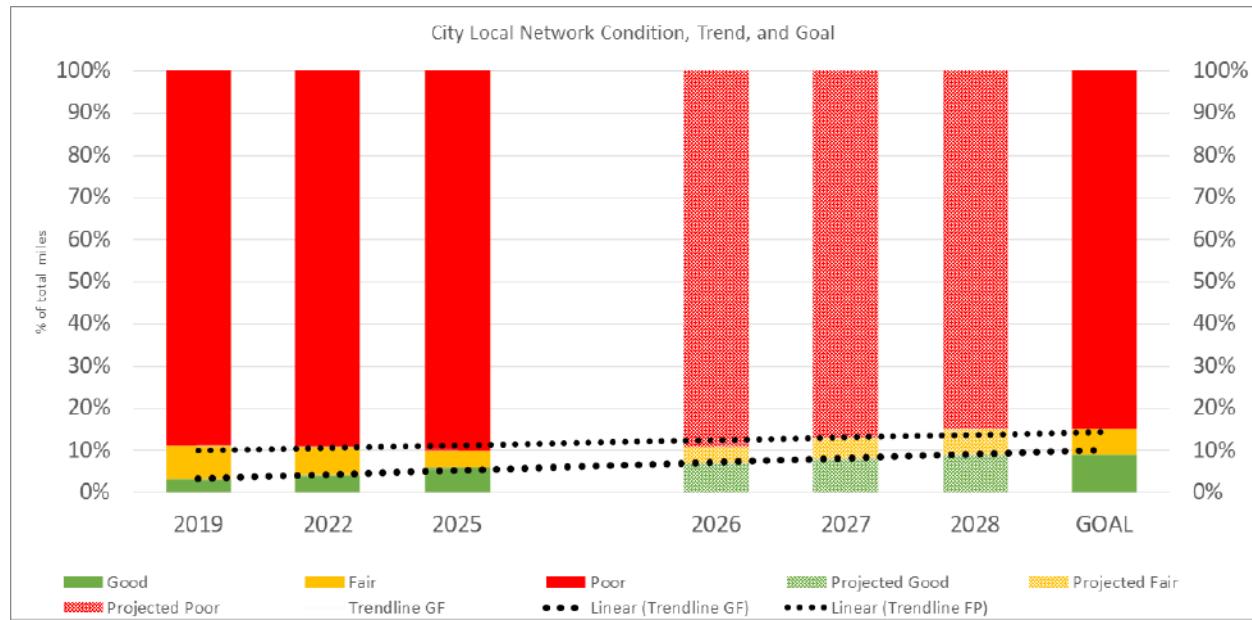
### *Paved Roads*

Paved roads in Michigan are rated using the Pavement Surface Evaluation and Rating (PASER) system, which is a 1 to 10 scale with 10 being a newly constructed surface and 1 being a completely failed surface. PASER scores are grouped into TAMC definition categories of good (8-10), fair (5-7), and poor (1-4) categories. Warren collects PASER data every two years for non-federal aid (local) roads and obtains data for federal aid (major) roads from the Southeast Michigan Council of Governments (SEMCOG) every two years.

Currently, the city major network has 28% of its roads in good condition, 4% in fair condition, 68% in poor condition, and the city local network has 6% of its roads in good condition, 3% in fair condition, and 91% in poor condition. Warren's long-range goal for the city major network is to have 31% of roads in good condition, 7% in fair condition, and 62% in poor condition, and for the city local network is to have 9% of roads in good condition, 6% in fair condition, and 85% in poor condition. **Figure 3** and **Figure 4** illustrate the historical and current condition (solid bars) of Warren's city major and city local networks, respectively; they also illustrate the projected trend (shaded bars), the overall trend in condition (trendlines), and Warren's goal (final solid bar).



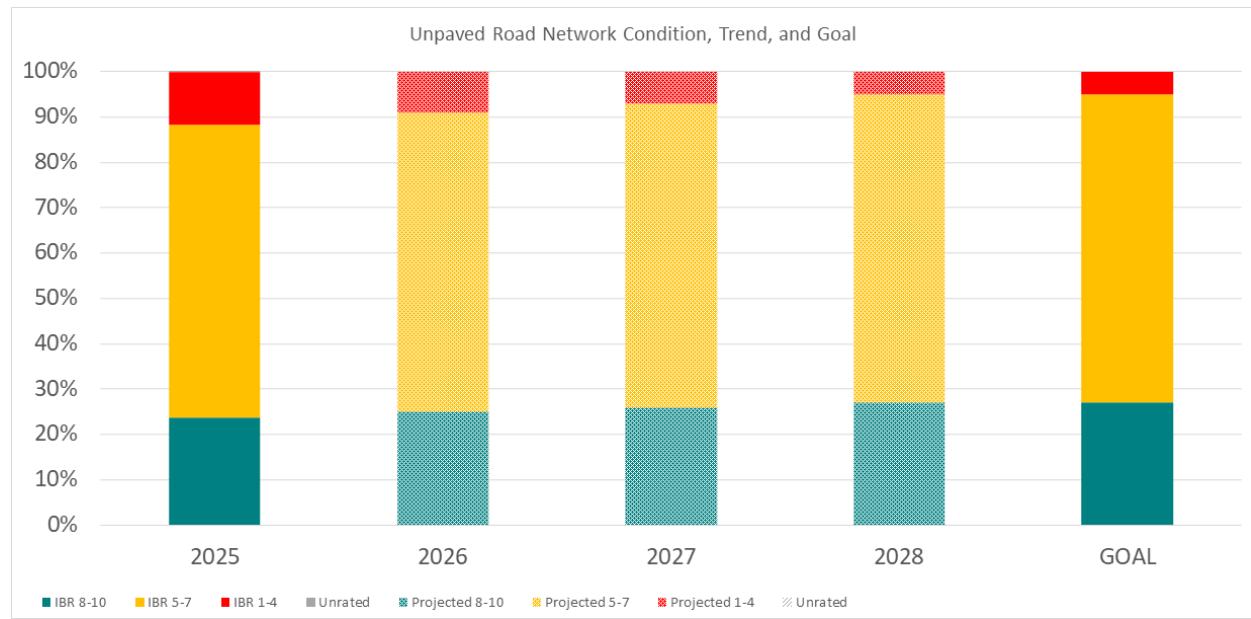
**Figure 3: City Major Network Condition, Goals, and Trend**



**Figure 4: City Local Network Condition, Goals, and Trend**

## ***Unpaved Roads***

Unpaved roads rated with the Inventory-based Rating System™ receive an IBR number ranging from 1 to 10, with a 9 or 10 (less than one year old) having good surface width, good or fair drainage, and good structural adequacy and a 1 having poor surface width, poor drainage, and poor structural adequacy. IBR numbers can be grouped in a similar fashion as the TAMC definitions into good (8-10), fair (5-7), and poor (1-4) categories. **Figure 5** illustrates the historical and/or current condition (solid bar[s]), the projected trend (shaded bars), and Warren's goal (final solid bar).



**Figure 5: Distribution of IBR Numbers for Current Condition (Solid) and for Goals**

## Modelled Trends, Gap Analysis, and Planned Projects

**Table 1: Roadsoft Modelled Surface Definitions for Asphalt**

Asphalt						
Treatment Name	Type	Min Trigger	Max Trigger	Reset	New Surface	Cost
Crack Seal	PM (CPM)	7	7	8	No	\$27,620
Mill & Overlay - 4" Thick	RH (SI)	3	4	9	Yes	\$439,630
Reconstruction - 8" base, 4" top	RC (SI)	2	2	10	Yes	\$1,561,780
Reconstruction - 10" base, 4" top	RC (SI)	1	1	10	Yes	\$1,595,540

**Table 2: Roadsoft Modelled Surface Definitions for Concrete**

Concrete						
Treatment Name	Type	Min Trigger	Max Trigger	Reset	New Surface	Cost
Routine	PM (CPM)	6	7	8	No	\$22,200
Concrete Patching	PM (CPM)	5	5	8	No	\$200,400
Full Depth / Slab Replacement	RH (SI)	3	4	9	Yes	\$221,252
Reconstruction	RC (SI)	1	2	10	Yes	\$1,349,420

### ***Modelled Trends & Gap Analysis***

The Roadsoft network analysis of Warren's planned projects for the city major and city local networks from Warren's currently-available budget of \$13 million per year does allow Warren to reach its pavement condition goals given the projects planned for the next three years.

### ***Planned Projects***

Warren has projects planned for the next three years (2026-2028). The scheduled projects for the city local and city major roads are identified in **Table 3** and **Table 4**, respectively.

**Table 3: Planned Projects for Warren's Local Road Network**

Local Road Planned Projects			
Location	Project Limits	Location	Project Limits
Cunningham Ave	9 Mile Rd to Stephens Rd	Rivard Ave	Van Dyke Ave to Mac Arthur Ave
Cyman Ave	Toepfer Rd to 9 Mile Rd	Winfield Ave	8 Mile Rd to Rivard Ave
Audrey Ave	9 Mile Rd to Hudson Ave	Peters Ave	Chalmers Ave to Orchard Ave
Haverhill Dr	I-696 to McKinley Ave	Jackson Ave	Van Dyke Ave to Mac Arthur Ave
Dover Ave	Masonic to Darryl Dr	Atlantic Ave	Toepfer Rd to Elza St
Darryl Dr	Dover Ave to Roy Dr	Atlantic Ave	8 Mile Rd to Hayden St
Roy Dr	Darryl Dr to Haupt Dr	Panama St	8 Mile Rd to Elza St
Ridgefield Ave	Darryl Dr to Hartlein Dr	Syracuse Ave	Toepfer Rd to Elza St
Marcy St	Masch Ave to Curie St	Cyman Ave	Elza St to Hayden St
Patricia Ave	Stephens Rd Rd to Marcy St	Curie St	Toepfer Rd to Elza St
Curie St	Marcy St to 10 Mile Rd	Roan Ave	13 Mile Rd to Lutz Ave
Blackmar Ave	Marcy St to 10 Mile Rd	Lutz Ave	Roan Ave to Wagner Dr
Coleen Ave	Fairfield Ave to Walthum Rd	Canterbury Dr	Pinto Dr to Palamino Ave
Sarsfield Ave	Fairfield Ave to Walthum Rd	Palamino Ave	Canterbury Dr to Schauer Dr
Shawn Dr	13 Mile Rd to Stricker Dr	Marla Dr	Palamino Ave to Pinto Dr
Stricker Dr	Shawn Dr to End	Marilyn Dr	Marla Dr to Canterbury Dr
Callahan Dr	Shawn Dr to Morgan Dr	Eureka Ave	Kendall Rd to Stephens Rd
Hartwick Dr	13 Mile Rd to Stricker Dr	Parkview Blvd	11 Mile Rd to Dequindre Rd

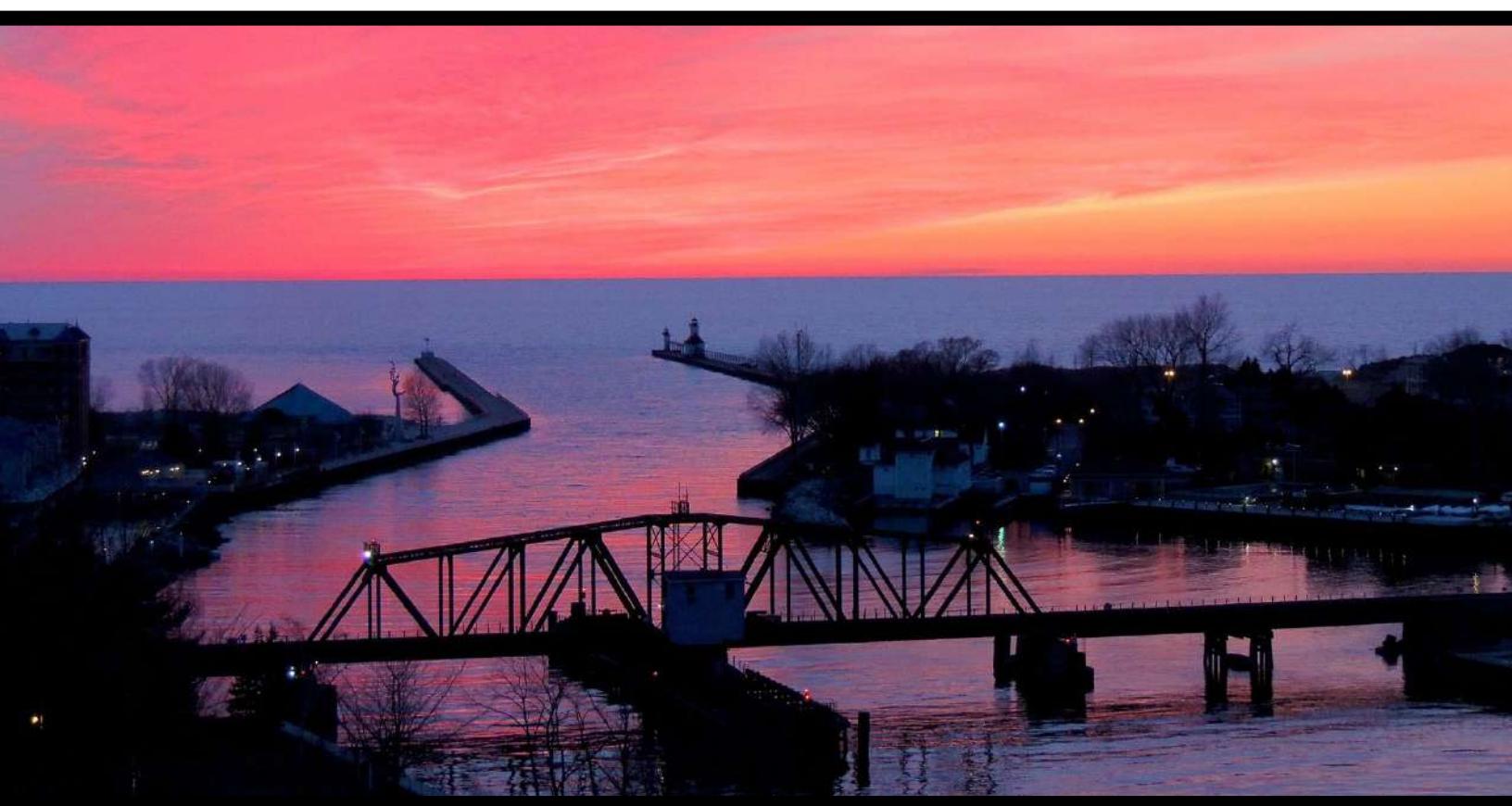
**Table 4: Planned Projects for Warren's Major Road Network**

Major Road Planned Projects	
Location	Project Limits
Sherwood Ave	Toepfer Rd to 9 Mile Rd
Martin Rd	Ryan Rd to David Givens St
Warner Ave	11 Mile Rd to Frazho Rd
Chicago Rd	Mound Rd to Chicago Rd
Stephens Rd	Dequindre Rd to Ryan Rd
Dequindre Rd	8 Mile Rd to Maplawn
Dequindre Rd	13 Mile Rd to 14 Mile Rd
12 Mile Rd	Newport Dr to Hayes Rd
Mound Rd	8 Mile Rd to 11 Mile Rd
12 Mile Rd	Newport Dr to Van Dyke Ave
Hayes Rd	Martin Rd to Rudland St
Dequindre Rd	Stephens Rd to 14 Mile Rd
Schoenherr Rd	10 Mile Rd to 11 Mile Rd
Hoover Rd	9 Mile Rd to 10 Mile Rd

The total cost of the projects illustrated in **Table 3** and **Table 4** is approximately \$13 million per year in 2026-2028.

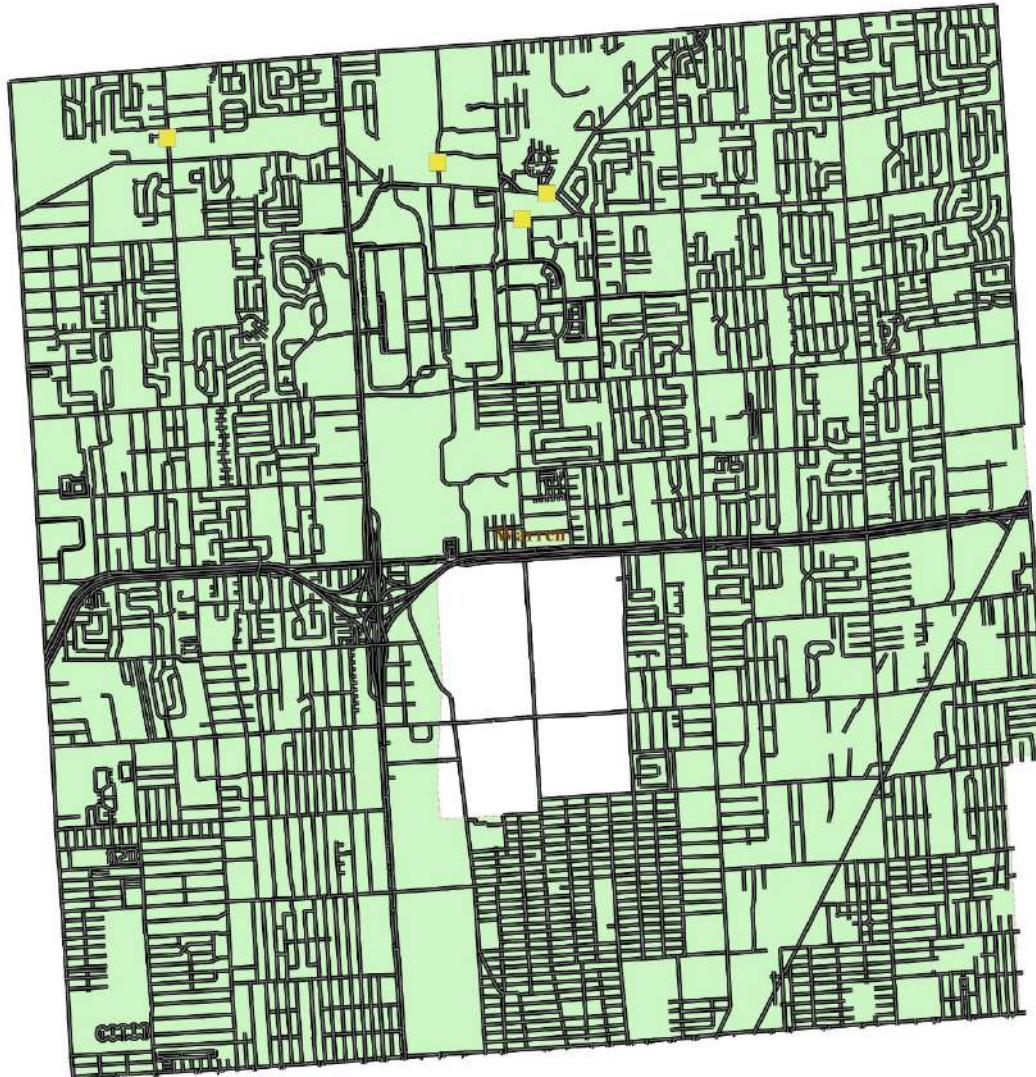
## 2. BRIDGE ASSETS

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Warren is responsible for four bridges that provide safe service to road users across the agency network. Warren seeks to implement a cost-effective program of preventive maintenance to maximize the useful service life and safety of the local bridges under its jurisdiction.

## Inventory of Assets



**Figure 6: Map Illustrating Location of Warren's Bridge Assets**

Warren has four total bridges in its road and bridge network; these bridges connect various points of the road network, as illustrated in **Figure 6**. The current conditions of the bridge assets are highlighted in yellow for fair. These bridge structures can be summarized by type, size, and condition, which are detailed in **Table 5**. More information about each of these structures can be found in Warren's MiBRIDGE database or by contacting Warren.

**Table 5: Bridge Ratings Summary**

Type, Size, and Condition of Warren's Bridge Assets								
Bridge Type	Total Number of Bridges	Total Deck Area (sq ft)	Condition: Structurally Deficient, Posted, or Closed			2025 Condition		
			Struct. Deficient	Posted	Closed	Poor	Fair	Good
Concrete Culvert	2	14,184	-	-	-	-	2	-
Prestressed Concrete	2	12,345	-	1	-	-	2	-
<b>Total SD/Posted/Closed</b>			<b>1</b>	<b>1</b>	<b>-</b>			
<b>Total</b>	<b>4</b>	<b>26,529</b>				<b>0</b>	<b>4</b>	<b>0</b>
Percentage (%)			25%	25%	0%	0%	100%	0%

## Condition, Goals, and Trend

Bridges in Michigan are given a good, fair, or poor rating based on the National Bridge Inspection Standards (NBIS) rating scale, which was created by the Federal Highway Administration to evaluate a bridge's deficiencies and to ensure the safety of road users. The current condition of Warren's bridge network based on the NBIS is no structures rated good, four structures rated fair, and no structures rated poor (**Table 5**).

Bridges are designed to carry legal loads in terms of vehicles and traffic. Due to a decline in condition, a bridge may be "posted" with a restriction for what would be considered safe loads passing over the bridge. On occasion, posting a bridge may also restrict other load-capacity-related elements like speed and number of vehicles on the bridge, but this type of posting designates the bridge differently. Warren has one structure that is posted for load restriction (**Table 5**). Designating a bridge as "posted" has no influence on its condition rating. A "closed" bridge is one that is closed to all traffic. Closing a bridge is contingent upon its ability to carry a set minimum live load. Warren has no structures that are closed (**Table 5**).

The goal of the program is the preservation and safety of Warren's bridge network. Warren intends to continue to monitor the condition of its four structures and identify items of work to efficiently seek and use available funds throughout the lifecycle of the assets. Warren funded and completed rehabilitation on the Denton Drive Bridge over the Red Run Drain in 2023. Warren plans to continue to apply for funding through the Michigan Department of Transportation's (MDOT) Local Bridge Program on an as needed basis.

## **Programmed/Funded Projects, Gap Analysis, and Planned Projects**

Currently, Warren does not expect to receive any funds nor do they plan on replacing any of their bridges for the next three years. However, Warren recognizes preventative maintenance is a more effective use of funding than the costly alternative of major rehabilitation or replacement. Warren also recognizes limited funds are available for improving the bridge network, highlighting the importance of a well-executed bridge inspection and load rating program. To date, Warren has employed their consultant, Anderson, Eckstein, and Westrick, Inc., to perform bridge inspections and load ratings to monitor the conditions of their bridges.

In October 2025, MDOT issued a communication to all local agencies in the state indicating they are initiating a program to contract out and manage bridge inspection and load rating responsibilities in accordance with the National Bridge Inspection Standards (NBIS) for all Act 51 local agencies for the next five years. On December 19, 2025, MDOT held a webinar for the local agencies explaining their intent to award contracts in January 2026 to manage the inspections and inventory data collection of all Act 51 local agencies in Michigan at no cost to the bridge owners.

### 3. CULVERT ASSETS



## **Inventory of Assets**

At present, Warren does not have complete inventory data of its culvert assets. Warren is in the process of creating a culvert assessment program to better predict the costs of maintenance. Culverts are often undersized, in poor condition, and hazardous when they fail. More details about culverts can be found by contacting Warren.

## **Goals**

The goal of Warren's asset management program is the preservation of its culvert network. Warren will be responsible for preserving their inventoried culverts as well as any un-inventoried culverts that underlie its entire road network.

## **Planned Projects**

Warren's policy is to evaluate culvert assets concurrent with rehabilitation or reconstruction projects affecting road segments. Warren also includes culvert assets in scheduled maintenance projects affecting road segments carried by the particular culverts.

## 4. SIGNAL ASSETS



## **Inventory of Assets**

At present, Warren does not track their inventory data for traffic signals. However, various signals are operated and maintained by the Macomb County Department of Roads (MCDR) and Michigan Department of Transportation (MDOT).

More details about these traffic signal assets can be obtained by contacting Warren.

## **Goals**

The goal of Warren's asset management program is the preservation of its traffic signals. A combination between Warren, MCDR, and MDOT are responsible for preserving their inventoried traffic signals as well as any un-inventoried traffic signals along its entire road network.

## **Planned Projects**

Warren's policy is to evaluate traffic signal assets based on condition assessment for replacement or repair during any reconstruction, rehabilitation, preventive maintenance, or schedule maintenance activities on the roadway affected by the particular signal. It also conducts replacements or repairs for those traffic signal assets reported as non-functional or as performing with reduced function. Warren adheres to regular maintenance and servicing policies outlined in the *Michigan Manual of Uniform Traffic Control Devices*.

# 5. FINANCIAL RESOURCES

Public entities must balance the quality and extent of services they can provide with the tax resources provided by citizens and businesses, all while maximizing how efficiently funds are used. Therefore, Warren will overview its general expenditures and financial resources currently devoted to transportation infrastructure maintenance. This financial information is not intended to be a full financial disclosure or a formal report. Full details of Warren's financial status can be found by request submitted to our agency contact (listed in this plan).

## Anticipated Revenues & Expenses

Warren receives funding from the following sources:

- **State funds** – Warren's principal source of transportation funding is received from the Michigan Transportation Fund (MTF). This fund is supported by vehicle registration fees and the state's per-gallon gas tax. Allocations from the MTF are distributed to state and local governmental units based on a legislated formula, which includes factors such as population, miles of certified roads, and vehicle registration fees for vehicles registered in the agency's jurisdiction. Warren also receives revenue from the Michigan Department of Transportation to maintain (e.g. plow, patch, mow) the state trunklines within its jurisdictional boundary. Revenue from these maintenance contracts are received on a time and materials basis as resources are expended to maintain the State's roads. While these contracts do not allow for capital gain (profit) and only bring in revenue to cover the cost of the work, they do provide a benefit to Warren by allowing an economy of scale that enables us to provide better service at a lower cost for Warren's roads while allowing the same for the State of Michigan. Examples of state grants also include local bridge grants, economic development funds, and metro funds.
- **Bonds** – Michigan Transportation Bonds are issued pursuant to the provisions of Act 175, Public Acts of Michigan 1952 as amended. These bonds are issued in anticipation of state shared Michigan Transportation Fund payments from the State of Michigan to be received by the city.
- **Local tax millages** – Many local agencies in Michigan use local tax millages to supplement their road-funding budget. These taxes can provide for additional construction and maintenance for new or existing roads that are also funded using MTF or MDOT funds. Warren has local tax millages in its road-funding budget.
- **Interest** – Interest from invested funds.
- **Permit fees** – Generally, permit fees cover the cost of a permit application review.

- **Other** – Other revenues can be gained through salvage sales, property rentals, land and building sales, sundry refunds, equipment disposition or installation, private sources, and financing.
- **Charges for services** – Funds from partner agencies who contract with Warren to construct or maintain its roads, or roads under joint or neighboring jurisdictions, including state trunkline maintenance and non-maintenance services and preservation.

Warren is required to report transportation fund expenditures to the State of Michigan using a prescribed format with predefined expenditure categories. The definitions of these categories according to Public Act 51 of 1951 may differ from common pavement management nomenclature and practice. For the purposes of reporting under PA 51, the expenditure categories are:

- **Construction/Capacity Improvement Funds** – According to PA 51 of 1951, this financial classification of projects includes, “new construction of highways, roads, streets, or bridges, a project that increases the capacity of a highway facility to accommodate that part of traffic having neither an origin nor destination within the local area, widening of a lane width or more, or adding turn lanes of more than 1/2 mile in length.”<sup>1</sup>
- **Preservation and Structural Improvement Funds** – Preservation and structural improvements are “activities undertaken to preserve the integrity of the existing roadway system.”<sup>2</sup> Preservation includes items such as a reconstruction of an existing road or bridge, or adding structure to an existing road.
- **Routine and Preventive Maintenance Funds** – Routine maintenance activities are “actions performed on a regular or controllable basis or in response to uncontrollable events upon a highway, road, street, or bridge”.<sup>3</sup> Preventive maintenance activities are “planned strategy[ies] of cost-effective treatments to an existing roadway system and its appurtenances that preserve assets by retarding deterioration and maintaining functional condition without significantly increasing structural capacity”.<sup>4</sup>
- **Winter Maintenance Funds** – Expenditures for snow and ice control.
- **Trunkline Maintenance Funds** – Expenditures spent under Warren’s maintenance agreement with MDOT for maintenance it performs on MDOT trunkline routes.
- **Administrative Funds** – There are specific items that can and cannot be included in administrative expenditures as specified in PA 51 of 1951. The law also states that the amount of MTF revenues that are spent on administrative expenditures is limited to 10 percent of the annual MTF funds that are received.

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<sup>1</sup> Public Act 51 of 1951, 247.660c Definitions

<sup>2</sup> Public Act 51 of 1951, 247.660c Definitions

<sup>3</sup> Public Act 51 of 1951, 247.660c Definitions

<sup>4</sup> Public Act 51 of 1951, 247.660c Definitions

- **Other Funds** – Expenditures for equipment, capital outlay, debt principal payment, interest expense, contributions to adjacent governmental units, principal, interest and bank fees, and miscellaneous for cities and villages.

Tables 6, 7, and 8 detail the revenues, expenditures, and fund balance for Warren, respectively.

**Table 6: Annual Fiscal Year Revenue**

<u>City of Warren's Historic Revenues</u>		
<b>Funding Source</b>	<b>7/1/24 to 6/30/25</b>	
	<b>Major Street Fund</b>	<b>Local Street Fund</b>
Major & Local Streets MTF/Act51:		
State Shared	\$14,029,154.00	\$4,683,934.00
Metro Act*	-	\$608,580.00
Trunkline Preservation	-	-
Interest	\$812,311.00	\$335,078.00
Miscellaneous	\$12,500.00	-
<b>Total Revenue</b>	<b>\$14,853,965.00</b>	<b>\$5,627,592.00</b>

**Table 7: Annual Fiscal Year Expenditures**

<u>City of Warren Expenditures</u>		
<b>Category:</b>	<b>7/1/24 to 6/30/25</b>	
	<b>Major Street Fund</b>	<b>Local Street Fund</b>
Major & Local Streets MTF/Act51:		
Preservation & Structural Improvement	\$2,068,169.00	\$4,071,930.00
Traffic Services	\$685,134.00	\$405,750.00
Winter Maintenance	\$551,032.00	\$368,207.00
Administrative	\$922,282.00	\$468,391.00
Contribution- Adjacent Governmental Units	\$3,861,755.00	-
Trunkline Maintenance	-	-
Debt Service Principal	\$3,034,530.00	-
Debt Service Interest & Fees	\$2,399,344.00	-
<b>Total Expenditures</b>	<b>\$13,522,246.00</b>	<b>\$5,314,278.00</b>

**Table 8: Annual Changes in Fund Balance**

<b>City of Warren Changes in Fund Balance</b>		
<b>Other Financial Sources (Uses)</b>	<b>7/1/24 to 6/30/25</b>	
	<b>Major Street Fund</b>	<b>Local Street Fund</b>
General Fund	-	\$4,396.00
Transfer - Major to Local	-\$1,000,000.00	\$1,000,000.00
Bonds Proceeds	\$2,801,342.00	-
<b>Total Other Financing Sources (Uses)</b>	<b>\$1,801,342.00</b>	<b>\$1,004,396.00</b>
Excess of Revenues and Other Sources Over/Under Expenditures and Other Uses	\$3,133,061.00	\$1,317,710.00
Fund Balance at Beginning of Year	\$19,055,258.00	\$6,511,158.00
<b>Fund Balance at End of Year</b>	<b>\$22,188,319.00</b>	<b>\$7,828,868.00</b>

# 6. RISK OF FAILURE ANALYSIS

Transportation infrastructure is designed to be resilient. The system of interconnecting roads and bridges maintained by Warren provides road users with multiple alternate options in the event of an unplanned disruption of one part of the system. There are, however, key links in the transportation system that may cause significant inconvenience to users if they are unexpectedly closed to traffic. Key transportation links include:

- **Geographic divides:** Areas where a geographic feature (river, lake, hilly terrain, or limited access road) limits crossing points of the feature; bridge failures, in particular, can create loss of access to entire regions of the state
- **Emergency alternate routes for high-volume roads and bridges:** Roads and bridges that are routinely used as alternate routes for high-volume assets are included in an emergency response plan
- **Limited access areas:** Roads and bridges that serve remote or limited access areas that result in long detours if closed
- **Main access to key commercial districts:** Areas with a large concentration of businesses or where large-size business will be significantly impacted if a road is unavailable

Warren's road network is divided into a grid pattern, so if one road were to close, there are detour options available.

# 7. COORDINATION WITH OTHER ENTITIES

An asset management plan provides a significant value for infrastructure owners because it serves as a platform to engage other infrastructure owners using the same shared right of way space. Warren communicates with both public and private infrastructure owners to coordinate work in the following ways:

## **Public Utility Coordinated Planning**

Warren maintains drinking water, sanitary, and storm sewer assets in addition to transportation assets. Warren follows an asset management process for all of its assets by coordinating the upgrade, maintenance, and operation of all major assets.

Planned projects for sub-surface infrastructure that Warren owns are listed in the following asset management plans: drinking water distribution system asset management plan, wastewater collection system asset management plan, storm sewer system asset management plan. These three sub-surface utility plans are coordinated with the transportation infrastructure plans to maximize value and minimize service disruptions and cost to the public.

Warren takes advantage of coordinated infrastructure work to reduce cost and maximize value using the following policies:

- Roads which are in poor condition that have a subsurface infrastructure project planned which will destroy more than half the lane width will be rehabilitated or reconstructed full width using transportation funds to repair the balance of the road width.
- Subsurface infrastructure projects which will cause damage to pavements in good condition will be delayed as long as possible, or methods that do not require pavement cuts will be considered.
- Subsurface utility projects will be coordinated to allow all under pavement assets to be upgraded in the same project regardless of ownership.
- Road reconstruction projects will not be completed until poor conditioned sub surface utilities are upgraded.

## **Coordinating Improvement Projects**

Warren reviews the infrastructure including the condition of the roads and utilities on an annual basis. PASER data for the local roads is collected on a two-year basis, while the major roads are obtained from SEMCOG every two years. The pavement condition data is reviewed in conjunction with the condition of the underground utilities (water mains and sanitary) and segments of road having a poor condition for both are considered for improvements.

Warren also considers the amount of volume on each road segment when considering improvement projects. Roads with higher volumes are given higher priority. Another consideration is the number of residential complaints on a road segment. Warren also attempts to spread the road improvements out throughout the city.

# 8. PROOF OF ACCEPTANCE

## PUBLIC ACT 325

### CERTIFICATION OF TRANSPORTATION ASSET MANAGEMENT PLAN

Certification Year: 2025

Local Road-owning Agency Name: City of Warren

Beginning October 2019 and on a three-year cycle thereafter, certification must be made for compliance to Public Act 325. A local road-owning agency with 100 certified miles or more must certify that it has developed an asset management plan for the road, bridge, culvert, and traffic signal assets. Signing this form certifies that the hitherto referred agency meets with minimum requirements as outlined by Public Act 325 and agency-defined goals and objectives.

This form must be signed by the chairperson of the local road-owning agency.

Signature	
Printed Name	
Title	Date

Due every three years based on agency submission schedule

Submittal Date: 1/13/2026

See attached council meeting minutes and/or resolution.

## A. CULVERT ASSET MANAGEMENT PLAN SUPPLEMENT

### Culvert Primer

Culverts are structures that lie underneath roads, enabling water to flow from one side of the roadway to the other (Figure C-1 and Figure C-2). The important distinguishing factor between a culvert and a bridge is the size. Culverts are considered anything under 20 feet while bridges, according to the Federal Highway Administration, are 20 feet or more. While similar in function to storm sewers, culverts differ from storm sewers in that culverts are open on both ends, are constructed as straight-line conduits, and lack intermediate drainage structures like manholes and catch basins. Culverts are critical to the service life of a road because of the important role they play in keeping the pavement layers well drained and free from the forces of water building up on one side of the roadway.

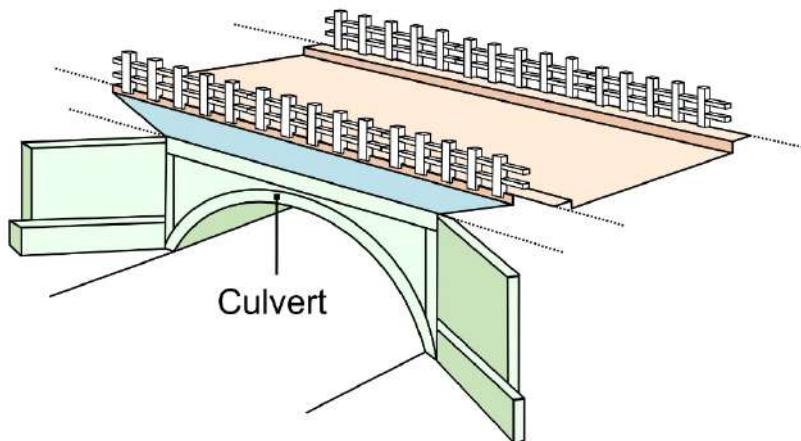


Figure C-1: Diagram of a culvert structure



Figure C-2: Examples of culverts. Culverts allow water to pass under the roadway (left), they are straight-line conduits with no intermediate drainage structures (middle), and they come in various materials (left: metal; middle and right: concrete) and shapes (left: arch; middle: round; right: box).

## ***Culvert Types***

Michigan conducted its first pilot data collection on local agency culverts in the state in 2018. Of almost 50,000 culverts inventoried as part of the state-wide pilot project, the material type used for constructing culverts ranged from (in order of predominance) corrugated steel, concrete, plastic, aluminum, and masonry/tile, to timber materials. The shapes of the culverts were (in order of predominance) circular, pipe arch, arch, rectangular, horizontal ellipse, or box. The diameter for the majority of culverts ranged from less than 12 inches to 24 inches; a portion, however, ranged from 30 inches to more than 48 inches.

## ***Culvert Condition***

Several culvert condition assessment practices exist. The FHWA has an evaluation method in its 1986 *Culvert Inspection Manual*. In conjunction with descriptions and details in the Ohio Department of Transportation's 2017 *Culvert Inspection Manual* and Wisconsin DOT's *Bridge Inspection Field Manual*, the FHWA method served as the method for evaluating Michigan culverts in the pilot. In 2018, Michigan local agencies participated in a culvert pilot data collection, gathering inventory and condition data; full detail on the condition assessment system used in the data collection can be found in Appendix G of the final report ([https://www.michigan.gov/documents/tamc/TAMC\\_2018\\_Culvert\\_Pilot\\_Report\\_Complete\\_634795\\_7.pdf](https://www.michigan.gov/documents/tamc/TAMC_2018_Culvert_Pilot_Report_Complete_634795_7.pdf)).

The Michigan culvert pilot data collection used a 1 through 10 rating system, where 10 is considered a new culvert with no deterioration or distress and 1 is considered total failure. Each of the different culvert material types requires the assessment of features unique to that material type, including structural deterioration, invert deterioration, section deformation, blockage(s) and scour. Corrugated metal pipe, concrete pipe, plastic pipe, and masonry culverts require an additional assessment of joints and seams. Slab abutment culverts require an additional assessment of the concrete abutment and the masonry abutment. Assessment of timber culverts only relied on blockage(s) and scour. The assessments come together to generate condition rating categories of good (rated as 10, 9, or 8), fair (rated as 7 or 6), poor (rated as 5 or 4), or failed (rated as 3, 2, or 1).

## ***Culvert Treatments***

The *MDOT Drainage Manual* addresses culvert design and treatments. Of most importance to the longevity of culverts is regular cleaning to prevent clogs. More extensive treatments may include re-positioning the pipe to improve its grade and lining a culvert to achieve more service life after structural deterioration has begun.

## B. TRAFFIC SIGNALS ASSET MANAGEMENT PLAN SUPPLEMENT

### Traffic Signals Primer

#### Types

Electronic traffic control devices come in a large array of configurations, which include case signs (e.g., keep right/left, no right/left turn, reversible lanes), controllers, detection (e.g., cameras, push buttons), flashing beacons, interconnects (e.g., DSL, fire station, phone line, radio), pedestrian heads (e.g., hand-man), and traffic signals. This asset management plan is only concerned with traffic signals (Figure D-1) as a functioning unit and does not consider other electronic traffic control devices.



Figure D-1: Example of traffic signals

#### Condition

Traffic signal assessment considers the functioning of basic tests on a pass/fail basis. These tests include battery backup testing, components testing, conflict monitor testing, radio testing, and underground detection.

#### Treatments

Traffic signals are maintained in accordance with the *Michigan Manual on Uniform Traffic Control Devices*. Maintenance of traffic signals includes regular maintenance of all components, cleaning and servicing to prevent undue failures, immediate maintenance in the case of emergency calls, and provision of stand-by equipment. Timing changes are restricted to authorized personnel only.

## C. GLOSSARY & ACRONYMS

### Glossary

**Alligator cracking:** Cracking of the surface layer of an asphalt pavement that creates a pattern of interconnected cracks resembling alligator hide. This is often due to overloading a pavement, sub-base failure, or poor drainage.<sup>5</sup>

**Asset management:** A process that uses data to manage and track road assets in a cost-effective manner using a combination of engineering and business principles. Public Act 325 of 2018 provides a legal definition: “an ongoing process of maintaining, preserving, upgrading, and operating physical assets cost effectively, based on a continuous physical inventory and condition assessment and investment to achieve established performance goals”.<sup>6</sup>

**Biennial inspection:** Inspection of an agency’s bridges every other year, which happens in accordance with National Bridge Inspection Standards and Michigan Department of Transportation requirements.

**Bridge inspection program:** A program implemented by a local agency to inspect the bridges within its jurisdiction systematically in order to ensure proper functioning and structural soundness.

**Capital preventative maintenance:** Also known as CPM, a planned set of cost-effective treatments to address fair-rated infrastructure before the structural integrity of the system has been severely impacted. These treatments aim to slow deterioration and to maintain or improve the functional condition of the system without significantly increasing the structural capacity. Light capital preventive maintenance is a set of treatments designed to seal isolated areas of the pavement from water, such as crack and joint sealing, to protect and restore pavement surface from oxidation with limited surface thickness material, such as fog seal; generally, application of a light CPM treatment does not provide a corresponding increase in a segment’s PASER score. Heavy capital preventive maintenance is a set of surface treatments designed to protect pavement from water intrusion or environmental weathering without adding significant structural strength, such as slurry seal, chip seal, or thin (less than 1.5-inch) overlays for bituminous surfaces or patching or partial-depth (less than 1/3 of pavement depth) repair for concrete surfaces.

**Chip seal:** An asphalt pavement treatment method consisting of, first, spraying liquid asphalt onto the old pavement surface and, then, a single layer of small stone chips spread onto the wet asphalt layer.

**City major:** A road classification, defined in Michigan Public Act 51, that encompasses the generally more important roads in a city or village. City major roads are designated by a municipality’s governing body and are subject to approval by the State Transportation Commission. These roads do not include roads under the jurisdiction of a county road commission or trunkline highways.

**City minor:** A road classification, defined in Michigan Public Act 51, that encompasses the generally less important roads in a city or village. These roads include all city or village roads that are not city major road and do not include roads under the jurisdiction of a county road commission.

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<sup>5</sup> [https://en.wikipedia.org/wiki/Crocodile\\_cracking](https://en.wikipedia.org/wiki/Crocodile_cracking)

<sup>6</sup> Inventory-based Rating System for Gravel Roads: Training Manual

**Composite pavement:** A pavement consisting of concrete and asphalt layers. Typically, composite pavements are old concrete pavements that were overlaid with HMA in order to gain more service life.

**Concrete joint resealing:** Resealing the joints of a concrete pavement with a flexible sealant to prevent moisture and debris from entering the joints. When debris becomes lodged inside a joint, it inhibits proper movement of the pavement and leads to joint deterioration and spalling.

**Concrete pavement:** Also known as rigid pavement, a pavement made from portland cement concrete. Concrete pavement has an average service life of 30 years and typically does not require as much periodic maintenance as HMA.

**Cost per lane mile:** Associated cost of construction, measured on a per lane, per mile basis. Also see *lane-mile segment*.

**County local:** A road classification, defined in Michigan Public Act 51, that encompasses the generally less important and low-traffic roads in a county. This includes all county roads that are not classified as county primary roads.

**County primary:** A road classification, defined in Michigan Public Act 51, that encompasses the generally more important and high-traffic roads in a county. County primary roads are designated by board members of the county road commissions and are subject to approval by the State Transportation Commission.

**CPM:** See *Capital preventive maintenance*.

**Crack and seat:** A concrete pavement treatment method that involves breaking old concrete pavement into small chunks and leaving the broken pavement in place to provide a base for a new surface. This provides a new wear surface that resists water infiltration and helps prevent damaged concrete from reflecting up to the new surface.

**Crack seal:** A pavement treatment method for both asphalt and concrete pavements that fills cracks with asphalt materials, which seals out water and debris and slows down the deterioration of the pavement. Crack seal may encompass the term “crack filling”.

**Crush and shape:** An asphalt pavement treatment method that involves pulverizing the existing asphalt pavement and base and then reshaping the road surface to correct imperfections in the road’s profile. Often, a layer of gravel is added along with a new wearing surface such as an HMA overlay or chip seal.

**Crust:** A very tightly compacted surface on an unpaved road that sheds water with ease but takes time to be created.

**Culvert:** A pipe or structure used under a roadway that allows cross-road drainage while allowing traffic to pass without being impeded; culverts span up to 20 feet.<sup>7</sup>

**Dowel bar retrofit repair:** A concrete pavement treatment method that involves cutting slots in a cracked concrete slab, inserting steel bars into the slots, and placing concrete to cover the new bars and fill the slots. It aims to reinforce cracks in a concrete pavement.

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<sup>7</sup> Adapted from Inventory-based Rating System for Gravel Roads: Training Manual

**Dust control:** A gravel road surface treatment method that involves spraying chloride or other chemicals on the gravel surface to reduce dust loss, aggregate loss, and maintenance. This is a relatively short-term fix that helps create a crusted surface.

**Expansion joint:** Joints in a bridge that allow for slight expansion and contraction changes in response to temperature. Expansion joints prevent the build up of excessive pressure, which can cause structural damage to the bridge.

**Federal Highway Administration:** Also known as FHWA, this is an agency within the U.S. Department of Transportation that supports state and local governments in the design, construction, and maintenance of the nation's highway system.<sup>8</sup>

**Federal-aid network:** Portion of road network that is comprised of federal-aid routes. According to Title 23 of the United States Code, federal-aid-eligible roads are "highways on the federal-aid highways systems and all other public roads not classified as local roads or rural minor collectors".<sup>9</sup> Roads that are part of the federal-aid network are eligible for federal gas-tax monies.

**FHWA:** See *Federal Highway Administration*.

**Flexible pavement:** See *hot-mix asphalt pavement*.

**Fog seal:** An asphalt pavement treatment method that involves spraying a liquid asphalt coating onto the entire pavement surface to fill hairline cracks and prevent damage from sunlight and oxidation. This method works best for good to very good pavements.

**Full-depth concrete repair:** A concrete pavement treatment method that involves removing sections of damaged concrete pavement and replacing it with new concrete of the same dimensions in order to restore the riding surface, delay water infiltration, restore load transfer from one slab to the next, and eliminate the need to perform costly temporary patching.

**Geographic divides:** Areas where a geographic feature (e.g., river, lake, mountain) limits crossing points of the feature.

**Grants:** Competitive funding gained through an application process and targeted at a specific project type to accomplish a specific purpose. Grants can be provided both on the federal and state level and often make up part of the funds that a transportation agency receives.

**Gravel surfacing:** A low-cost, easy-to-maintain road surface made from aggregate and fines.

**Heavy capital preventive maintenance:** See *Capital preventive maintenance*.

**HMA:** See *hot-mix asphalt pavement*.

**Hot-mix asphalt overlay:** Also known as HMA overlay, this a surface treatment that involves layering new asphalt over an existing pavement, either asphalt or concrete. It creates a new wearing surface for traffic and to seal the pavement from water, debris, and sunlight damage, and it often adds significant structural strength.

**Hot-mix asphalt pavement:** Also known as HMA pavement, this type of asphalt creates a flexible pavement composed of aggregates, asphalt binder, and air voids. HMA is heated for placement and

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<sup>8</sup> Federal Highway Administration webpage <https://www.fhwa.dot.gov/>

<sup>9</sup> Inventory-based Rating System for Gravel Roads: Training Manual

compaction at high temperatures. HMA is less expensive to construct than concrete pavement, however it requires frequent maintenance activities and generally lasts 18 years before major rehabilitation is necessary. HMA makes up the vast majority of local-agency-owned pavements.

**IBR:** See *IBR element*, *IBR number*, and/or *Inventory-based Rating System™*.

**IBR element:** A feature used in the IBR System™ for assessing the condition of roads. The system relies on assessing three elements: surface width, drainage adequacy, and structural adequacy.<sup>10</sup>

**IBR number:** The 1-10 rating determined from assessments of the weighted IBR elements. The weighting relates each element to the intensity road work needed to improve or enhance the IBR element category.<sup>11</sup>

**Interstate highway system:** The road system owned and operated by each state consisting of routes that cross between states, make travel easier and faster. The interstate roads are denoted by the prefix “I” or “U.S.” and then a number, where odd routes run north-south and even routes run east-west. Examples are I-75 or U.S. 2.<sup>12</sup>

**Inventory-based Rating System™:** Also known as the IBR System™, a rating system designed to assess the capabilities of gravel and unpaved roads to support intended traffic volumes and types year round. It assesses roads based on how three IBR elements, or features—surface width, drainage adequacy, and structural adequacy—compare to a baseline, or “good”, road.<sup>13</sup>

**Investment Reporting Tool:** Also known as IRT, a web-based system used to manage the process for submitting required items to the Michigan Transportation Asset Management Council. Required items include planned and completed maintenance and construction activity for roads and bridges and comprehensive asset management plans.

**IRT:** See *Investment Reporting Tool*.

**Jurisdiction:** Administrative power of an entity to make decisions for something. In Michigan, the three levels of jurisdiction classification for transportation assets are state highways, county roads, and city and village streets. State highways are under the jurisdiction of the Michigan Department of Transportation, county roads are under the jurisdiction of the road commission for the county in which the roads are located, and city and village streets are under the jurisdiction of the municipality in which the roads are located.

**Jurisdictional borders:** Borders between two road-owning-agency jurisdictions, or where the roads owned by one agency turn into roads owned by another agency. Examples of jurisdictional borders are township or county lines.

**Lane-mile segment:** A segment of road that is measured by multiplying the centerline miles of a roadway by the number of lanes present.

**Lane-mile-years:** A network’s total lane-miles multiplied by one year; a method to quantify the measurable loss of pavement life.

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<sup>10</sup> Inventory-based Rating System for Gravel Roads: Training Manual

<sup>11</sup> Inventory-based Rating System for Gravel Roads: Training Manual

<sup>12</sup> <https://www.fhwa.dot.gov/interstate/faq.cfm#question3>

<sup>13</sup> Adapted from Inventory-based Rating System for Gravel Roads: Training Manual

**Light capital preventive maintenance:** See *Capital preventive maintenance*.

**Limited access areas:** Areas—typically remote areas—serviced by few or seasonal roads that require long detours routes if servicing roads are closed.

**Main access to key commercial districts:** Areas where large number or large size business will be significantly impacted if a road is unavailable.

**Maintenance grading:** A surface treatment method for unpaved roads that involves re-grading the road to remove isolated potholes, washboarding, and ruts, and then restoring the compacted crust layer.

**MDOT:** See *Michigan Department of Transportation*.

**MDOT's Local Bridge Program Call for Projects:** A call for project proposals for replacement, rehabilitation, and/or preventive maintenance of local bridges that, if granted, receives bridge funding from the Michigan Department of Transportation. The Call for Projects is made by the Local Bridge Program.

**MGF:** See *Michigan Geographic Framework*.

**Michigan Department of Transportation:** Also known as MDOT, this is the state of Michigan's department of transportation, which oversees roads and bridges owned by the state or federal government in Michigan.

**Michigan Geographic Framework:** Also known as MGF, this is the state of Michigan's official digital base map that contains location and road information necessary to conduct state business. The Michigan Department of Transportation uses the MGF to link transportation assets to a physical location.

**Michigan Public Act 51 of 1951:** Also known as PA 51, this is a Michigan legislative act that served as the foundation for establishing a road funding structure by creating transportation funding distribution methods and means. It has been amended many times.<sup>14</sup>

**Michigan Public Act 325 of 2018:** Also known as PA 325, this legislation modified PA 51 of 1951 in regards to asset management in Michigan, specifically 1) re-designating the TAMC under Michigan Infrastructure Council (MIC); 2) promoting and overseeing the implementation of recommendations from the regional infrastructure asset management pilot program; 3) requiring local road three-year asset management plans beginning October 1, 2020; 4) adding asset classes that impact system performance, safety or risk management, including culverts and signals; 5) allowing MDOT to withhold funds if no asset management plan submitted; and 6) prohibiting shifting funds from a county primary to a county local, or from a city major to a city minor if no progress toward achieving the condition goals described in its asset plan.<sup>15</sup>

**Michigan Public Act 499 of 2002:** Also known as PA 499, this legislation requires road projects for the upcoming three years to be reported to the TAMC.

**Michigan Transportation Asset Management Council:** Also known as the TAMC, a council comprised of professionals from county road commissions, cities, a county commissioner, a township official, regional and metropolitan planning organizations, and state transportation department personnel. The

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<sup>14</sup> Inventory-based Rating System for Gravel Roads: Training Manual

<sup>15</sup> Inventory-based Rating System for Gravel Roads: Training Manual

council reports directly to the Michigan Infrastructure Council.<sup>16</sup> The TAMC provides resources and support to Michigan's road-owning agencies, and serves as a liaison in data collection requirements between agencies and the state.

**Michigan Transportation Fund:** Also known as MTF, this is a source of transportation funding supported by vehicle registration fees and the state's per-gallon gas tax.

**Microsurface treatment:** An asphalt pavement treatment method that involves applying modified liquid asphalt, small stones, water, and portland cement for the purpose of protecting a pavement from damage caused by water and sunlight.

**Mill and hot-mix asphalt overlay:** Also known as a mill and HMA overlay, this is a surface treatment that involves the removal of the top layer of pavement by milling and the replacement of the removed layer with a new HMA layer.

**Mix-of-fixes:** A strategy of maintaining roads and bridges that includes generally prioritizes the spending of money on routine maintenance and capital preventive maintenance treatments to impede deterioration and then, as money is available, performing reconstruction and rehabilitation.

**MTF:** See *Michigan Transportation Fund*.

**National Bridge Inspection Standards:** Also known as NBIS, standards created by the Federal Highway Administration to locate and evaluate existing bridge deficiencies in the federal-aid highway system to ensure the safety of the traveling public. The standards define the proper safety for inspection and evaluation of all highway bridges.<sup>17</sup>

**National Center for Pavement Preservation:** Also known as the NCPP, a center that offers education, research, and outreach in current and innovative pavement preservation practices. This collaborative effort of government, industry, and academia entities was established at Michigan State University.

**National Functional Class:** Also known as NFC, a federal grouping system for public roads that classifies roads according to the type of service that the road is intended to provide.

**National highway system:** Also known as NHS, this is a network of roads that includes the interstate highway system and other major roads managed by state and local agencies that serve major airports, marine, rail, pipelines, truck terminals, railway stations, military bases, and other strategic facilities.

**NBIS:** See *National Bridge Inspection Standards*.

**NCPP:** See *National Center for Pavement Preservation*.

**NCPP Quick Check:** A system created by the National Center for Pavement Preservation that works under the premise that a one-mile road segment loses one year of life each year that it is not treated with a maintenance, rehabilitation, or reconstruction project.

**NFC:** See *National Functional Class*.

**Non-trunkline:** A local road intended to be used over short distances but not recommended for long-distance travel.

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<sup>16</sup> Inventory-based Rating System for Gravel Roads: Training Manual

<sup>17</sup> <https://www.fhwa.dot.gov/bridge/nbis/>

**Other funds:** Expenditures for equipment, capital outlay, debt principal payment, interest expense, contributions to adjacent governmental units, principal, interest and bank fees, and miscellaneous for cities and villages.

**PA:** See *Michigan Public Act 51*, *Michigan Public Act 325*, and/or *Michigan Public Act 499*.

**Partial-depth concrete repair:** A concrete pavement treatment method that involves removing spalled or delaminated areas of concrete pavement, usually near joints and cracks, and replacing with new concrete. This is done to provide a new wearing surface in isolated areas, to slow down water infiltration, and to help delay further freeze-thaw damage.

**PASER:** See *Pavement Surface Evaluation and Rating system*.

**Pavement reconstruction:** A complete removal of the old pavement and base and construction of an entirely new road. This is the most expensive rehabilitation of the roadway and also the most disruptive to traffic patterns.

**Pavement Surface Evaluation and Rating system:** Also known as the PASER system, the PASER system rates surface condition on a 1-10 scale, where 10 is a brand new road with no defects, 5 is a road with distress but that is structurally sound and requires only preventative maintenance, and 1 is a road with extensive surface and structural distresses that is in need of total reconstruction. This system provides a simple, efficient, and consistent method for evaluating the condition of paved roads.<sup>18</sup>

**Pothole:** A defect in a road that produces a localized depression.<sup>19</sup>

**Preventive maintenance:** Planned treatments to an existing asset to prevent deterioration and maintain functional condition. This can be a more effective use of funds than the costly alternative of major rehabilitation or replacement.

**Proactive preventive maintenance:** Also known as PPM, a method of performing capital preventive maintenance treatments very early in a pavement's life, often before it exhibits signs of pavement defect.

**Public Act 51:** See *Michigan Public Act 51 of 1951*

**Public Act 325:** See *Michigan Public Act 325 of 2018*

**Public Act 499:** See *Michigan Public Act 499 of 2002*

**Reconstruction and rehabilitation programs:** Programs intended to reconstruct and rehabilitate a road.

**Restricted load postings:** A restriction enacted on a bridge structure when it is incapable of transporting a state's legal vehicle loads.

**Rights-of-way ownership:** The owning of the right-of-way, which is the land over which a road or bridge travels. In order to build a road, road agencies must own the right-of-way or get permission to build on it.

**Rigid pavement:** See *concrete pavement*.

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<sup>18</sup> Adapted from Inventory-based Rating System for Gravel Roads: Training Manual

<sup>19</sup> Inventory-based Rating System for Gravel Roads: Training Manual

**Road infrastructure:** An agency's road network and assets necessary to make it function, such as traffic signage and ditches.

**Road:** The area consisting of the roadway (i.e., the travelled way or the portion of the road on which vehicles are intended to drive), shoulders, ditches, and areas of the right of way containing signage.<sup>20</sup>

**Roadsoft:** An asset management software suit that enables agencies to manage road and bridge related infrastructure. The software provides tools for collecting, storing, and analyzing data associated with transportation infrastructure. Built on an optimum combination of database engine and GIS mapping tools, Roadsoft provides a quick, smooth user experience and almost unlimited data handling capabilities.<sup>21</sup>

**Ruts/rutting:** Deformation of a road that usually forms as a permanent depression concentrated under the wheel path parallel to the direction of travel.<sup>22</sup>

**Scheduled maintenance:** Low-cost, day-to-day activities applied to bridges on a scheduled basis that mitigates deterioration.<sup>23</sup>

**Sealcoat pavement:** A gravel road that has been sealed with a thin asphalt binder coating that has stone chips spread on top.

**Service life:** Time from when a road or treatment is first constructed to when it reaches a point where the distresses present change from age-related to structural-related (also known as the critical distress point).<sup>24</sup>

**Slurry seal:** An asphalt pavement treatment method that involves applying liquid asphalt, small stones, water, and portland cement in a very thin layer with the purpose of protecting an existing pavement from being damaged by water and sunlight.

**Structural improvement:** Pavement treatment that adds strength to the pavement. Roads requiring structural improvement exhibit alligator cracking and rutting and are considered poor by the TAMC definitions for condition.

**Subsurface infrastructure:** Infrastructure maintained by local agencies that reside underground, for example, drinking water distribution systems, wastewater collection systems, and storm sewer systems.

**TAMC:** See *Michigan Transportation Asset Management Council*.

**TAMC pavement condition dashboard:** Website for viewing graphs of pavement and bridge conditions, traffic and miles travelled, safety statistics, maintenance activities, and financial data for Michigan's cities and villages, counties, and regions, as well as the state of Michigan.

**TAMC's good/fair/poor condition classes:** Classification of road conditions defined by the Michigan Transportation Asset Management Council based on bin ranges of PASER scores and similarities in defects and treatment options. Good roads have PASER scores of 8, 9, or 10, have very few defects, and require minimal maintenance. Fair roads have PASER scores of 5, 6, or 7, have good structural support but a deteriorating surface, and can be maintained with CPM treatments. Poor roads have PASER scores

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<sup>20</sup> Inventory-based Rating System for Gravel Roads: Training Manual

<sup>21</sup> Inventory-based Rating System for Gravel Roads: Training Manual

<sup>22</sup> Paving Class Glossary

<sup>23</sup> Inventory-based Rating System for Gravel Roads: Training Manual

<sup>24</sup> Inventory-based Rating System for Gravel Roads: Training Manual

of 1, 2, 3, or 4, exhibit evidence that the underlying structure is failing, such as alligator cracking and rutting. These roads must be rehabilitated with treatments like heavy overlay, crush and shape, or total reconstruction.

**Tax millages:** Local tax implemented to supplement an agency's budget, such as road funding.

**Thin hot-mix asphalt overlay:** Application of a thin layer of hot-mix asphalt on an existing road to re-seal the road and protect it from damage caused by water. This also improves the ride quality and provides a smoother, uniform appearance that improves visibility of pavement markings.<sup>25</sup>

**Transportation infrastructure:** All of the elements that work together to make the surface transportation system function including roads, bridges, culverts, traffic signals, and signage.

**Trigger:** When a PASER score gives insight to the preferred timeline of a project for applying the correct treatment at the correct time.

**Trunkline abbreviations:** The prefixes *M*-, *I*-, and *US* indicate roads in Michigan that are part of the state trunkline system, the Interstate system, and the US Highway system. These roads consist of anything from 10-lane urban freeways to two-lane rural highways and even one non-motorized highway; they cover 9,668 centerline miles. Most of the roads are maintained by MDOT.

**Trunkline bridges:** Bridge present on a trunkline road, which typically connects cities or other strategic places and is the recommended route for long-distance travel.<sup>26</sup>

**Trunkline maintenance funds:** Expenditures under a maintenance agreement with MDOT for maintenance activities performed on MDOT trunkline routes.

**Trunkline:** Major road that typically connects cities or other strategic places and is the recommended route for long-distance travel.<sup>27</sup>

**Washboarding:** Ripples in the road surface that are perpendicular to the direction of travel.<sup>28</sup>

**Wedge/patch sealcoat treatment:** An asphalt pavement treatment method that involves correcting the damage frequently found at the edge of a pavement by installing a narrow, 2- to 6-foot-wide wedge along the entire outside edge of a lane and layering with HMA. This extends the life of an HMA pavement or chip seal overlay by adding strength to significantly settled areas of the pavement.

**Worst-first strategy:** Asset management strategy that treats only the problems, often addressing the worst problems first, and ignoring preventive maintenance. This strategy is the opposite of the "mix of fixes" strategy. An example of a worst-first approach would be purchasing a new automobile, never changing the oil, and waiting till the engine fails to address any deterioration of the car.

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<sup>25</sup> [second sentence] <http://www.kentcountyroads.net/road-work/road-treatments/ultra-thin-overlay>

<sup>26</sup> [https://en.wikipedia.org/wiki/Trunk\\_road](https://en.wikipedia.org/wiki/Trunk_road)

<sup>27</sup> [https://en.wikipedia.org/wiki/Trunk\\_road](https://en.wikipedia.org/wiki/Trunk_road)

<sup>28</sup> Inventory-based Rating System for Gravel Roads: Training Manual

## **List of Acronyms**

CPM: capital preventive maintenance

FHWA: Federal Highway Administration

HMA: hot-mix asphalt

I: trunkline abbreviation for routes on the Interstate system

IBR: Inventory-based Rating

M: trunkline abbreviation for Michigan state highways

MDOT: Michigan Department of Transportation

MTF: Michigan Transportation Fund

NBIS: National Bridge Inspection Standards

NCPP: National Center for Pavement Preservation

NHS: National Highway System

PA 51: Michigan Public Act 51 of 1951

PASER: Pavement Surface Evaluation and Rating

R&R: reconstruction and rehabilitation programs

TAMC: (Michigan) Transportation Asset Management Council

US: trunkline abbreviation for routes on the US Highway system

**CITY OF WARREN**  
*Office of the Council Secretary*

Item 4a

**INTER-OFFICE COMMUNICATION**

**DATE:** December 20, 2022

**TO:** James R. Fouts, Mayor

**SUBJECT:** Request of the Engineering Division to adopt the 2022 Transportation Asset Management Plan as presented. CONSIDERATION AND ADOPTION OF A RESOLUTION.

At a regular meeting of the City Council held Tuesday, December 20, 2022, Council made the formal motion to approve the above listed item.

Tusting this information to be of value.



Mindy Moore  
Council Secretary

cc: Attorney  
Clerk  
Engineering

## RESOLUTION TO ADOPT THE 2022 TRANSPORTATION ASSET MANAGEMENT PLAN

At a regular meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on December 20, 2022 at 7:00 p.m. Eastern daylight savings Time, located in the Warren Community Center Auditorium at 5460 Arden, Warren, Michigan PRESENT: Councilpersons Green, Kabacinski, Lafferty, Moore, Papandrea, Rogensues, Watts

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ABSENT: Councilpersons None

The following preamble and resolution were offered by Councilperson Moore and supported by Councilperson Lafferty.

A Transportation Asset Management Plan (TAMP) is required per Michigan Public Act 325 of 2018. The TAMP includes inventory and condition information for Warren's transportation assets and demonstrates Warren's responsible use of public funds. The TAMP must be updated and submitted to the Transportation Asset Management Council every three (3) years.

The City Council has received and reviewed the proposed 2022 TAMP as presented.

The City Engineer has recommended that the 2022 TAMP is adopted as presented.

THEREFORE, IT IS RESOLVED, pursuant to the recommendation of the City Engineer, that the City Council by formal motion approves the adoption of the 2022 TAMP as presented.

IT IS FURTHER RESOLVED, that upon adoption of the 2022 TAMP, the Engineering Division will submit the 2022 TAMP to the Transportation Asset Council.

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AYES: Councilpersons: Moore, Lafferty, Papandrea, Kabacinski, Watts, Rogensues, Green

---

NAYS: Councilpersons: None

RESOLUTION DECLARED ADOPTED this 20th day of December, 2022.

*Mindy Moore*

MINDY MOORE  
Secretary of the Council

**CERTIFICATION**

STATE OF MICHIGAN )  
                            ) SS.  
COUNTY OF MACOMB)

I, SONJA BUFFA, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on December 20, 2022.

---

SONJA BUFFA  
City Clerk



**CITY ATTORNEY'S OFFICE**

One City Square, Suite 400  
WARREN, MI 48093  
(586) 574-4671  
FAX (586) 574-4530  
[www.cityofwarren.org](http://www.cityofwarren.org)

January 9, 2026

Ms. Mindy Moore  
Council Secretary  
City of Warren

**Re: Americans with Disabilities Act (ADA) Transition Plan**

Dear Council Secretary Moore:

Please find attached the City of Warren's Americans with Disabilities Act (ADA) Transition Plan for Council review and consideration.

Federal ADA regulations require local units of government to maintain and periodically update a Transition Plan identifying barriers to accessibility and outlining a plan for their removal. This document fulfills that requirement and reflects the City's current compliance framework.

The Transition Plan was developed through a coordinated effort involving the City's ADA Committee, multiple City departments, and the City's engineering consultants. It includes a citywide self-evaluation of City-owned buildings and parks, identification of physical and programmatic accessibility barriers, and recommended priorities for barrier removal based on need, feasibility, and available resources.

In addition, the Plan establishes procedures for ongoing compliance oversight, public notification, reasonable accommodation requests, and grievance resolution. Together, these components are intended to provide a consistent and transparent framework to guide the City's continued efforts to improve accessibility across facilities, programs, and services.

The ADA Committee respectfully requests that this item be scheduled for a Committee of the Whole Meeting to allow adequate time for discussion prior to formal Council action.

Council Secretary Mindy Moore  
January 9, 2026  
Page 2

Please let me know if additional information is needed.

Respectfully,

Signed by:

*Caitlin Murphy*  
F040B73E5/F248E...  
Caitlin Murphy  
ADA Coordinator  
Assistant City Attorney

CM/s/ltr to m.moore re ADA plan-117044

Attachments

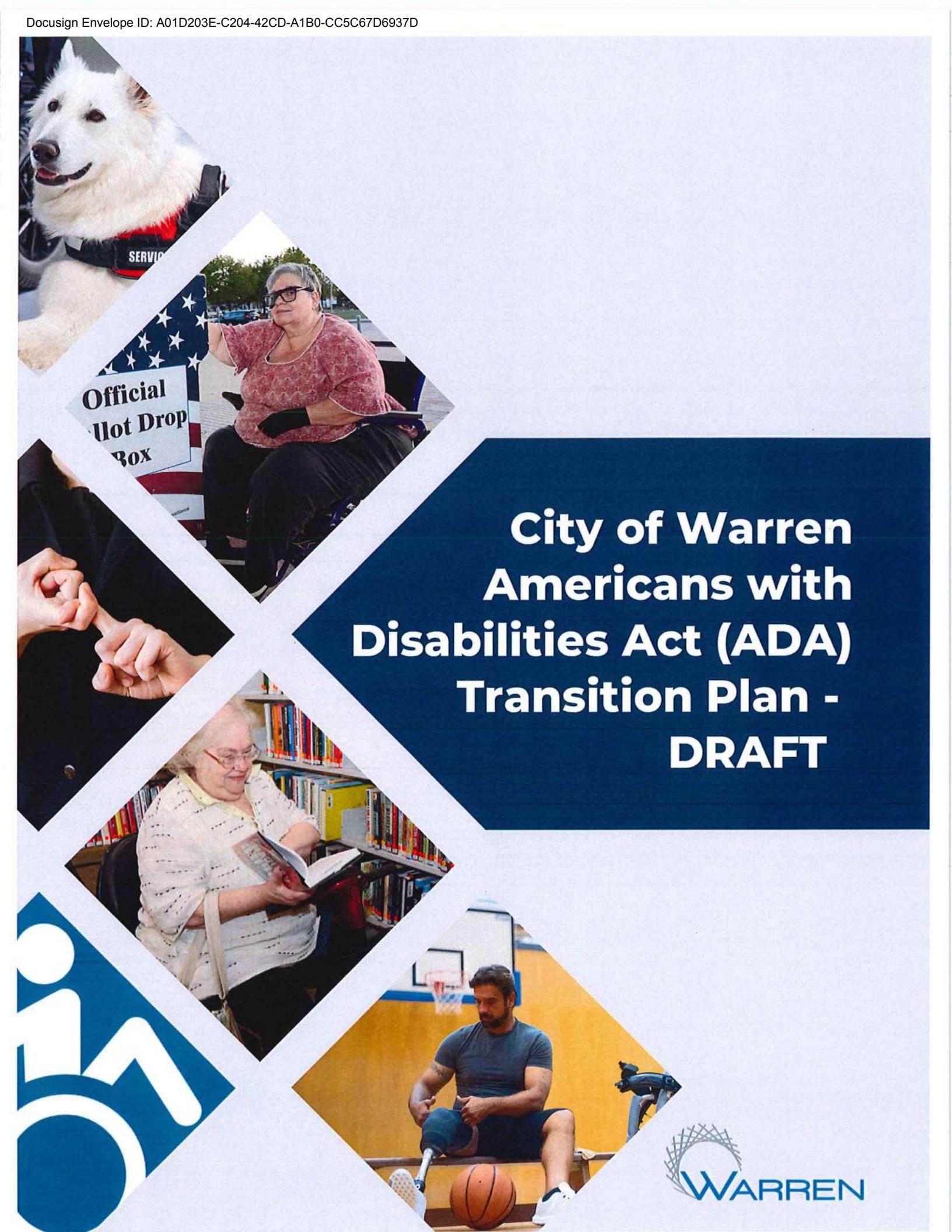
cc: Tina Gaphes, City Engineer  
Rick Fox, City Controller  
Jason Spiller, Director, Parks and Recreation  
David Muzzarelli, Director, Department of Public Service  
Jeff Reeves, Director, Building Maintenance  
Jared Gajos, Director of Human Resources  
Tom Bommarito, Executive Director, Downtown Development Authority  
Eric Hawkins, Police Commissioner  
Annette Gattari-Ross, Court Administrator / Magistrate, 37th District Court  
Clarissa Cayton, Communications Director

Read and Concur:

Signed by:  
*mary michaels*  
F1980B5F52344A1  
Mary Michaels  
Acting City Attorney

Approved:

Signed by:  
*Lori M. Stone*  
F040B73E5/F248E...  
Lori M. Stone  
Mayor



# **City of Warren Americans with Disabilities Act (ADA) Transition Plan - DRAFT**



DRAFT

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## 1. INTRODUCTION

The City of Warren is a community of 139,387 (2020 census) in Macomb County, Michigan. It is the City of Warren's intent to increase accessibility throughout the community to improve the lives of its residents and visitors, and to continue to satisfy the requirements of the federal Americans with Disabilities Act (ADA).

In July of 2024, the City of Warren engaged Hubbell, Roth & Clark, Inc. (HRC) to develop an ADA Transition Plan, to document accessibility issues with City facilities and to create a plan for improving accessibility at these facilities to ensure that people with disabilities are given equal access to the City's facilities, programs and services.

Transition Plan Contributors:

### CITY OF WARREN

Mayor:	Lori M. Stone
ADA Coordinator:	Caitlin Murphy
Human Resources Director:	Jared Gajos
Communications Web Specialist:	Katherine Montalto
Purchasing Agent:	Craig Treppa
City Engineer:	Tina Gapsches, P.E.
Public Service Director	David Muzzarelli
Public Services Administrative Supervisor	Steven Campbell
Assistant City Controller	Mark Knapp
Community Development Supervisor	Angela Tarasenko
Parks & Recreation Director	Anthony Casasanta
Parks & Recreation	David Klein
Building Maintenance Director	Jeff Reeves
Communications Director	Clarissa Clayton
Action Logs:	Warren Engineering Department

### HUBBELL, ROTH & CLARK, INC. (HRC)

Transition Plan Preparation:	Adrianna Melchior, AIA
City Building Assessments:	Adrianna Melchior, AIA

### NOWAK & FRAUS ENGINEERS (NF)

Parks & Recreation Facility Assessments:	John Dell'Isola, P.E.
--	-----------------------

### CITY OF WARREN COMMISSION ON DISABILITIES MEMBERS

John Couture	Aron Shutran
Taylor Johnson	Rita Shutran, Chair
Karen Keffer	

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The duties of the Commission on Disabilities are as follows:

1. Review and recommend to the mayor and council the development of programs and practices that will improve inclusion to city services and facilities for people with disabilities.
2. Advise the city on compliance with federal and state regulations and legal developments affecting city accessibility to people with disabilities. Provide city departments, boards and commissions with information on state and federal laws and regulations.
3. Address issues as the mayor may from time to time request pertaining to the city's accessibility to services and compliance with federal and state regulations.
4. Provide information and recommendations to the mayor and council on improvements to city services, facilities and practices to more effectively attain the goals of compliance with the Americans with Disabilities Act and enhanced inclusion.
5. Encourage and promote better communication and a greater understanding of people with disabilities among the community and city employees, officers, boards and commissions.

<https://www.cityofwarren.org/government/boards-and-commissions/disabilities-commission/>

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## 2. REPORT OVERVIEW

### 1. ADA REQUIREMENTS

The Americans with Disabilities Act (ADA) was created to prohibit discrimination based on disability. The ADA broadly protects the rights of individuals with disabilities in employment, access to State and local government services, places of public accommodation, and transportation. The ADA also requires newly designed and constructed or altered State and local government facilities, public accommodations, and commercial facilities to be readily accessible to and usable by individuals with disabilities. The ADA is comprised of the following five titles that cover the various aspects of public life:

- Title I (Employment)
- Title II (State and Local Government)
- Title III (Public Accommodations)
- Title IV (Telecommunications)
- Title V (Miscellaneous Provisions)

### 2. TRANSITION PLAN REQUIREMENTS

Title II of the ADA regulates governmental agencies, with the primary goal of ensuring that all the agency's programs and services are accessible to individuals with disabilities. As such, public agencies are required to prepare an ADA Transition Plan if modifications to facilities are required to provide access to programs or services. The ADA Transition Plan is limited to evaluating physical barriers; however, it is important to also complete a general analysis of the agency's programs and services to determine if other physical changes are necessary. The ADA Transition Plan documents what actions the City will take to alter its facilities. The ADA requires that the ADA Transition Plan be submitted for public review before final approval and adoption by the appropriate regulatory agency.

Generally, the ADA Transition Plan lists existing barriers under the City's jurisdiction and indicates what steps are to be taken to reasonably accommodate individuals with disabilities to the City programs. The City of Warren is required to provide access to all its programs but is not required to remove all architectural barriers in all facilities if other accommodations are made to provide access. In addition to making physical improvements, government agencies can choose from various administrative solutions such as relocating or modifying a particular program or service, to obtain overall program access.

The ADA Transition Plan is required by Department of Justice (DOJ) rules to address the following aspects of accessibility:

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1. Identification of the official responsible for implementation of the transition plan (See 28 CFR 35.150(d)(3)(iv)).
  - a. Refer to Section 2.3 of this report for the Designated Official.
2. An inventory of barriers (i.e., identification of physical obstacles) (See 28 CFR 35.150(d)(3)(i) & 28 CFR 35.105(a)).
  - a. Refer to Appendix A for the Inventory of Accessibility Improvements.
3. A prioritized schedule of when barriers will be eliminated and deficiencies corrected (See 28 CFR 35.150(d)(2) & 28 CFR 35.150(d)(3)(iii)).
  - a. Refer to Section 5.2.
4. A description of the methods that will be used to make facilities accessible (See 28 CFR 35.150(d)(3)(ii)).
  - a. Refer to Section 5.2.

Structural changes are not required where other solutions are feasible. However, where other solutions are not feasible, structural changes are required. When structural change is the method chosen to make a program or service accessible, the changes must meet the requirements of the 2010 ADA Standards, unless it is technically infeasible to do so. When full compliance is not technically feasible, the changes must follow the Standards to the maximum extent feasible.

The Transition Plan will become a working document until all barriers have been addressed.

### **3. DESIGNATED OFFICIAL**

The public entity is required to designate a person to be responsible for coordinating the implementation of ADA requirements and for investigating complaints of alleged noncompliance. As such, the City of Warren's designated ADA Coordinator is:

General Public: Caitlin Murphy, [adawarren@cityofwarren.org](mailto:adawarren@cityofwarren.org)  
586-574-4671

Additionally, City of Warren employees can report concerns internally via the City of Warren Human Resources Department.

### **4. THE AMERICANS WITH DISABILITIES ACT NOTICE**

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Warren will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The City of Warren does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: The City of Warren will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City of Warren's programs, services, and activities, including qualified sign language

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interpreters and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The City of Warren will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the City of Warren offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Warren, should contact the ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City of Warren to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the City of Warren is not accessible to persons with disabilities should be directed to Caitlin Murphy, One City Square, Suite 400, Warren, Michigan 48093, [adawarren@cityofwarren.org](mailto:adawarren@cityofwarren.org), or (586) 574-4671.

The City of Warren will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

For questions on the City's ADA Notice policy, please contact Legal Department, City of Warren, One City Square, Suite 400, Warren, Michigan 48093; Phone 586-574-4671; Fax 586-574-4530 or send an email to: [adawarren@cityofwarren.org](mailto:adawarren@cityofwarren.org).

## 5. COMPLAINT RESOLUTION AND ACCOMMODATION REQUESTS

An individual, on behalf of themselves or another individual, or an organization on behalf of an individual, who believes that the City of Warren is not in compliance with the ADA may submit a complaint with the City.

The below process was established to meet the grievance procedure requirements under Title II of the Americans with Disabilities Act (ADA). Members of the public may use this process to file a complaint alleging discrimination based on disability in the provision of services, activities, programs, or benefits by the City of Warren.

### ADA Complaint Procedure

Members of the public may use this process to file a grievance alleging discrimination on the basis of disability in the provision of services, programs, or benefits by the City of Warren.

**Submission:** The complaint may be filed electronically via the online complaint form at:

<https://www.cityofwarren.org/ada-complaint-resolution/>

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This online form may be printed and mailed or submitted in person to the City of Warren ADA Coordinator, c/o Warren City Attorney's Office, One City Square, Suite 400, Warren, Michigan 48093. A complaint may also be submitted in another format, as long as it is in writing and contains all relevant information listed below.

**Content:** Complaints must contain sufficient information about the alleged discrimination to resolve the complaint, including, but not limited to, the complainant's name, contact information, date, location, and description of the alleged violation. Complaints must be filed within 180 days of the alleged discrimination.

For printed copies of the DOJ's Civil Rights Division ADA complaint form, please visit:  
One City Square, Human Resources Suite 410, Warren, Michigan 48093-5286.

For ADA complaints related to the City of Warren, please turn in or mail the printed complaint form to:  
One City Square, Human Resources Suite 410, Warren, Michigan 48093-5286.

For ADA complaints not related to the City of Warren, please mail your printed ADA complaint form to:  
U.S. Department of Justice, Civil Rights Division, 950 Pennsylvania Avenue, NW Washington, DC 20530.

#### Filing an Appeal

If the response to a complaint by the ADA Coordinator does not satisfactorily resolve the complaint, the complainant may appeal the decision within 30 calendar days after receipt of the response to the Title II ADA Appeals Coordinator.

**Submission:** Appeals may be submitted using the ADA appeal form at:  
[https://www.cityofwarren.org/how\\_do\\_i/appealing-ada-coordinator-decision/](https://www.cityofwarren.org/how_do_i/appealing-ada-coordinator-decision/)

This online form may be printed and mailed or submitted in person to the City of Warren ADA Appeals Coordinator, c/o Warren Department of Human Resources, One City Square, Suite 410, Warren, Michigan 48093.

An appeal may also be submitted in another format, as long as it is in writing and contains all relevant information listed below.

**Content:** The appeal must explain why the complainant disagrees with the ADA Coordinator's response.

#### Complaint and Appeal Process

**Complaint:** Once received, the City will attempt to contact the person submitting a complaint within 15 calendar days of receiving it. Within 30 calendar days of the initial communication with the complainant, the City will respond to the complaint in writing or in an alternative accessible format. This response will explain the City's position and, if relevant, offer options for substantive resolution of the complaint.

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**Appeal:** Within 30 calendar days of receiving an appeal, the Title II ADA Appeals Coordinator, or their designee, will provide a final decision in writing or an alternative format accessible to the complainant.

**Retaliation:** If you believe you have been a victim of retaliation or intimidation on the basis of an ADA complaint submitted to the City, please contact the ADA Coordinator immediately.

**Complaint Retention:** The City will retain all written ADA complaints, appeals, and responses for at least three years from the date of receipt.

**Additional Information**

A notification of the Complaint Procedures is available on the City's website and will be posted on bulletin boards in City Hall, Community Center, Civic Center South, and Library facilities, as well as in conjunction with meeting notices and job applications.

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## 3. TRANSITION PLAN SUMMARY

### 1. METHODOLOGY

#### ACCESSIBILITY STANDARDS AND GUIDELINES

The current set of standards used for building and site evaluations as part of the self-evaluation is the Department of Justice's 2010 ADA Standards for Accessible Design dated September 15, 2010. This standard incorporates Title II regulations at 28 CFR 35.151, Title III Regulations at 28 CFR part 36, and the 2004 ADA Accessible Guidelines (ADAAG) at 36 CFR part 1191, Appendices B and D.

#### APPROACH TO DATA COLLECTION

HRC and NF conducted in-field surveys at each individual facility or site, collecting physical measurements with a tape measure, door pressure gauge, and digital level to evaluate for compliance. Methods used for the evaluations included taking physical dimensions of items like parking spaces, signage, restroom amenities, countertops, door widths, etc., as well as identifying slopes for paving and ramps. Additional evaluation methods included verifying obstructions, inadequate number of amenities, improper locations, functionality reviews, and other particulars as required by the ADA.

The building/facility assessments address primarily "dimensional" requirements and do not include evaluation of such features as: alarm decibels, illumination intensity, pulse rate or duration; elevator speed, leveling, door timing, availability of Braille documents; 9-1-1 TTY (text telephone) capabilities. The playground assessments included site observation and spot checking of dimensions but did not include testing to confirm compliance with (ASTM) standards for playground surfacing. These elements will be surveyed at a later date as needed by the City.

### 2. PUBLIC ENGAGEMENT

Refer to the City's ADA Transition Plan webpage at [www.cityofwarren.org/residents/ada-transition-plan/](http://www.cityofwarren.org/residents/ada-transition-plan/) for information on the City's process for public engagement on this Plan. This webpage includes information on project goals, public meeting records, engagement survey data, and grievance procedures. It also includes weblinks to other information on ADA compliance and procedures employed by the City in their efforts to support accessibility for their constituents.

It is vitally important for the community to take part in the preparation of the Transition Plan to provide local context, share their lived experiences, and identify missing elements. Public comment on this Plan is essential for creating inclusive, effective, and legally sound strategies.

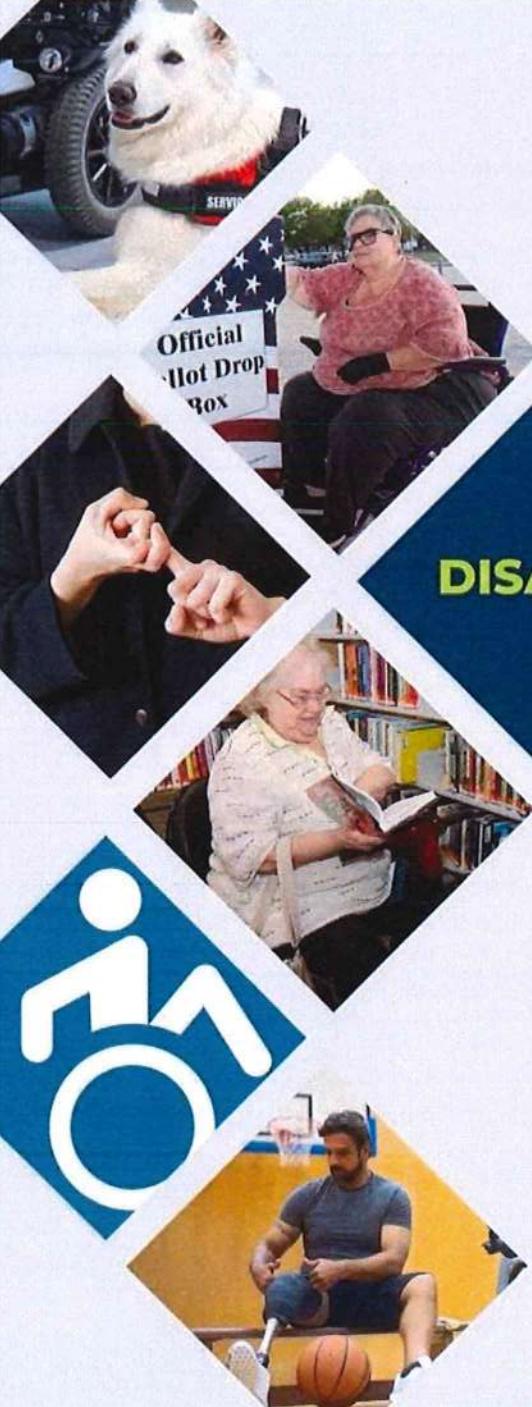
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## **PUBLIC MEETINGS**

During the preparation of the Transition Plan, two public community engagement meetings were held to review plan contents and solicit feedback:

October 3, 2025 from 9:00 a.m. – 10:30 a.m. at the City Hall 1<sup>st</sup> Floor Warren Conference Room

October 20, 2025 from 6:00 p.m. – 7:30 p.m. at the Burnett Branch Library Meeting Room



**WARREN**

**ALL RESIDENTS, CAREGIVERS,  
SERVICE PROVIDERS, AND  
DISABILITY ADVOCATES ARE  
ENCOURAGED TO ATTEND**

**CITY OF WARREN  
AMERICANS WITH  
DISABILITIES ACT (ADA)  
TRANSITION PLAN  
PRESENTATIONS**

**FRIDAY  
OCTOBER 3 @ 9AM  
WARREN CITY HALL  
1<sup>ST</sup> FLOOR CONFERENCE ROOM  
(1 CITY SQUARE, WARREN, MI 48093)**

**MONDAY  
OCTOBER 20 @ 6 PM  
MAYBELLE BURNETTE LIBRARY  
COMMUNITY ROOM  
(23345 VAN DYKE AVE, WARREN, MI 48089)**

**IF YOU HAVE ANY QUESTIONS, CONCERNS,  
OR REQUIRE DISABILITY-RELATED  
ACCOMMODATIONS FOR THE MEETING,  
PLEASE CONTACT CAITLIN MURPHY BY  
PHONE AT 586 574-4671 OR BY EMAIL AT  
[CMURPHY@CITYOFWARREN.ORG](mailto:CMURPHY@CITYOFWARREN.ORG).**

**A VIRTUAL PARTICIPATION LINK WILL BE  
AVAILABLE ON THE CITY'S WEBSITE BEFORE  
THE MEETING BEGINS.**

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## **PUBLIC SURVEY**

An online public survey was also created to collect additional information to consider when preparing the Transition Plan to ensure that public interests and goals are being met, and to encourage transparency and accountability. The survey included an opportunity for participants to be contacted directly to discuss their comments to ensure that diverse perspectives were considered when crafting this document.

[www.cityofwarren.org/residents/ada-policy/](http://www.cityofwarren.org/residents/ada-policy/)

## **3. BARRIER REMOVAL PROCEDURES**

Currently, the City removes physical barriers through one of the following methods:

- Physical changes to buildings and amenities.
- Providing auxiliary support implements to aid in accessibility.
- Providing programs and services in an alternate accessible format.
- Relocating programs and services to an accessible ADA facility.

## **4. CITY CONTRACTS**

Whenever applicable, Contractors shall perform work in accordance with the American with Disabilities Act, 42 USC § 12101 et seq, (including corresponding rules, regulations, and design standards), the Persons with Disabilities Civil Rights Act, MCL 37.1101 et seq. and City ordinances relating to accessibility.

The City of Warren abides by all provisions and standards listed under ADA Title II (and in certain instances ABA when using Federal funding), when designing, constructing, and renovating public spaces. City contractors and related projects must abide by all ADA standards and regulations that the City of Warren is dedicated to. For more information, please visit: <https://www.ada.gov/resources/ada-city-governments/>

Contracts also require contractors to comply with Title VI.

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## 5. ACTION ITEMS

To provide for a more accessible City for residents, workers, and visitors, the City of Warren will:

- Review and update the Plan's schedule of projects annually, and as new needs arise, such as through review of facilities for any new City's annexations and/or building renovations/expansions.
- Continue to uphold the City's published ADA notice and grievance procedures.
- Continue to ensure ADA information notices are prominently and publicly displayed and ensure the posted ADA information is regularly updated, as necessary.
- Staff Training – the City of Warren will continue to work with our employees to ensure they are fully equipped with the proper resources related to ADA rules and regulations within their department and out in the City of Warren community. This will be done through proper training, posting, and follow-up on current and future ADA-related standards.
- Employment Practices – the City of Warren follows the Civil Rights Act of 1964, which make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy, childbirth, or related conditions, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information. The City of Warren strives to foster an environment of inclusion and accessibility for all, including reasonable accommodation for those applicants and employees that fall under the ADA standards listed for state and local government. Should an applicant or an employee require reasonable accommodation, they are to make a request to the Human Resources Department found at:

One City Square, Human Resources Suite 410, Warren, Michigan 48093-5286.  
Main Line: (586) 574-4670.

- City Website Updates – the City of Warren Communications Department works to ensure that the website [www.CityofWarren.org](http://www.CityofWarren.org) is ADA compliant in a myriad of ways. The Communications Department uses third-party services like Site Improve ([www.siteimprove.com](http://www.siteimprove.com)) to run weekly accessibility overview reports to check our A, AA, AAA, and WAI-ARIA scores. Our web specialist, who runs and maintains the website daily, has ADA training and regularly checks the site for screen reader usability using NVDA ([www.nvaccess.org](http://www.nvaccess.org)). The developers of the website, Insideout ([www.evolveinsideout.com](http://www.evolveinsideout.com)) built ADA compliance into our website from its inception and we are currently working with them to upgrade our back-end infrastructure to be compliant with the new standards that are being implemented by the federal government starting in April 2026.

DRAFT

## 4. SELF-EVALUATION

The first task in preparing an ADA Transition Plan is to prepare an inventory of existing facilities to determine barriers to accessibility. Refer to Figure 4.1 for the sites and facilities surveyed as part of this Transition Plan.

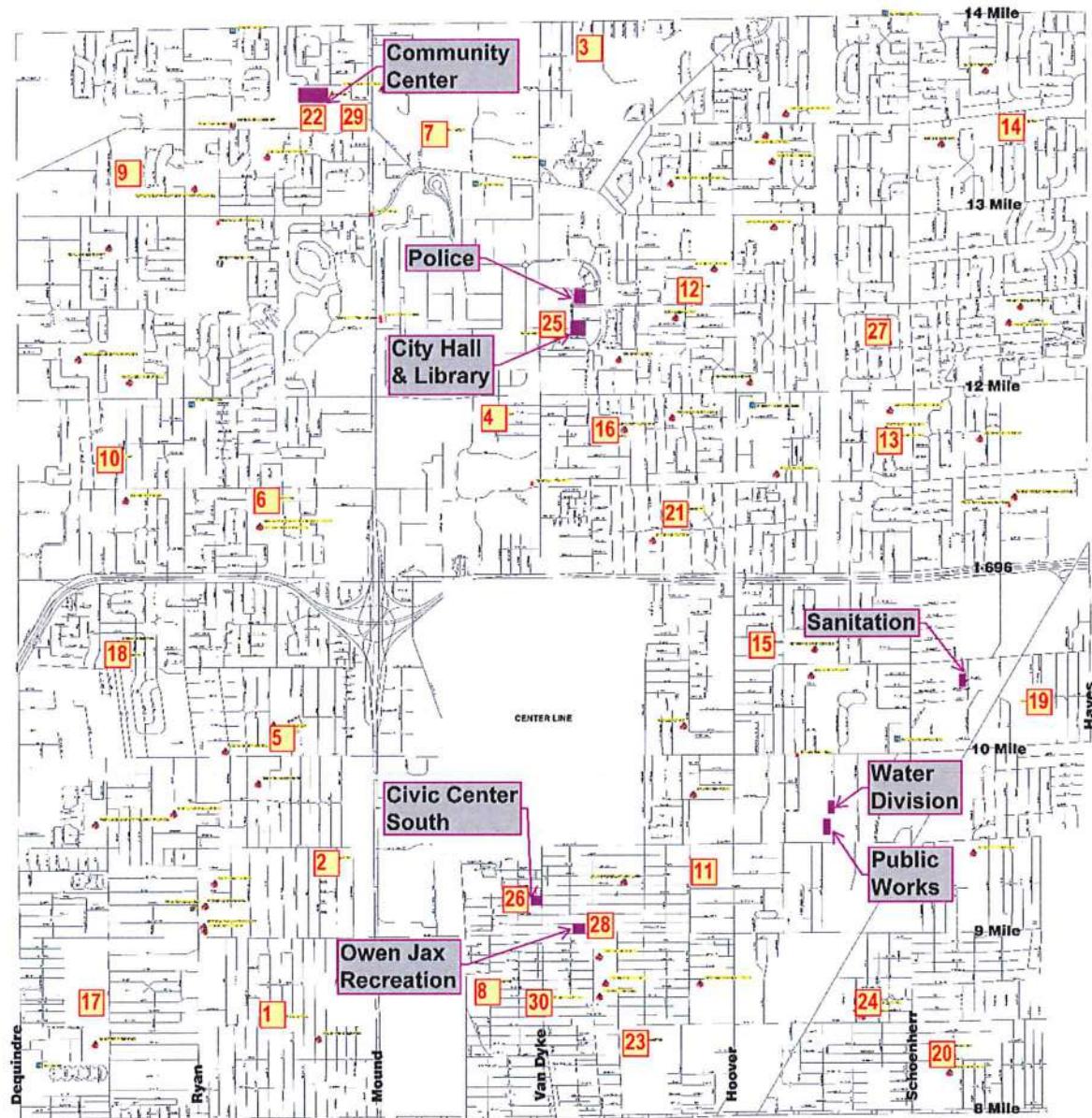


Figure 4-1. Overall Facilities Location Map

Refer to the chart in Section 4.2 for the list of parks that corresponds to the numbers on the above map. Self-evaluations will continue to be routinely done after the Transition Plan is complete. Periodic reviews and updates to the Plan must be conducted to ensure ongoing compliance with ADA requirements.

DRAFT

## 1. BUILDINGS

The list of City-owned buildings that were surveyed for the Transition Plan are as follows:

Building	Address
Warren Community Center	5460 Arden Ave.
Civic Center South	23345 Van Dyke Ave.
City Hall	One City Square
Police Headquarters	29900 Civic Center Blvd.
Owen Jax Recreation	8207 E. Nine Mile Rd.
Water Division	12821 Stephens Rd.
Public Works	12801 Stephens Rd.
Sanitation	25601 Flanders Ave.
37th District Court	8300 Common Rd.

HRC performed field surveys of each building, and identified building elements that were non-compliant based on the (4) priorities listed in the Department of Justice ADA Title II Regulations in order of importance:

- Priority 1 – Accessible Approach and Entrances
- Priority 2 – Access to Goods and Services
- Priority 3 – Access to Public Toilet Rooms
- Priority 4 – Access to Other Items, such as water fountains and public telephones

The cost estimates in Section 5.0 of this Plan includes a list of the identified tasks for barrier removal, itemized by Priority and Building.

Refer to **Appendix A** for the full assessment reports for each building, prepared by HRC as part of the Self-Evaluation task.

The following City-owned or operated facilities are intended to be surveyed as part of a future update to the Transition Plan:

Building	Address
Senior Housing Complex	26600 Burg Rd.
Busch Branch Library	23333 Ryan Rd.
Beebe Building	5961 Beebe Ave.
Fire Stations 1-6	Multiple
Waste Water Treatment Plant	32360 Warkop Ave.
Nine Mile Road Pump Station	14505 E. Nine Mile Rd.
Transfer Station	25601 Flanders Ave.

Additional buildings may be added to the list as the City obtains them, based on priority.

DRAFT

## 2. PARKS & RECREATION FACILITIES

The list of City-owned parks that were surveyed for the Transition Plan are as follows:

Map #	Park	Address
1	Altermatt	4811 Toepfer Rd.
2	Austin Dannis	5200 Stephens Rd.
3	Ted Bates	32601 Warkop Ave.
4	Louis J. Burdi	7000 E. 12 Mile Rd.
5	Jeanne O. Busse	5002 Frazho Rd.
6	Thomas L. Butcher	4700 Martin Rd.
7	Eckstein	31810 Davy St.
8	Eugene B. Groesbeck	22221 Memphis Ave.
9	Norman J. Halmich	3001 E. 13 Mile Rd.
10	Oscar Hartsig	2701 Martin Rd.
11	Jaycee	11371 Timken Ave.
12	Frank J. Licht	30100 Campbell St.
13	Clarence M. McGrath	13300 Leisure Dr.
14	Arthur J. Miller	14500 Masonic Blvd.
15	Grace Rentz	12000 Herbert Ave.
16	Leo G. Rinke	28500 Arsenal Ave.
17	William A. Shaw	22001 Warner Ave.
18	Clarence J. Steinhauser	3101 Frazho Rd.
19	Joseph w. Trombly	14775 Alvin Ave.
20	Obra A. Underwood	13700 Sidonie Ave.
21	Veteran's Memorial	27400 Campbell Ave.
22	Warren Community Center	5460 Arden Ave.
23	Frank Wiegand	8700 Toepfer Rd.
24	Anthony F. Winters	13000 Saint Andrews Ave.
25	City Square	One City Square
26	Civic Center South	23345 Van Dyke Ave.
27	Ridgewood	13333 Racine Rd.
28	Owen Jax Recreation Center (Playscape)	8207 E. Nine Mile Rd.
29	Beebe Corner	31933 Mound Rd.
30	Maybelle Burnett Library (Playscape)	23345 Van Dyke Ave.

Nowak & Fraus Engineers performed field surveys of each park and identified elements of non-compliance. Refer to **Appendix B** for the full assessment reports for each site as part of the Self-Evaluation task.

**DRAFT**

### 3. SIDEWALKS

HRC surveyed the sidewalks directly adjacent to each of the eight (8) surveyed facilities, to identify the relevant barriers to the Right Of Way (ROW) areas at each property. Refer to **Appendix C** for the reports for each facility.

In addition, the City routinely performs yearly sidewalk repairs and replacements as part of general maintenance throughout the community. These repairs are prioritized by impact to the community. A log of the repairs undertaken for the last three years can be found on the City's website at:

<https://www.cityofwarren.org/wp-content/uploads/2025/07/ADA-Improvements-List-2022-2024-1.pdf>

### 4. PROGRAMS, POLICIES, AND PROCEDURES

Considerations for City of Warren public accommodation include the following:

- Reasonable Accommodation Request Form, Policy & Resolution Log
  - Refer to Section 2.5.
- Communications
  - Digital Media – information is available in many digital formats, including websites, video and audio tapes, electronic books, televised programs, and other such media.
    - City Council Meetings are televised live, and are also available in recorded digital formats, as well as written transcripts.
    - Additionally, all recorded public City meetings are available in digital formats.
    - Closed Captioning is available for meetings as applicable.
  - The City is able to provide Agendas and Minutes for all Boards and Commissions.
  - Policy on alternate formats for online data – The Warren Public Library has readers available for public use to review online data. Refer to Section 5 for additional information.
- Public Meeting Accommodations
  - ADA compliant City Meeting Venues are available at the following locations:
    - City Hall
    - Community Center
    - Libraries
    - Senior Housing Stilwell Manor
    - Water Garage
  - Additionally, attendees at Board and Commission meetings can request reasonable ADA accommodation to participate in these meetings. If the meeting venue is unable to be modified to accommodate participation, a Zoom or similar remote attendance option may be provided.

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- Commission on Disabilities – the primary objective of the Commission is to advise the Mayor and City Council on the development of programs and practices that will improve the access to city services and facilities for people with disabilities, encourage and promote better communication and a greater understanding of people with disabilities in the community and with city employees, boards, and commissions.
- Community Program Participation
  - Notices and advertisements for Community Programs include contact information to request accommodation. Upon receiving a written request, the program coordinator and any other relevant departments and employees determine whether the request can be accommodated or if there is alternative method of accommodating the individual. This determination is based on reasonableness of the request, with considerations made for resource limitations, feasibility, and timeliness.
- Considerations for Persons with Disabilities during an Emergency at City Buildings
  - Emergency policies are posted in each building.
- Accommodation for Voting
  - No Reason absentee ballots can be obtained by applying online at [www.michigan.gov/vote](http://www.michigan.gov/vote) .
  - Voters with disabilities can contact the Michigan Bureau of Elections Ombudsperson for Accessible Elections for assistance.  
Email: [MDOS-ADAVoting@Michigan.gov](mailto:MDOS-ADAVoting@Michigan.gov)      Phone: 517-335-2730  
More information on accessible elections and voting is available at <https://mvic.sos.state.mi.us/Home/AccessibleVoting>.
- Service Animal Guidance Policy
  - The City of Warren follows the U.S. Department of Justice's policy on Service Animals. Additional information on this policy can be found here: <https://www.ada.gov/topics/service-animals/>.
  - The ADA explains what businesses and state/local governments must do to make sure that they do not discriminate against a member of the public with a disability who uses a service animal.
  - Generally, businesses and non-profits that are open to the public as well as state/local governments must allow service animals to go to most places where the public can go. This is true even if they have a "no pets" policy.
  - A business or state/local government does not need to allow a service animal if the dog's presence would fundamentally alter the nature of the goods, services, programs, or activities provided to the public.

**DRAFT**

## 5. EXISTING PROGRAMS AND SERVICES

Accessibility compatible programs and services in the City of Warren are available as follows:

### 37<sup>TH</sup> DISTRICT COURT

Michigan Supreme Court Administrative Order (AO) 2015-5 directs each trial court to adopt a Local Administrative Order (LAO) that describes the procedure to be followed for a person to request accommodations under the Americans with Disabilities Act (ADA) in that court.

Administrative Order 2025-03 is the LAO currently followed by the 37<sup>th</sup> District Court. In the future, should the State update this guideline, the City fully intends to adopt the updates.

Individuals making a request for accommodation are instructed to use this form from the State of Michigan's court website:

[MC 70, Request for Reasonable Accommodations and Response](#)

### BUILDING DEPARTMENT

Any new and altered facilities requiring building permits are required by the Building Department to be updated to comply with the 2010 ADA Standards, and the current edition of the ICC ANSI A117.1 Accessible and Usable Buildings and Facilities standard.

Building Department inspectors routinely participate in Accessibility seminars and training, and the City's Plan Examiner is required to be certified in accordance with ICC 21 – Accessibility Inspector/Plans Examiner. And inspectors in the Engineering Department are trained to inspect ramp construction for ADA compliance.

Additionally, properties applying for a Certificate of Compliance are required to ensure that their parking lot is striped in accordance with ADA standards. And the City is striving to provide accessible parking at all City-owned facilities.

### CITY CLERK

- Voter Accommodations: the City of Warren follows the State of Michigan guidelines for voting. There are several options for individuals with disabilities to vote, as summarized at the following webpage:  
<https://www.michigan.gov/sos/resources/accessibility-and-accommodations>
- Disabled residents can utilize an ADA compliant counter for transactions at the City Clerk's office at City Hall.
- Patrons needing additional assistance with filling out applications or other needs pursuant to Clerk's Office business are invited to inquire at the main counter at City Hall.

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## **COMMUNITY DEVELOPMENT**

- Host training and education to city staff and contractors on fair housing, accessibility requirements, and the importance of providing reasonable accommodations.
- On an annual basis, the Fair Housing Center of Metro Detroit provides comprehensive training to City staff on the Fair Housing Act.
- Coordinate with occupants of assisted units with disabilities to make reasonable modifications to their units, at their own expense, to accommodate their needs (e.g., installing grab bars in the bathroom). This is for tenants of assisted units and owner occupants who receive assistance from our residential rehabilitation loan program.

## **HUMAN RESOURCES**

- Has standard processes and appellate procedures for addressing an employee's ADA complaint and/or reasonable accommodation.
- Strictly follows the City's anti-discrimination policy, which includes prohibiting discrimination against a person with a disability.
- Does not discriminate against applicants with a disability (Equal Opportunity Employer).
- Provides ongoing disability-related education and training for City employees.
- Provides job applicants with translation and sign language services and lower counters.

## **LIBRARY**

- Reference Service by Phone
- Alzheimer's Kits
- Audiobooks on Disc and MP3 Digital
- DVD's and Blue Ray Discs
- Computer for the Visually Impaired (Civic Center)
- Drive-Up Drop Box (for books and audiovisual)
- Faxing / Scanning Services
- Freega (downloadable music)
- Interpreting Services
- Home Delivery
- Hoopla & Libby Digital Apps – eBooks, eAudiobooks, music, movies, TV series, graphic novels and magazines.
- Interlibrary Loans
- Large Print Books
- Large Print Computer Keyboard
- Meeting Rooms
- Mobile Hotspots / Mobile Printing
- Motorized Scooter and Wheelchair (In-house use only at Civic Center)
- Motorized Wheelchair and Wheelchair (In-house use only at Miller)
- Music CD's

**DRAFT**

- Optelec (CCTV) (Civic Center) – Clearview Magnifying Machine
- Outreach Services for Senior Residents and Community Organizations.
- OverDrive eBooks, eAudiobooks, eMagazines (Libby IOS App)
- Reference Services by Phone
- Study Rooms (All Branches)
- Video Games
- City Council Meetings on DVD
- Tonies
- Vox Books

## **PARKS & RECREATION**

The City of Warren Parks and Recreation Department is committed to ensuring inclusive and accessible recreational opportunities for all residents. The following services, amenities, and facility features are in place to support individuals with disabilities in compliance with the Americans with Disabilities Act (ADA):

- Adaptive Sports Programs:
  - Inclusive basketball and softball leagues designed for individuals with disabilities.
- Adaptive Social Engagement:
  - Weekly adaptive social group meetings to promote community connection and engagement.
- Accessible Facilities & Infrastructure:
  - Wheelchairs are available for on-site use.
  - Push-button operated entrance/exit doors for ease of access.
  - Elevator access at the Warren Community Center (WCC).
  - Accessible reception desk designed for disabled patrons.
- Restroom and Shower Accommodations:
  - Dedicated private accessible restroom and shower room.
  - ADA-compliant showers equipped with grab bars for safety.
- Aquatic Center Accessibility:
  - Pool lifts to assist individuals entering and exiting pools.
  - Zero-depth entry pool providing gradual, ramp-like water entry.
  - Ground-level interactive features on the children's water play structure for inclusive play.
- Special Events Accessibility:
  - ADA-compliant porta-johns are provided at all public events hosted by Parks and Recreation.

**DRAFT****POLICE**

- Several Police procedures are in place for addressing the needs of disabled persons in the community, whether as detainees, witnesses, or visitors:
  - Arrest and detention of suspects with physical and/or developmental disabilities
  - Communicating with people that are deaf or hard of hearing and/or with limited English language proficiency
  - Other ADA-related policing concerns.
- Upon request, accessible parking signs can be provided in residential neighborhoods.

**SENIOR HOUSING****Existing ADA-Aligned Services and Programs**

Warren Senior Housing offers a comprehensive range of services, physical improvements, and policy initiatives that align with the ADA. These efforts promote accessibility, safety, and equal opportunity for residents with disabilities:

- ADA-Accessible Entrances and Sidewalk Transitions
  - Increased the number of ADA-accessible building entrances across all senior housing properties.
  - Installed curb cuts and sidewalk transitions to eliminate mobility barriers for individuals using wheelchairs, walkers, or other assistive devices.
- Wheelchair-Accessible Apartments
  - Designated and modified apartments to meet ADA standards, including widened doorways, roll-in showers, lowered countertops, and accessible appliances.
- Stilwell Manor Nurse Call System
  - Each apartment at Stilwell Manor is equipped with a nurse call system to enhance safety and ensure residents can quickly summon assistance in emergencies.
- Fair Housing and Equal Opportunity Housing
  - Committed to providing fair and equal access to housing for individuals with disabilities, in full compliance with the Fair Housing Act and ADA.
- Fair Housing and ADA Training for Staff
  - Ongoing training provided to administrative and maintenance staff on ADA requirements, fair housing laws, and reasonable accommodation practices.
- Reasonable Accommodation and Modification Program
  - Offers a structured process for residents to request reasonable accommodation (policy or procedural changes) and reasonable modifications (physical alterations) related to their disabilities.
  - Examples include installation of grab bars, visual doorbells, accessible appliances, and service animal policies.
- ADA-Compliant Bathroom Upgrades
  - ADA-height toilets and other accessibility enhancements have been installed at Stilwell Manor, with plans for similar upgrades at additional properties.
- Meals on Wheels – Congregate and Delivery Services
  - Partners with local agencies to offer both on-site congregate meals and home-delivered meals, supporting nutrition and wellness for seniors and residents with disabilities.
- Medical Device Loan Closet

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- Maintains a loan closet of durable medical equipment, including walkers, wheelchairs, and shower chairs, available to residents at no cost.
- On-Site SMART Transportation Services
  - Provides ADA-compliant SMART van transportation for residents of Stilwell Manor and Joseph Coach Manor.
  - Services include trips to medical appointments, grocery stores, recreational facilities, and other community destinations.
  - Based on resident demand, the program is expanding from three to five service days per week.

## 6. PUBLIC WAY ACCOMMODATIONS

The City is committed to making improvements to public way accommodations to make the community more accessible. Improvements will be made as funding becomes available.

The following public accommodations generally will not be included in the report but will be identified for future surveying (except at the ROW areas directly adjacent to the City-Owned buildings included in Appendix C):

- a. Signalized Intersections – Curb Ramps, Crosswalks & Pedestrian Push Buttons
- b. Sidewalk Corridors
- c. Multi-Use Trails
- d. Transit Stops (Coordination with SMART and Parks & Rec)
- e. On-Street Accessible Parking Spaces
- f. Pedestrian Rail Crossings (Coordination with Rail Companies)

It should be noted that there are a number of roads in the City that fall under the authority of Macomb County and MDOT – these roads are not included in the City of Warren's ADA Transition Plan.

## 7. PLANNING DEPARTMENT INFORMATION

The City of Warren's Planning Department is responsible for providing citizens and businesses with easy access to information and links relating to approvals, projects, and programs administered by various commissions and staff in planning, community, and economic development.

The City's Master Plan broadly guides development to meet current and future needs and promotes the health, safety, and general welfare of its residents. The City's Recreation Master Plan is intended to function similarly to the Master Plan but focuses specifically on City Parks and Recreational facilities. One of the primary goals of the Recreation Master Plan is to identify recreation deficiencies and needs which City-level services can address.

Additionally, the City is in the process of developing an Active Mobility Plan, aimed at making our community more walkable, bike-friendly, and accessible for everyone. This plan prioritizes improving daily transportation and recreation through non-motorized and micromobility options.

The Master Plan, Recreation Master Plan, and Active Mobility Plan (once complete) are useful additional resources in identifying ADA compliance goals for the City, and these documents are available on the City's website at <https://www.cityofwarren.org/departments/planning-department/>.

**DRAFT**

## 5. COST ESTIMATES AND SCHEDULE

### 1. PRIORITY METHODOLOGY

This Section includes the itemized list of barrier removal tasks as determined by the Self-Assessment surveys. Priorities for addressing issues were determined by several factors, including number of programs or services provided at that facility, level and type of public interactions required, any past complaints, age of facility, employee needs, and availability of providing alternate means of access. It should be noted that prioritization is not intended to imply that lower priority tasks are not important to remedy, but simply for the City to establish a framework for how to order the completion of the various tasks.

### 2. TASKS AND SCHEDULE

The task list identifies how barrier removal is to be accomplished in the City's projected 5-year timeframe by 2030. Tasks will be completed as funding becomes available, and may be moved to a different completion year, depending on several factors, including: combining similar work tasks into a larger package for efficiency, available budgets, value of project to the community, impact on barrier reduction, facility programming needs, staffing availability, consultant schedules, and economic conditions at the time.

DRAFT





January 19, 2026

Ms. Mindy Moore  
Council Secretary  
City of Warren, Michigan

Re: Request for Additional Appropriations – Engineering, Treasurers and Historical Commission

Dear Council Secretary Moore:

The Budget Director has indicated a need to this Council for a transfer of funds between line items in the amount of \$2,550.00 and an appropriation of funds in the amount of \$70,000.00 to cover increased costs for the contractual benefit of overtime for the Engineering and Treasurer Departments and to cover the increased costs of purchasing a historic plaque for the Historical Commission.

A copy of an amending budget resolution is attached for Council action.

Respectfully,

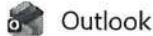
A handwritten signature in black ink that reads "Kristina K Battle".

Kristina K Battle  
Budget Director

Signed by:  
*Lori M. Stone*  
Approved: \_\_\_\_\_  
Lori M. Stone, Mayor

cc: Rick Fox  
Tina Gapsches  
Lorie Barnwell

12/31/2025



## Re: Treasurer's OT overbudget

From Lorie Barnwell &lt;lbarnwell@cityofwarren.org&gt;

Date Sat 12/20/2025 10:09 PM

To Kris Battle &lt;kbattle@cityofwarren.org&gt;; Katherine Lahey &lt;klahey@cityofwarren.org&gt;; Tina Garmo &lt;tgarmo@cityofwarren.org&gt;

Cc Richard Fox &lt;rfox@cityofwarren.org&gt;

Thank you Kris. We shouldn't need to hit it anymore after all was resolved recently through Civil Service. We are obviously very under budget as a whole and in most other categories. How can we best rectify this? Thank you for all your help as always!

Lorie Barnwell  
Warren City Treasurer  
586-574-4554  
One City Square Warren, Michigan 48093

**From:** Kris Battle <kbattle@cityofwarren.org>  
**Sent:** Saturday, December 20, 2025 4:08 PM  
**To:** Lorie Barnwell <lbarnwell@cityofwarren.org>; Katherine Lahey <klahey@cityofwarren.org>; Tina Garmo <tgarmo@cityofwarren.org>  
**Cc:** Richard Fox <rfox@cityofwarren.org>  
**Subject:** Treasurer's OT overbudget

Lorie, Kat and Tina. Treasurer's office overtime is overbudget. Payroll is posted through 12/11/25 pay.

12/20/2025		REVENUE AND EXPENDITURE REPORT FOR CITY OF WARREN							
		Balance As Of 12/31/2025							
GL Number	Description	End Balance	25-26	25-26	YTD Balance	Encumbranc	Available	% Bdgt	
		06/30/2025	Original	Amended	12/31/2025	12/31/2025	Balance 12/31/2025	Used	
		Budget	Budget	Norm (Abnorm)	Incr (Decr)	Norm (Abnorm)			
101-1253-70900	OVERTIME	10,838.86	5,000.00	5,000.00	6,393.96	0.00	(1,393.96)	127.88	

Please advise

*Kris Battle, Budget Director*  
City of Warren Controller's Office  
One City Square, Suite 425  
Warren, MI 48093-5288  
Phone: 586-574-4593  
Fax: 586-574-4614  
Email: [kbattle@cityofwarren.org](mailto:kbattle@cityofwarren.org)

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 Outlook*B/HK*

---

**Re: Warren Historical Commission Historic Plaque**

---

From Kris Battle <kbattle@cityofwarren.org>

Date Mon 10/13/2025 7:18 AM

To Becky Hetchler &lt;bbhetch@hotmail.com&gt;

Cc David Rent\_WHC &lt;david.rent@gmail.com&gt;; Richard Fox &lt;rfox@cityofwarren.org&gt;; Shanah Turner &lt;sturner@cityofwarren.org&gt;; Clair Hakeem &lt;chakeem@cityofwarren.org&gt;; Michelle Patterson &lt;mpatterson@cityofwarren.org&gt;; Michelle Lanzon &lt;mlanzon@cityofwarren.org&gt;

---

2 attachments (66 KB)

Historical GL Detail 10132025.pdf; Historical Expenditure 10132025.pdf;

Becky - Yes. I will use this email as a request for a budget line-item transfer, however I will not prepare this paperwork and present to Council until April/May 2026.

*Kris Battle, Budget Director*

City of Warren Controller's Office

One City Square, Suite 425

Warren, MI 48093-5288

Phone: 586-574-4593

Fax: 586-574-4614

Email: [kbattle@cityofwarren.org](mailto:kbattle@cityofwarren.org)**CONFIDENTIALITY NOTICE:**

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*101-1795-94435 1,150-  
101-1795-94440 <1,150->*

---

**From:** Becky Hetchler <bbhetch@hotmail.com>**Sent:** Sunday, October 12, 2025 5:19 PM**To:** Kris Battle <kbattle@cityofwarren.org>**Cc:** David Rent\_WHC <david.rent@gmail.com>**Subject:** Warren Historical Commission Historic Plaque

---

**This Message Is From an External Sender**

This message came from outside your organization.

Kris,

Dave got the quote for a historic plaque, it is \$2950, our plaque budget is only \$1800. Can I go ahead and move enough money (\$1150) from the Museum Expense account to cover the difference?

Thank you,  
Becky Hetchler

Sent from my iPhone



**TO:** Kristina Battle, Budget Director  
**FROM:** Engineering Division  
**RE:** **Budget Increase - Overtime**  
**DATE:** January 8, 2026

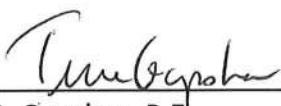
The Engineering Division is requesting additional funding to the current budget year in the following account:

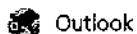
- Account 101-1447-70908; Overtime – Engineering; increase by \$70,000.

The shortage is due to an increase in construction projects during the 2025 construction season. Funding will be required for construction season during the months of April – June, 2026.

If you have any questions, please contact me at extension 7306.

Respectfully,

  
\_\_\_\_\_  
Tina G. Gapsches, P.E.  
City Engineer



Overtime issue

NYT

From Kris Battle <[kbattle@cityofwarren.org](mailto:kbattle@cityofwarren.org)>  
Date Sat 12/20/2025 10:55 AM  
To Tina Gaphses <[tgaphses@cityofwarren.org](mailto:tgaphses@cityofwarren.org)>; Ronald Gayta <[rgayta@cityofwarren.org](mailto:rgayta@cityofwarren.org)>  
Cc Richard Fox <[rfox@cityofwarren.org](mailto:rfox@cityofwarren.org)>

1 attachment (18 KB)  
1447 Engineering.xlsx;

Tina - In doing the below analysis, it appears that your department's overtime may go overbudget for FY2026.

When time permits, can you please ensure enough was budgeted in FY26 and if not send correspondence to that effect with request for additional funding. I typically process these types of request after budget slows down, April/May ish.

Probably want to increase the request for overtime funds in the FY27 also.

Thanks.

*Kris Battle, Budget Director*  
City of Warren Controller's Office  
One City Square, Suite 425  
Warren, MI 48093-5288  
Phone: 586-574-4593  
Fax: 586-574-4614  
Email: [kbattle@cityofwarren.org](mailto:kbattle@cityofwarren.org)



**CONFIDENTIALITY NOTICE:**

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**RESOLUTION AMENDING GENERAL APPROPRIATIONS  
FOR FISCAL 2026 BUDGET**

A \_\_\_\_\_ Meeting of the City Council of the City of Warren, County of Macomb, Michigan held \_\_\_\_\_, 2026, at 7:00 o'clock p.m. Eastern Standard Time in the Council Chambers at the Warren Community Center.

PRESENT: Council Members \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Council Members \_\_\_\_\_  
\_\_\_\_\_

The following preamble and resolution were offered by Council Member \_\_\_\_\_, and supported by Council Member \_\_\_\_\_.

WHEREAS, the budget for fiscal year July 1, 2025 to June 30, 2026 was adopted by Council on May 13, 2025, and

WHEREAS, the Budget Director has indicated a need to this Council for a transfer of funds between line items in the amount of \$2,550.00 and an appropriation of funds in the amount of \$70,000.00 to cover increased costs for the contractual benefit of overtime for the Engineering and Treasurer Departments and to cover the increased costs of purchasing a historic plaque for the Historical Commission,

NOW, THEREFORE, BE IT RESOLVED, that the City Council by amending the original General Appropriation Resolution for Fiscal 2026 Budget, approves the additional appropriation of funds to the following budget line items in the General Fund Budget for fiscal 2026 in the amount of \$72,550.00.

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
<u>Transfer to:</u>		
101-1253-70900	Overtime	\$ 1,400
101-1795-96135	Historical Site Plaques	1,150
101-1447-70908	Overtime – Engineering	<u>70,000</u>
		\$ 72,550
<u>Transfer from:</u>		
101-1253-70600	Permanent Employees	\$ 1,400
101-1795-96140	Museum Expense	1,150
101-0000-39601	General Fund Contingency	<u>70,000</u>
		\$ 72,550

BE IT FURTHER RESOLVED, that the City Council hereby revises the estimated appropriations for the General Fund Budget for fiscal 2026 in the amount of \$72,550.00.

AYES: Council Members \_\_\_\_\_  
\_\_\_\_\_

NAYS: Council Members \_\_\_\_\_  
\_\_\_\_\_

RESOLUTION DECLARED ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

---

MINDY MOORE  
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN )

) SS

COUNTY OF MACOMB )

I, SONJA BUFFA, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Council at its meeting held on \_\_\_\_\_.

---

SONJA BUFFA  
City Clerk



**CITY ATTORNEY'S OFFICE**

One City Square, Suite 400

WARREN, MI 48093

(586) 574-4671

FAX (586) 574-4530

[www.cityofwarren.org](http://www.cityofwarren.org)

January 16, 2026

Ms. Mindy Moore  
Council Secretary  
City of Warren

**Re: Proposed Resolution Authorizing Agreement with I Heart Dogs Rescue and Animal Haven for Animal Shelter and Placement Services**

Dear Council Secretary Moore:

Attached please find a resolution to renew an agreement with I Heart Dogs Rescue and Animal Haven ("I Heart"), a licensed animal shelter. The agency has sheltered, provided medical care and placement services for stray or seized animals since 2020.

The current agreement expires on January 31, 2026. The Police Administrative Services Bureau Captain Commissioner is recommending renewing the agreement for a three-year term. Under the contract, the Police Commissioner may terminate for convenience upon forty-five days' notice. The contract does not commit the City to a minimum number of number of animals. Animals claimed by an owner would be the expense of the owner, and I Heart will shelter animals of domestic violence survivors and provide courtesy consultation services to the City on animal ordinances or practices.

I Heart is increasing its flat rate fee for each animal from \$100 to \$250 to account for increased veterinary costs. Police Captain Brent Chisholm is recommending a contract amount of \$54,000 for the three-year term, equating to an annual increase from the current \$15,000 a year, to \$18,000 a year. The Police Department has provided a written justification to treat animal shelters as sole source agencies. The City contracts with multiple agencies to ensure adequate availability for stray or seized animals.

Funding is available in the Police Department Animal Control Collection Account. If acceptable, please submit to Council for consideration at its meeting on January 27, 2026.

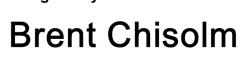
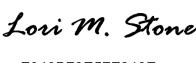
Signed by:  
Respectfully,  
  
Mary Michaels  
11900B5E523449...  
Acting City Attorney

cc: Trish Deuchler, I Heart  
Police Commissioner Eric Hawkins  
Sgt. Zachery Lemond, Sergeant, Administrative Services Bureau  
Anthony Rodriguez, Animal Control Officer  
Scott Spencer, Police Administration

Approved for funding:

Signed by:  
  
Kristina Battle  
Budget Director  
E010E2D7FFE5449...  
Signed by:  
  
Craig Treppa  
Purchasing Agent  
E010E2D7FFE5449...

Approved:

Signed by:  
  
Brent Chisolm  
9203B4FAD1AC476...  
Captain Brent Chisolm  
Administrative Services Bureau  
Signed by:  
  
Lori M. Stone  
F040B73E57F248E...  
Lori M. Stone  
Mayor



January 16, 2026

Craig Treppa, Purchaser  
Mary Michaels, Acting City Attorney  
City of Warren  
One City Square  
Warren, MI 48093

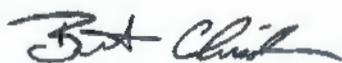
**RE: Justification Letter | Heart Dogs**

Dear Craig & Mary,

The police department would like to request to award a three-year term contract between the city to I Heart Dogs to pay for services used by Warren Animal Control. The yearly amount to spend would be not to exceed \$18,000 and the total three-year amount will be for \$54,000. I Heart Dogs has been utilized by our city since 2020 and is instrumental in the success of Warren Animal Control with its mission to effectively provide care for the animal population of the city. I Heart Dogs is a Michigan-based non-profit that specializes in providing veterinary and rescue and adoption services for seized animals. In addition to that, they also provide consultation services to our officers for situations where their experience with animals can be of great service to the department and city.

Our Animal Control has had many issues in the past with finding and retaining a reliable partner in providing care for the animals of our city, but I Heart Dogs has been one of the few consistent and reliable providers in the local area. For these reasons, we would like to proceed with renewing a three-year term with the company at an amount of not to exceed \$18,000 per year. Funds for this are available in the Animal Collections GL # 101-1430-80500.

Sincerely,



Brent Chisolm, Staff Captain  
Administrative Service Bureau

**PROPOSED RESOLUTION APPROVING  
AGREEMENT WITH I HEART DOGS RESCUE AND ANIMAL HAVEN**

At a regular meeting of the City Council of the City of Warren, Macomb County, Michigan, held on January 27, 2026 at 7:00 p.m. Eastern Standard Time, in the Council Chambers at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers \_\_\_\_\_

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ABSENT: Councilmembers \_\_\_\_\_

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The following resolution was offered by Councilmember \_\_\_\_\_  
and supported by Councilmember \_\_\_\_\_.

The Warren Police Department provides animal control services in accordance with animal laws and ordinances, which often require providing shelter for seized or collected animals.

I Heart Dogs and Rescue Haven ("I Heart") is a Michigan non-profit organization which provides shelter for animals, and which also provides rescue or placement for eligible animals.

The City and I Heart have had a contract since 2020 for the shelter of stray animals, along with veterinary, rescue and adoption services. The current contract expires on January 31, 2026.

The Police Commissioner is recommending renewal of the agreement for a three year term, up to a total contract amount of \$54,000, with a flat rate fee of \$250 per animal.

Funding is available in the Animal Control Collection Account No. 1430-80500.

**THEREFORE, IT IS RESOLVED** that the Mayor and Clerk are authorized to execute an agreement with I Heart Dogs Rescue and Animal Haven on terms consistent with this Resolution and the proposed agreement and in such form that meets with the satisfaction of the City Attorney.

AYES: Councilmembers: \_\_\_\_\_

---

NAYS: Councilmembers: \_\_\_\_\_

---

**RESOLUTION DECLARED ADOPTED** this 27th day of January 2026.

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MINDY MOORE  
Secretary of the Council

**CERTIFICATION**

STATE OF MICHIGAN      )  
                                  ) SS.  
COUNTY OF MACOMB      )

I, SONJA BUFFA, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on January 27, 2026.

---

SONJA BUFFA  
City Clerk

## **AGREEMENT BETWEEN THE CITY OF WARREN AND I HEART DOGS RESCUE AND ANIMAL HAVEN**

This Agreement dated \_\_\_\_\_, 2026, is between I Heart Dogs Rescue and Animal Haven, a Michigan non-profit corporation, with a registered address at 22415 Groesbeck Hwy., Warren, Michigan 48089 ("IHDR") and the City of Warren, a Michigan municipal corporation, located at One City Square, Warren, Michigan 48093 ("City").

### **STIPULATIONS**

1. IHDR is an organization dedicated to rescue, care and adoption of animals, with a shelter located at 22415 Groesbeck Hwy, Warren, Michigan 48089.
2. The City enforces state and local animal ordinances, which includes seizing stray or neglected animals. The City requires the availability of adequate animal shelters.
3. IHDR is an animal shelter agency that has accepted animals from the City and provided shelter, care and adoption services since 2020.
4. The current agreement expires on January 31, 2026, and the parties wish to renew for a three-year term on terms of this agreement.

Therefore, in consideration of the covenants and promises of the parties, as contained in this Agreement, the parties agree as follows:

#### **Scope of Services**

IHDR will accept, on an availability basis, dogs or cats from the City of Warren at its shelter located at 22415 Groesbeck Hwy, Warren, Michigan during its business hours, Tuesday, Thursday and Friday from 1:00 p.m. to 6:00 p.m. and Saturday from Noon to 5:00 p.m., or any changes to such hours communicated to the Warren Police Department.

IHDR must be a registered animal shelter under the State of Michigan and active license with the City of Warren. All housing, care and placement of the animals will be conducted in accordance with all applicable animal laws, regulations, State of Michigan protocols, and a Pet Health Certificate shall be issued by a licensed veterinarian to pursuant to Michigan Department of Agriculture for the placement of each animal. All services will be performed by qualified and licensed personnel and professionals, and in accordance with State and local standards and protocols, and the mission and protocols of IHDR as described in its organization brochure attached as *Exhibit A*. In addition, IHDR will take necessary precautions to place dogs in households that do not exceed the maximum of animals allowed in the City of Warren, when placement is within the City.

No animal will be released to the outdoors for free-roaming, with the exception of a cat with the prior permission and in accordance with the procedures identified by the Warren Police Department. In any event, no cat will be returned or released to the outdoors unless healthy and recovered from any surgery, if applicable. Any cat brought to IHDR as a "feral cat" will be ear-tipped, vaccinated and sterilized.

After treatment of animals, IHDR will comply with a request of the Warren Police Department to return the animal to the City.

At the City's request, IHDR will review the City's proposed ordinances or practices and make written recommendations, upon request. Any extensive services may be requested subject to a negotiated rate.

IHDR will provide a contact person who may be available to the City of Warren contact designated below to respond to requests and inquiries on availability of the shelter for an animal.

IHDR will not charge the City for any holding, care or other costs associated with animals separately from the fee provided in this document, unless authorized in advance by the Police Commissioner or designee.

All care and medical treatment will be performed by qualified and licensed personnel, and all such services to animals will comply with applicable laws, regulations and codes.

#### **Payment and Billing:**

- A. The City of Warren will pay to IHDR the sum of \$250.00 for each animal delivered, up to the total maximum annual amount of \$18,000.
- B. To the extent possible, all fees and charges are to be collected from the owners of the animals, and the City will be credited for amounts paid by the owner.
- D. IHDR will submit an invoice quarterly itemizing the animals served, and a summary of the services provided for each animal.

**Term/Termination.** This Agreement will remain in effect for three years, effective February 1, 2027. The Agreement may be terminated by either party upon 45 days' advance notice. Termination by the City may be made by the Police Commissioner transmitted electronically by e-mail to I Heart. Upon termination of this Agreement by City, or expiration of this Agreement, IHDR shall be entitled to receive full payment for animal delivered to IHDR prior to termination. Any animal delivered to IHDR prior to termination will receive all services required under this agreement. The City may deduct from such amount the amount of damage, if any, sustained by City by virtue of any breach of the

Agreement. The 45-day notice from IHDR is a material term of this Agreement and intended to provide City with sufficient time to secure an alternative provider.

**No Exclusivity.** City reserves the right to utilize resources and facilities provided by other animal agencies or organizations, and IHDR agrees that this Agreement does not provide exclusivity and does not require or mandate that City utilize IHDR for any of its animal control services or needs. The City may request services on an as-needed basis only, and is not obligated to a minimum number of animals.

**Indemnification.** IHDR agrees hold harmless, defend and indemnify the City, its officers, agents, employees, and boards and commissions from and against any actions, claims, damages, liabilities, disabilities, or expenses that may be asserted by any person or entity, including IHDR, that arise out of, pertain to, or relate to IHDR's or its agents', employees', contractors', subcontractors', or invitees' performance or actions. This obligation will survive termination. The City of Warren will be responsible for any liability arising out of or related to its negligent acts or omissions.

IHDR releases the City of Warren and its officers, employees, boards and committees from any claim, demand or charge it may have, whether known or unknown, that was incurred prior to the date of this agreement.

**Insurance.** With respect to performance of work under this Agreement, IHDR shall maintain and shall require all of its veterinaries, subcontractors, contractors, and other agents to maintain insurance in a form and amounts acceptable to City. IHDR will name as Additional Insured on such policies, "the City of Warren, City of Warren Downtown Development Authority, and the 37th Judicial District Court, and their elected or appointed officers, employees, boards, commissions and agents.

**Records Maintenance.** IHDR shall keep and maintain full and complete documentation and accounting records concerning all services performed that are compensable under this Agreement. The records shall at the minimum include the number of impound, disposition of animals, and fees collected that are payable to the City. These records and reports shall be made readily available to be viewed by Animal Control staff.

**Non-discrimination.** Without limiting any other provision in this document, Contractor shall comply with all applicable Federal, State, and local laws, rules, and regulations in regard to nondiscrimination in employment and services. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.

**Electronic Signature/Counterparts.** This Agreement may be executed electronically or digitally, and in multiple counterparts, in original or by fax or by delivery of a scanned counterpart in portable document format (PDF) by e-mail or via docusign (which shall be deemed received if delivered in accordance with the Michigan Uniform Electronic Transactions Act, MCL §450.831 et seq.) and, when taken together, shall be considered to be an original. On such delivery, the signatures in the facsimile or PDF data file shall

be deemed to have the same force and effect as if the manually signed counterpart had been delivered to the other party in person.

IN WITNESS, the parties have executed this Agreement.

WITNESSED BY:

I HEART DOGS RESCUE AND ANIMAL HAVEN

Print Name:

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

Dianne Reeves

Its: Director

Contact: Trish Deuchler

Address: 22415 Groesbeck Hwy., Warren, MI  
48089

Phone:

E-Mail: [rescueoperations@iheartdogs.org](mailto:rescueoperations@iheartdogs.org)

WITNESSED BY:

CITY OF WARREN

Print Name:

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

Lori M. Stone

Its: Mayor

Print Name:

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

Sonja Buffa

Its: City Clerk

Contact: Anthony Rodriguez

Address: 29900 Civic Center Dr., Warren, MI  
48093

Phone: (586) 574-4806

E-Mail: [arodriguez@warrenpd.org](mailto:arodriguez@warrenpd.org)



DATE: JANUARY 9, 2026  
TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL  
SUBJECT: ITB-W-1030; RECOMMENDATION TO EXTEND THE AWARD FOR PRINTING OF ASSESSMENT NOTICES

The Purchasing Division concurs with the Assessing Department and recommends that City Council extend the award of ITB-W-1030; Printing of City Assessment Notices, for the second of a possible four one-year extensions, to Kent Communications, Inc., 3901 East Paris Avenue SE, Grand Rapids, MI 49512, at the current terms and conditions, in the annual amount not to exceed \$9,250.00.

On Wednesday, September 13, 2023 at 1:00 PM local time, electronic bids for the Printing of Assessment Notices were publicly opened. Bids were solicited through the BidNet® (MITN) system. Four (4) vendors responded with a bid. The low, responsible, and cost-effective bidder, Kent Communications, Inc., was awarded the bid for a one (1) year period with options to extend for four (4) additional one-year periods, at the same terms and conditions. The agreement commenced on September 20, 2023.

The total amount spent over the first two years of the agreement was less than \$20,000.00 (Year 1: \$8,676.63 and Year 2: \$10,482.02). Thus, City Council approval was not required.

This recommendation before you today, is for the second of four potential annual extensions. The rates remain the same with the only change being the estimated quantities of the number of Real Property (56,000) and Personal Property Assessment Notices (4,000) that will need to be printed. The Assessing Department is now seeking City Council approval in an amount not to exceed \$9,250.00 for the new annual term.

If approved by your honorable body, this award shall be extended through September 19, 2026.

Funds are available in the following Account: 101-1209-83300.

Respectfully Submitted,

Signed by:

Shanah Turner

D3220749F3AC487...

Shanah Turner  
Assistant Buyer

Read and Concur,

Signed by:

Craig Treppa

E610E2D7FFE5449...

Craig Treppa  
Purchasing Agent

Signed by:

Kris Battle

F6FDC83AE1C142B...  
Budget Director

DocuSigned by:

Richard Fox

CF2C773236C54C9...  
Richard Fox  
Controller

Signed by:

Lori M. Stone

F040B73E57F248E...  
Lori M. Stone  
Mayor

ITB-W-1030

**Kent Communications, Inc.**  
**Extension 2 of 4 Pricing****PRINTING OF CITY**  
**ASSESSMENT NOTICES**

ITEM	ESTIMATED QTY	DESCRIPTION	PRICE		EXTENDED PRICE
1	2	Assessment Set-Up Fee for Real and Personal Property	\$ 300.00	Each	\$ 600.00
2	56,000	Printing of City Assessment Notices - Real Properties	\$ 130.00	Per M	\$ 7,280.00
3	4,000	Printing of City Assessment Notices - Personal Properties	\$ 130.00	Per M	\$ 520.00
4	60,000	Fee for Printing City Permit on Envelope	\$ 10.00	Per M	\$ 600.00
5	2	Additional Proofs (Beyond 2nd Proof)	\$ 125.00	Each	\$ 250.00
<b>GRAND TOTAL:</b>					<b>\$ 9,250.00</b>

January 8, 2026

Craig Treppa  
Purchasing Agent  
City of Warren  
Once City Square, Suite 425  
Warren, MI 48093

RE: Request for printing  
Bid number ITB-W-1030

Dear Mr. Treppa:

At this time, the Assessing Department has approximately 56,000 real property assessment notices and 4,000 personal property assessment notices that are required to be mailed annually.

Due to Kent Communications, Inc. (KCI) past performance and understanding of the State of Michigan mandates, we have elected to extend the agreement for the second of four optional one (1) year periods (2026 services), at the same terms and conditions. KCI is located at 3901 East Paris Ave. SE, Grand Rapids, MI 49512.

The cost to print approximately 60,000 files is approximately \$9,250.00. I am requesting that an award in the amount of \$9,250.00 for 2026 services be accepted.

Funds are available in the Professional Service Account Number: 101-1209-83300. If further questions or information is needed, please contact me at 586-574-4621.

Sincerely,

Signed by:

*James Elrod*

8EC3F4C28544486...

James H. Elrod, MMAO  
City of Warren Assessor

## **RESOLUTION**

Document No: ITB-W-1030 Extension 2

Product or Service: Printing of Assessment Notices

Requesting Department: Assessing Department

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on \_\_\_\_\_, 2026 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: \_\_\_\_\_

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ABSENT: Councilmembers: \_\_\_\_\_

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The following preamble and resolution were offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_.

On Wednesday, September 20, 2023, Kent Communications, Inc., 3901 East Paris Avenue SE, Grand Rapids, MI 49512, was awarded the Printing of Assessment Notices, for a one (1) year period, with options to extend for four (4) additional one-year periods, at the same terms and conditions.

The Assessing Department is seeking an extension of award, for the second of four potential annual extensions, at the same terms and conditions, in an amount not to exceed \$9,250.00 for the new annual term, through September 19, 2026.

Funds are available in the following Account: 101-1209-83300.

THEREFORE, IT IS RESOLVED that the bid of Kent Communications, Inc. has been extended for a one (1) year period, through September 19, 2026, in an amount not to exceed \$9,250.00, at the same terms and conditions.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

- Bid document
- Contract
- Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: \_\_\_\_\_

---

NAYS: Councilmembers: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

---

Mindy Moore  
Secretary of the Council

**CERTIFICATION**

STATE OF MICHIGAN )  
                         ) SS.  
COUNTY OF MACOMB )

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on \_\_\_\_\_, 2026.

---

Sonja Buffa  
City Clerk



DATE: JANUARY 9, 2026  
TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL  
SUBJECT: ITB-W-1712; RECOMMENDATION OF AWARD TO FURNISH SODIUM HYPHOCHLORITE

The Purchasing Division concurs with the Waste Water Treatment Plant (WWTP) and recommends that Bid ITB-W-1712; for furnishing Sodium Hypochlorite, be awarded to the low, responsible, and cost-effective bidder, PVS Nolwood Chemicals, Inc., 10900 Harper Avenue, Detroit, MI 48213, for a two (2) year period, with an option to renew for an additional one (1) year period, in an annual amount not to exceed \$110,647.23.

On Wednesday, December 17, 2025 at 1:00 PM local time, electronic bids for furnishing Sodium Hypochlorite Mix were publicly opened. Bids were solicited through the BidNet® (MITN) system. Two (2) vendors responded with a bid, which are detailed on the attached bid tabulation sheets for your review.

Sodium hypochlorite is used for odor control and is required in order to meet the effluent discharge quality levels specified in the plant's NPDES operating permit.

If approved by your honorable body, this award will commence on February 16, 2026, or upon the official date of City Council approval, whichever occurs later, for a two (2) year period, with an option to renew for an additional one (1) year period, with mutual consent of both parties, and Warren City Council approval, in an annual amount not to exceed \$110,647.23.

Funds are available in the following Account: 592-1580-74300.

Respectfully Submitted,

Signed by:

  
Shanah Turner

D3220749F3AC487...

Shanah Turner  
Assistant Buyer

Read and Concur,

Signed by:

  
Craig Treppa

E610E2D7FFE5449...

Craig Treppa  
Purchasing Agent

Signed by:

  
Kris Battle

F6FDC83AE1C142B...

Budget Director

DocuSigned by:

  
Richard Fox

CF2C773236C54C9...

Richard Fox  
Controller

Signed by:

  
Lori M. Stone

F040B73E57F248E...

Lori M. Stone  
Mayor

<b>City of Warren</b> <b>1 City Square</b> <b>Warren MI 48093</b>	<b>BID: ITB-W-1712</b> <b>Bid Opening Date: 12/17/2025</b> <b>Department: WWTP</b>
<b>Product or Service: FURNISH SODIUM HYPOCHLORITE</b>	
<b>BIDDER</b>	<b>GRAND TOTAL</b>
ALEXANDER CHEMICAL CORPORATION	\$ 116,586.90
PENCCO, INC.	SUBMITTED "NO BID"
<b>PVS NOLWOOD CHEMICALS, INC.</b>	<b>\$ 110,647.23</b>

ITB-W-1712

ALEXANDER CHEMICAL CORPORATION  
AS-READ BID DETAIL

FURNISH SODIUM HYPOCHLORITE

ITEM	QUANTITY PER DELIVERY (IN GALLONS)	ESTIMATED DELIVERIES	DESCRIPTION	COST PER GALLON (INCLUDES DELIVERY)	TOTAL ESTIMATED COST
A.	2,000 - 2,999	2	Sodium Hypochlorite, 15%	\$ 2.92	\$ 17,514.16
B.	3,000 - 3,999	3	Sodium Hypochlorite, 15%	\$ 2.42	\$ 29,032.74
C.	4,000 +	8	Sodium Hypochlorite, 15%	\$ 2.17	\$ 69,440.00
<b>ITEM A-C ESTIMATED TOTAL:</b>					<b>\$ 115,986.90</b>

ITEM	QUANTITY	DESCRIPTION	SURCHARGE FOR DELIVERY	TOTAL ESTIMATED COST
D.	8	Surcharge to split the load between two (2) on-site tanks	\$ 75.00	\$ 600.00
<b>ITEM D ESTIMATED TOTAL:</b>				<b>\$ 600.00</b>

<b>ITEM A-D ESTIMATED GRAND TOTAL:</b>	<b>\$ 116,586.90</b>
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ITB-W-1712

PVS NOLWOOD CHEMICALS, INC.  
AS-READ BID DETAIL

FURNISH SODIUM HYPOCHLORITE

ITEM	QUANTITY PER DELIVERY (IN GALLONS)	ESTIMATED DELIVERIES	DESCRIPTION	COST PER GALLON (INCLUDES DELIVERY)	TOTAL ESTIMATED COST
A.	2,000 - 2,999	2	Sodium Hypochlorite, 15%	\$ 2.77	\$ 16,614.46
B.	3,000 - 3,999	3	Sodium Hypochlorite, 15%	\$ 2.41	\$ 28,912.77
C.	4,000 +	8	Sodium Hypochlorite, 15%	\$ 2.01	\$ 64,320.00
<b>ITEM A-C ESTIMATED TOTAL:</b>					<b>\$ 109,847.23</b>

ITEM	QUANTITY	DESCRIPTION	SURCHARGE FOR DELIVERY	TOTAL ESTIMATED COST
D.	8	Surcharge to split the load between two (2) on-site tanks	\$ 100.00	\$ 800.00
<b>ITEM D ESTIMATED TOTAL:</b>				<b>\$ 800.00</b>

<b>ITEM A-D ESTIMATED GRAND TOTAL:</b>	<b>\$ 110,647.23</b>
--	----------------------



PUBLIC SERVICE DEPARTMENT  
Waste Water Treatment Plant  
32360 Warkop  
Warren, MI 48093  
(586) 264-2530

**MEMO TO:** Craig Treppa, Purchasing Agent, Office of the Controller  
**FROM:** Donna Dordeski, P.E., WWTP Division Head  
**SUBJECT:** Recommendation to Award Bid ITB-W-1712, Furnish Sodium Hypochlorite to the low bidder, PVS Nolwood Chemicals, Inc., for a two (2) year term, commencing on February 16, 2026, in the low bid amount of \$110,647.23 annually, not to exceed a total of \$221,294.46 during the 2-year agreement term.  
**DATE:** January 9, 2026

Electronic bids were received and read aloud on December 17, 2025 for bid ITB-W-1712, Furnish Sodium Hypochlorite to the City of Warren, Waste Water Treatment Plant. Bids were solicited through the Bid Net (MITN) System. Copy of the bid summary is attached to this correspondence.

The low bidder is PVS Nolwood Chemicals, Inc., in the amount of \$110,647.23 for a 1-year supply of Sodium Hypochlorite product. The bid specifies an initial two (2) year agreement term, with an option to extend the award for two (2) additional one (1) year periods, through mutual consent of both parties, and with approval of the City Council.

Therefore, upon review of the bids received for the ITB-W-1712, Sodium Hypochlorite, it is recommended that the award of bid ITB-W-1712 Sodium Hypochlorite be made to the low bidder, PVS Nolwood Chemical Inc., in the low bid amount of \$110,647.23 annually, for a duration of an initial two (2) year term, with an option to extend the award for two (2) additional one (1) year periods, through mutual consent of both parties, and with approval of the City Council. The total awarded amount for the initial two (2) year term is not to exceed \$221,294.46.

Therefore, in consideration of the above, please take steps necessary to award bid ITB-W-1712, Sodium Hypochlorite to PVS Nolwood Chemical, Inc., for a two (2) year period, in the annual amount not to exceed \$110,647.23, and a total amount for the initial two (2) year term is not to exceed \$221,294.46. The initial two (2) year agreement term is to commence on February 16, 2026, or upon the official date of Warren City Council approval, whichever occurs later.

Funds for this expenditure are available in the Wastewater Treatment Plant Chemicals Account (592-1580-74300) of the 2026 FY Budget for product received thru 6/30/2025 and from the 2027 FY Budget Account 592-1580-74300 for product received after 6/30/2025.

Your usual fine cooperation is appreciated.

Respectfully,

Signed by:

Donna Dordeski

Donna Dordeski, P.E.  
WWTP Division Head

Read and Concurred:

DocuSigned by:

David Muzzarelli

David Muzzarelli  
Public Service Director

DD

Attachments: Bid Tabulation

**RESOLUTION**

Document No: ITB-W-1712

Product or Service: Furnish Sodium Hypochlorite

Requesting Department: Waste Water Treatment Plant (WWTP)

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on \_\_\_\_\_, 2026 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: \_\_\_\_\_

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ABSENT: Councilmembers: \_\_\_\_\_

The following preamble and resolution were offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_.

Electronic bids were accepted, publicly opened and read on Wednesday, December 17, 2025 at 1:00pm Local Time.

The following bids have been received by City Council:

BIDDER:

AMOUNT:

**Please see attached bid tabulation**

The bid of PVS Nolwood Chemicals, Inc., has been determined to be the low, responsible and cost-effective bidder to furnish sodium hypochlorite, for a two (2) year period, with an option to renew for an additional one (1) year period, with mutual consent of both parties, and Warren City Council approval, in an annual amount not to exceed \$110,647.23.

Funds are available in the following Account: 592-1580-74300.

IT IS RESOLVED, that the bid of PVS Nolwood Chemicals, Inc. is hereby accepted by City Council for a two (2) year period, with an option to renew for an additional one (1) year period, with mutual consent of both parties, and Warren City Council approval, in an annual amount not to exceed \$110,647.23.

IT IS FURTHER RESOLVED, that the award shall commence on February 16, 2026, or upon the official date of City Council approval, whichever occurs later.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

- Bid document
- Contract
- Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: \_\_\_\_\_

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NAYS: Councilmembers: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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Mindy Moore  
Secretary of the Council

**CERTIFICATION**

STATE OF MICHIGAN    )  
                          ) SS.  
COUNTY OF MACOMB )

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on \_\_\_\_\_, 2026.

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Sonja Buffa  
City Clerk



DATE: JANUARY 9, 2026  
TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL  
SUBJECT: ITB-W-1751; RECOMMENDATION OF AWARD TO FURNISH NEW TRUCK TIRES AND TIRE RE-TREADING SERVICES

The Purchasing Division concurs with the Department of Public Works (DPW) and recommends that Bid ITB-W-1751; for furnishing New Truck Tires and Tire Re-treading Services, be awarded to the overall low, responsible, and cost-effective bidder, Dependable Wholesale, Inc., 12300 Stephens, Road, Warren, MI 48089, for a one (1) year period, with options to renew for three (3) additional one-year periods, in an annual amount not to exceed \$200,433.00.

On Wednesday, January 7, 2026 at 1:00 PM local time, electronic bids for furnishing New Truck Tires and Tire Re-treading Services were publicly opened. Bids were solicited through the BidNet® (MITN) system. Five (5) vendors responded with a bid, which are detailed on the attached bid tabulation sheets for your review.

The lowest bidder, Jam Best One, did not submit complete pricing, therefore, they are not being considered for award. DPW is seeking to award the overall low, responsible, and cost-effective bidder, Dependable Wholesale, Inc. who submitted a primary (Sumitomo brand) and an alternate (Michelin brand) bid. The department has opted to go with Dependable Wholesale's primary bid (Sumitomo brand), in an annual amount not to exceed \$200,433.00.

The City has been pleased with Dependable Wholesale's performance in the past and is confident that they will continue to provide product and service to the satisfaction of the City.

If approved by your honorable body, this award will commence on March 15, 2026, or upon the official date of City Council approval, whichever occurs later, for a one (1) year period, with options to renew for three (3) additional one-year periods, with mutual consent of both parties, in an annual amount not to exceed \$200,433.00.

Funds are available in the following Account: 101-1442-86300.

Respectfully Submitted,

Signed by:

Shannah Turner

D3220749F3AC487...

Shannah Turner  
Assistant Buyer

Read and Concur,

Signed by:

Craig Treppa

E610E2D7FFE5449...

Craig Treppa  
Purchasing Agent

Signed by:

Kris Battle

F6FDC83AE1C142B...

Kris Battle  
Budget Director

DocuSigned by:

Richard Fox

CF2C773236C54C9...

Richard Fox  
Controller

Signed by:

Lori M. Stone

F040B73E57F248E...

Lori M. Stone  
Mayor

## AS-READ BID SUMMARY

**City of Warren**  
1 City Square  
Warren MI 48093

**BID:** ITB-W-1751  
**Bid Opening Date:** 1/7/2026  
**Department:** DPW

**Product or Service: FURNISH NEW TRUCK TIRES & WHEELS AND TIRE RE-TREADING SERVICES**

BIDDER	GRAND TOTAL
<b>DEPENDABLE WHOLESALE, INC.</b>	\$ <b>200,433.00</b>
DEPENDABLE WHOLESALE, INC. - ALTERNATE	\$ 252,073.76
JAM BEST ONE	\$ 125,180.00
POMPS TIRE SERVICE, INC.	\$ 265,628.76
SHRADER TIRE & OIL, INC.	\$ 202,454.50

ITB-W-1751

DEPENDABLE WHOLESALE  
AS-READ BID DETAIL

## New Truck Tires and Tire Re-Treading

ITEM A: NEW TRUCK TIRES				
THE CITY WILL ONLY ACCEPT BIDS FOR MICHELIN OR SUMITOMO BRANDS FOR ITEM A, AS REFERENCED BELOW. NO ALTERNATE OR SUBSTITUTES WILL BE ACCEPTED.				
ITEM	EST. ANNUAL QTY	DESCRIPTION - NEW TIRES AND WHEELS	UNIT PRICE	TOTAL (EST QTY X PRICE)
A.1	60	11R 22.5 All-Position Radial, Michelin XWORKSZ, or Sumitomo ST538 <b>ONLY</b> . 16 ply rated, 65 mph speed rated, mixed service all position tread design. All new tires to be branded "C.O.W." before delivery.	\$ 409.00	\$ 24,540.00
A.2	140	315 80R 22.5 Michelin XZUS2, or Sumitomo ST538 20PLY <b>ONLY</b> .	\$ 569.50	\$ 79,730.00
A.3	20	385/65R 22.5 Michelin XZY3, or Sumitomo ST530 <b>ONLY</b> .	\$ 558.00	\$ 11,160.00
A.4	4	425/65R 22.5 Michelin XZY3, or Sumitomo ST530	\$ 689.00	\$ 2,756.00
A.5	4	445/65R 22.5 Michelin XZY3, or Sumitomo ST530 <b>ONLY</b> .	\$ 738.00	\$ 2,952.00
ITEM A TOTAL:				<b>\$ 121,138.00</b>

ITEM B: TIRE RE-TREADING				
THE CITY WILL ONLY ACCEPT BRANDS LISTED BELOW FOR ITEM B. NO ALTERNATE OR SUBSTITUTES WILL BE ACCEPTED.				
ITEM	EST. ANNUAL QTY	DESCRIPTION - TIRE RE-TREADING	UNIT PRICE	TOTAL (EST QTY X PRICE)
B.1	100	RE-TREAD 11R22.5 TIRE, Oliver DPW or Bandag equivalent only for drive position: Cap must be 26/32 <sup>nd</sup> in thread depth and a minimum #9 width <b>to include dismounting, re-treading, and mounting in accordance with the enclosed specifications</b>	\$ 196.00	\$ 19,600.00
B.2	40	RE-TREAD 11R.225 TIRE, Oliver Power Tread Deep or Bandag Ultra Drive only for drive position: Cap must be 26/32 <sup>nd</sup> in thread depth and a minimum #8.5 (210 mm) width <b>to include dismounting, re-capping, and mounting in accordance with the enclosed specifications</b>	\$ 125.00	\$ 5,000.00
B.3	5	RE-TREAD 275 70R 22.5 PUSHER TIRE, Oliver PD Rib or Bandag equivalent only for lift axle position: Cap must be 15/32 <sup>nd</sup> in thread depth and a minimum #8.5 width <b>to include dismounting, re-treading, and mounting in accordance with the enclosed specifications</b>	\$ 119.00	\$ 595.00
B.4	175	RE-TREAD 315/80R22.5 DRIVE TIRE, Oliver DPW or Bandag equivalent only for drive position: Cap must be 26/32 <sup>nd</sup> in thread depth and a minimum #10.5 width <b>to include dismounting, re-treading, and mounting in accordance with the enclosed specifications</b>	\$ 229.50	\$ 40,162.50
B.5	50	Virgin Casings, 11R22.5 TIRE,	\$ 65.00	\$ 3,250.00
B.6	75	Dismount tire only	\$ 10.00	\$ 750.00
B.7	50	Repair tire	\$ 24.00	\$ 1,200.00
B.8	25	Section Replacement with re-tread	\$ 30.00	\$ 750.00
B.9	10	Section Replacement without re-tread	\$ 55.00	\$ 550.00
B.10	75	Mount only	\$ 10.00	\$ 750.00
B.11	50	Valve replacement only	\$ 3.75	\$ 187.50
B.12	1,000	Charge for disposal of unserviceable tires	\$ 6.50	\$ 6,500.00
ITEM B TOTAL:				<b>\$ 79,295.00</b>
ITEM A & B GRAND TOTAL:				
<b>\$ 200,433.00</b>				

Dependable Wholesale, Inc. is offering Sumitomo brand for Item A.

Dependable Wholesale, Inc. is offering the Oliver process and DPW/PowerTred tread design for Item B.

ITB-W-1751

DEPENDABLE WHOLESALE -ALTERNATE  
AS-READ BID DETAIL

New Truck Tires and Tire Re-Treading

ITEM A: NEW TRUCK TIRES				
THE CITY WILL ONLY ACCEPT BIDS FOR MICHELIN OR SUMITOMO BRANDS FOR ITEM A, AS REFERENCED BELOW. NO ALTERNATE OR SUBSTITUTES WILL BE ACCEPTED.				
ITEM	EST. ANNUAL QTY	DESCRIPTION - NEW TIRES AND WHEELS	UNIT PRICE	TOTAL (EST QTY X PRICE)
A.1	60	11R 22.5 All-Position Radial, Michelin XWORKSZ, or Sumitomo ST538 <b>ONLY</b> . 16 ply rated, 65 mph speed rated, mixed service all position tread design. All new tires to be branded "C.O.W." before delivery.	\$ 609.07	\$ 36,544.20
A.2	140	315 80R 22.5 Michelin XZUS2, or Sumitomo ST538 20PLY <b>ONLY</b> .	\$ 808.50	\$ 113,190.00
A.3	20	385/65R 22.5 Michelin XZY3, or Sumitomo ST530 <b>ONLY</b> .	\$ 783.86	\$ 15,677.20
A.4	4	425/65R 22.5 Michelin XZY3, or Sumitomo ST530	\$ 887.04	\$ 3,548.16
A.5	4	445/65R 22.5 Michelin XZY3, or Sumitomo ST530 <b>ONLY</b> .	\$ 954.80	\$ 3,819.20
ITEM A TOTAL:				<b>\$ 172,778.76</b>

ITEM B: TIRE RE-TREADING				
THE CITY WILL ONLY ACCEPT BRANDS LISTED BELOW FOR ITEM B. NO ALTERNATE OR SUBSTITUTES WILL BE ACCEPTED.				
ITEM	EST. ANNUAL QTY	DESCRIPTION - TIRE RE-TREADING	UNIT PRICE	TOTAL (EST QTY X PRICE)
B.1	100	RE-TREAD 11R22.5 TIRE, Oliver DPW or Bandag equivalent only for drive position: Cap must be 26/32 <sup>nd</sup> in thread depth and a minimum #9 width <b>to include dismounting, re-treading, and mounting in accordance with the enclosed specifications</b>	\$ 196.00	\$ 19,600.00
B.2	40	RE-TREAD 11R.225 TIRE, Oliver Power Tread Deep or Bandag Ultra Drive only for drive position: Cap must be 26/32 <sup>nd</sup> in thread depth and a minimum #8.5 (210 mm) width <b>to include dismounting, re-capping, and mounting in accordance with the enclosed specifications</b>	\$ 125.00	\$ 5,000.00
B.3	5	RE-TREAD 275 70R 22.5 PUSHER TIRE, Oliver PD Rib or Bandag equivalent only for lift axle position: Cap must be 15/32 <sup>nd</sup> in thread depth and a minimum #8.5 width <b>to include dismounting, re-treading, and mounting in accordance with the enclosed specifications</b>	\$ 119.00	\$ 595.00
B.4	175	RE-TREAD 315/80R22.5 DRIVE TIRE, Oliver DPW or Bandag equivalent only for drive position: Cap must be 26/32 <sup>nd</sup> in thread depth and a minimum #10.5 width <b>to include dismounting, re-treading, and mounting in accordance with the enclosed specifications</b>	\$ 229.50	\$ 40,162.50
B.5	50	Virgin Casings, 11R22.5 TIRE,	\$ 65.00	\$ 3,250.00
B.6	75	Dismount tire only	\$ 10.00	\$ 750.00
B.7	50	Repair tire	\$ 24.00	\$ 1,200.00
B.8	25	Section Replacement with re-tread	\$ 30.00	\$ 750.00
B.9	10	Section Replacement without re-tread	\$ 55.00	\$ 550.00
B.10	75	Mount only	\$ 10.00	\$ 750.00
B.11	50	Valve replacement only	\$ 3.75	\$ 187.50
B.12	1,000	Charge for disposal of unserviceable tires	\$ 6.50	\$ 6,500.00
ITEM B TOTAL:				<b>\$ 79,295.00</b>
ITEM A & B GRAND TOTAL: <b>\$ 252,073.76</b>				

Dependable Wholesale, Inc. (Alternate) bid the following exceptions: Michelin State of Michigan Net State Pricing subject to change by manufacturer.

Dependable Wholesale, Inc. (Alternate) is offering Michelin brand for Item A.

Dependable Wholesale, Inc. (Alternate) is offering Oliver process and DPW-PowerTred tread design for Item B.

ITB-W-1751

JAM BEST ONE  
AS-READ BID DETAIL

New Truck Tires and Tire Re-Treading

ITEM A: NEW TRUCK TIRES				
THE CITY WILL ONLY ACCEPT BIDS FOR MICHELIN OR SUMITOMO BRANDS FOR ITEM A, AS REFERENCED BELOW. NO ALTERNATE OR SUBSTITUTES WILL BE ACCEPTED.				
ITEM	EST. ANNUAL QTY	DESCRIPTION - NEW TIRES AND WHEELS	UNIT PRICE	TOTAL (EST QTY X PRICE)
A.1	60	11R 22.5 All-Position Radial, Michelin XWORKSZ, or Sumitomo ST538 <b>ONLY</b> . 16 ply rated, 65 mph speed rated, mixed service all position tread design. All new tires to be branded "C.O.W." before delivery.	NO BID	NO BID
A.2	140	315 80R 22.5 Michelin XZUS2, or Sumitomo ST538 20PLY <b>ONLY</b> .	NO BID	NO BID
A.3	20	385/65R 22.5 Michelin XZY3, or Sumitomo ST530 <b>ONLY</b> .	NO BID	NO BID
A.4	4	425/65R 22.5 Michelin XZY3, or Sumitomo ST530	NO BID	NO BID
A.5	4	445/65R 22.5 Michelin XZY3, or Sumitomo ST530 <b>ONLY</b> .	NO BID	NO BID
ITEM A TOTAL:				<b>NO BID</b>

ITEM B: TIRE RE-TREADING				
THE CITY WILL ONLY ACCEPT BRANDS LISTED BELOW FOR ITEM B. NO ALTERNATE OR SUBSTITUTES WILL BE ACCEPTED.				
ITEM	EST. ANNUAL QTY	DESCRIPTION - TIRE RE-TREADING	UNIT PRICE	TOTAL (EST QTY X PRICE)
B.1	100	<b>RE-TREAD 11R22.5 TIRE</b> , Oliver DPW or Bandag equivalent only for drive position: Cap must be 26/32 <sup>nd</sup> in thread depth and a minimum #9 width <b>to include dismounting, re-treading, and mounting in accordance with the enclosed specifications</b>	\$ 250.00	\$ 25,000.00
B.2	40	<b>RE-TREAD 11R.225 TIRE</b> , Oliver Power Tread Deep or Bandag Ultra Drive only for drive position: Cap must be 26/32 <sup>nd</sup> in thread depth and a minimum #8.5 (210 mm) width <b>to include dismounting, re-capping, and mounting in accordance with the enclosed specifications</b>	\$ 243.00	\$ 9,720.00
B.3	5	<b>RE-TREAD 275 70R 22.5 PUSHER TIRE</b> , Oliver PD Rib or Bandag equivalent only for lift axle position: Cap must be 15/32 <sup>nd</sup> in thread depth and a minimum #8.5 width <b>to include dismounting, re-treading, and mounting in accordance with the enclosed specifications</b>	\$ 205.00	\$ 1,025.00
B.4	175	<b>RE-TREAD 315/80R22.5 DRIVE TIRE</b> , Oliver DPW or Bandag equivalent only for drive position: Cap must be 26/32 <sup>nd</sup> in thread depth and a minimum #10.5 width <b>to include dismounting, re-treading, and mounting in accordance with the enclosed specifications</b>	\$ 320.00	\$ 56,000.00
B.5	50	Virgin Casings, 11R22.5 TIRE,	\$ 80.00	\$ 4,000.00
B.6	75	Dismount tire only	\$ 35.00	\$ 2,625.00
B.7	50	Repair tire	\$ 40.00	\$ 2,000.00
B.8	25	Section Replacement with re-tread	\$ 45.00	\$ 1,125.00
B.9	10	Section Replacement without re-tread	\$ 56.00	\$ 560.00
B.10	75	Mount only	\$ 35.00	\$ 2,625.00
B.11	50	Valve replacement only	\$ 10.00	\$ 500.00
B.12	1,000	Charge for disposal of unserviceable tires	\$ 20.00	\$ 20,000.00
ITEM B TOTAL:				<b>\$ 125,180.00</b>
ITEM A & B GRAND TOTAL:				<b>\$ 125,180.00</b>

Jam Best One did not bid on Items A1 thru A5.

Jam Best One is offering Bandag process and Bandag's tread design for Item B.

ITB-W-1751

POMPS TIRE SERVICE, INC.  
AS-READ BID DETAIL

New Truck Tires and Tire Re-Treading

ITEM A: NEW TRUCK TIRES				
THE CITY WILL ONLY ACCEPT BIDS FOR MICHELIN OR SUMITOMO BRANDS FOR ITEM A, AS REFERENCED BELOW. NO ALTERNATE OR SUBSTITUTES WILL BE ACCEPTED.				
ITEM	EST. ANNUAL QTY	DESCRIPTION - NEW TIRES AND WHEELS	UNIT PRICE	TOTAL (EST QTY X PRICE)
A.1	60	11R 22.5 All-Position Radial, Michelin XWORKSZ, or Sumitomo ST538 <b>ONLY</b> . 16 ply rated, 65 mph speed rated, mixed service all position tread design. All new tires to be branded "C.O.W." before delivery.	\$ 609.07	\$ 36,544.20
A.2	140	315 80R 22.5 Michelin XZUS2, or Sumitomo ST538 20PLY <b>ONLY</b> .	\$ 808.50	\$ 113,190.00
A.3	20	385/65R 22.5 Michelin XZY3, or Sumitomo ST530 <b>ONLY</b> .	\$ 783.36	\$ 15,667.20
A.4	4	425/65R 22.5 Michelin XZY3, or Sumitomo ST530	\$ 887.04	\$ 3,548.16
A.5	4	445/65R 22.5 Michelin XZY3, or Sumitomo ST530 <b>ONLY</b> .	\$ 954.80	\$ 3,819.20
ITEM A TOTAL:				<b>\$ 172,768.76</b>

ITEM B: TIRE RE-TREADING				
THE CITY WILL ONLY ACCEPT BRANDS LISTED BELOW FOR ITEM B. NO ALTERNATE OR SUBSTITUTES WILL BE ACCEPTED.				
ITEM	EST. ANNUAL QTY	DESCRIPTION - TIRE RE-TREADING	UNIT PRICE	TOTAL (EST QTY X PRICE)
B.1	100	<b>RE-TREAD 11R22.5 TIRE</b> , Oliver DPW or Bandag equivalent only for drive position: Cap must be 26/32 <sup>nd</sup> in thread depth and a minimum #9 width <b>to include dismounting, re-treading, and mounting in accordance with the enclosed specifications</b>	\$ 205.00	\$ 20,500.00
B.2	40	<b>RE-TREAD 11R.225 TIRE</b> , Oliver Power Tread Deep or Bandag Ultra Drive only for drive position: Cap must be 26/32 <sup>nd</sup> in thread depth and a minimum #8.5 (210 mm) width <b>to include dismounting, re-capping, and mounting in accordance with the enclosed specifications</b>	\$ 213.00	\$ 8,520.00
B.3	5	<b>RE-TREAD 275 70R 22.5 PUSHER TIRE</b> , Oliver PD Rib or Bandag equivalent only for lift axle position: Cap must be 15/32 <sup>nd</sup> in thread depth and a minimum #8.5 width <b>to include dismounting, re-treading, and mounting in accordance with the enclosed specifications</b>	\$ 143.00	\$ 715.00
B.4	175	<b>RE-TREAD 315/80R22.5 DRIVE TIRE</b> , Oliver DPW or Bandag equivalent only for drive position: Cap must be 26/32 <sup>nd</sup> in thread depth and a minimum #10.5 width <b>to include dismounting, re-treading, and mounting in accordance with the enclosed specifications</b>	\$ 260.00	\$ 45,500.00
B.5	50	Virgin Casings, 11R22.5 TIRE,	\$ 80.00	\$ 4,000.00
B.6	75	Dismount tire only	\$ 7.50	\$ 562.50
B.7	50	Repair tire	\$ 24.00	\$ 1,200.00
B.8	25	Section Replacement with re-tread	\$ 28.00	\$ 700.00
B.9	10	Section Replacement without re-tread	\$ 45.00	\$ 450.00
B.10	75	Mount only	\$ 7.50	\$ 562.50
B.11	50	Valve replacement only	\$ 3.00	\$ 150.00
B.12	1,000	Charge for disposal of unserviceable tires	\$ 10.00	\$ 10,000.00
ITEM B TOTAL:				<b>\$ 92,860.00</b>
ITEM A & B GRAND TOTAL:				
<b>\$ 265,628.76</b>				

Pomps Tire Service, Inc. submitted exceptions to the City's Insurance Requirements and Indemnity Clause.

Pomps Tire Service, Inc. is offering Michelin brand for Item A.

Pomps Tire Service, Inc. is offering Bandag process and Bandag tread design for Item B.

ITB-W-1751

SHRADER TIRE & OIL  
AS-READ BID DETAIL

## New Truck Tires and Tire Re-Treading

ITEM A: NEW TRUCK TIRES				
THE CITY WILL ONLY ACCEPT BIDS FOR MICHELIN OR SUMITOMO BRANDS FOR ITEM A, AS REFERENCED BELOW. NO ALTERNATE OR SUBSTITUTES WILL BE ACCEPTED.				
ITEM	EST. ANNUAL QTY	DESCRIPTION - NEW TIRES AND WHEELS	UNIT PRICE	TOTAL (EST QTY X PRICE)
A.1	60	11R 22.5 All-Position Radial, Michelin XWORKSZ, or Sumitomo ST538 <b>ONLY</b> . 16 ply rated, 65 mph speed rated, mixed service all position tread design. All new tires to be branded "C.O.W." before delivery.	\$ 425.00	\$ 25,500.00
A.2	140	315 80R 22.5 Michelin XZUS2, or Sumitomo ST538 20PLY <b>ONLY</b> .	\$ 579.00	\$ 81,060.00
A.3	20	385/65R 22.5 Michelin XZY3, or Sumitomo ST530 <b>ONLY</b> .	\$ 585.00	\$ 11,700.00
A.4	4	425/65R 22.5 Michelin XZY3, or Sumitomo ST530	\$ 749.00	\$ 2,996.00
A.5	4	445/65R 22.5 Michelin XZY3, or Sumitomo ST530 <b>ONLY</b> .	\$ 829.00	\$ 3,316.00
ITEM A TOTAL:				<b>\$ 124,572.00</b>

ITEM B: TIRE RE-TREADING				
THE CITY WILL ONLY ACCEPT BRANDS LISTED BELOW FOR ITEM B. NO ALTERNATE OR SUBSTITUTES WILL BE ACCEPTED.				
ITEM	EST. ANNUAL QTY	DESCRIPTION - TIRE RE-TREADING	UNIT PRICE	TOTAL (EST QTY X PRICE)
B.1	100	<b>RE-TREAD 11R22.5 TIRE</b> , Oliver DPW or Bandag equivalent only for drive position: Cap must be 26/32 <sup>nd</sup> in thread depth and a minimum #9 width <b>to include dismounting, re-treading, and mounting in accordance with the enclosed specifications</b>	\$ 189.00	\$ 18,900.00
B.2	40	<b>RE-TREAD 11R.225 TIRE</b> , Oliver Power Tread Deep or Bandag Ultra Drive only for drive position: Cap must be 26/32 <sup>nd</sup> in thread depth and a minimum #8.5 (210 mm) width <b>to include dismounting, re-capping, and mounting in accordance with the enclosed specifications</b>	\$ 149.00	\$ 5,960.00
B.3	5	<b>RE-TREAD 275 70R 22.5 PUSHER TIRE</b> , Oliver PD Rib or Bandag equivalent only for lift axle position: Cap must be 15/32 <sup>nd</sup> in thread depth and a minimum #8.5 width <b>to include dismounting, re-treading, and mounting in accordance with the enclosed specifications</b>	\$ 112.00	\$ 560.00
B.4	175	<b>RE-TREAD 315/80R22.5 DRIVE TIRE</b> , Oliver DPW or Bandag equivalent only for drive position: Cap must be 26/32 <sup>nd</sup> in thread depth and a minimum #10.5 width <b>to include dismounting, re-treading, and mounting in accordance with the enclosed specifications</b>	\$ 225.00	\$ 39,375.00
B.5	50	Virgin Casings, 11R22.5 TIRE,	\$ 70.00	\$ 3,500.00
B.6	75	Dismount tire only	\$ 7.50	\$ 562.50
B.7	50	Repair tire	\$ 24.00	\$ 1,200.00
B.8	25	Section Replacement with re-tread	\$ 25.00	\$ 625.00
B.9	10	Section Replacement without re-tread	\$ 50.00	\$ 500.00
B.10	75	Mount only	\$ 7.50	\$ 562.50
B.11	50	Valve replacement only	\$ 2.75	\$ 137.50
B.12	1,000	Charge for disposal of unserviceable tires	\$ 6.00	\$ 6,000.00
ITEM B TOTAL:				<b>\$ 77,882.50</b>
ITEM A & B GRAND TOTAL: <b>\$ 202,454.50</b>				

Shrader Tire &amp; Oil is offering Sumitomo brand for Item A.

Shrader Tire &amp; Oil is offering MRT Retread process and Z-Trak &amp; Power Tread Deep &amp; XZA tread design for Item B.

DATE: January 9, 2026

TO: Craig Treppa, Purchasing Agent

FROM: Scott Raedel, Superintendent, Division of Public Works

RE: ITB-W-1751 FURNISH NEW TRUCK TIRES & WHEELS AND TIRE RE-TREADING SERVICES

Craig,

The Division of Public Works is recommending the award to furnish new truck tires and wheels and tire re-treading service to Dependable Wholesale Inc.

Dependable Wholesale Inc. was the second lowest bidder. However, the low bidder, Jam Best One's bid did not include new tires and wheels. This disqualifies their bid, making Dependable Wholesale Inc. the low bidder.

Their low bid price of \$200,433 will be awarded commencing March 15, 2026 or the official date of award from Warren City Council, whichever occurs later.

There is an option to extend the award for three (3) additional one (1) year periods, with the mutual consent of both parties, at the same terms and conditions.

Funds for this will be paid from DPW account 101-1442-86300.

I will be available to you or City Council for any questions in regards to this award by the Division of Public Works.

Respectfully,

Signed by:

Scott Raedel

2848617D91374D2...

Scott Raedel  
Superintendent  
Division of Public Works

**RESOLUTION**

Document No: ITB-W-1751

Product or Service: Furnish New Truck Tires & Tire Re-treading Services

Requesting Department: Department of Public Works (DPW)

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on \_\_\_\_\_, 2026 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: \_\_\_\_\_

---

ABSENT: Councilmembers: \_\_\_\_\_

The following preamble and resolution were offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_.

Electronic bids were accepted, publicly opened and read on Wednesday, January 7, 2026 at 1:00pm Local Time.

The following bids have been received by City Council:

BIDDER: AMOUNT:

**Please see attached bid tabulation**

The primary bid (Sumitomo brand) of Dependable Wholesale, Inc., has been determined to be the overall low, responsible and cost-effective bidder to furnish new truck tires and tire re-treading services, for a one (1) year period, with options to renew for three (3) additional one-year periods, with mutual consent of both parties, in an annual amount not to exceed \$200,433.00.

Funds are available in the following Account: 101-1442-86300.

IT IS RESOLVED, that the primary bid (Sumitomo brand) of Dependable Wholesale, Inc. is hereby accepted by City Council for a one (1) year period, with options to renew for three (3) additional one-year periods, with mutual consent of both parties, in an annual amount not to exceed \$200,433.00.

IT IS FURTHER RESOLVED, that the award shall commence on March 15, 2026, or upon the official date of City Council approval, whichever occurs later.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

- Bid document
- Contract
- Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: \_\_\_\_\_

---

NAYS: Councilmembers: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

---

Mindy Moore  
Secretary of the Council

**CERTIFICATION**

STATE OF MICHIGAN    )  
                          ) SS.  
COUNTY OF MACOMB )

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on \_\_\_\_\_, 2026.

---

Sonja Buffa  
City Clerk



DATE: JANUARY 8, 2026  
TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL  
SUBJECT: ITB-W-1759; RECOMMENDATION OF AWARD TO FURNISH BITUMINOUS PATCHING MIX

The Purchasing Division, in conjunction with the Department of Public Works (DPW) and the Water Division, recommends that Bid ITB-W-1759; for furnishing Bituminous Patching Mix, be awarded to the low, responsible, and cost-effective bidder, Ajax Materials Corporation, 1957 Crooks Road, Suite A, Troy, MI 48084, for a one (1) year period, in a total annual amount not to exceed \$202,125.00.

On Wednesday, January 7, 2026 at 1:00 PM local time, electronic bids for furnishing Bituminous Patching Mix were publicly opened. Bids were solicited through the BidNet® (MITN) system. Two (2) vendors responded with a bid, which are detailed on the attached bid tabulation sheet for your review.

The Department of Public Works (DPW) and Water Division utilize Bituminous Patching Mix, also known as Cold Patch, to fill potholes and top dress water main repairs on cement or asphalt surfaces, as needed.

If approved by your honorable body, this award shall commence on March 29, 2026, or upon the official date of City Council approval, whichever occurs later, for a one (1) year period, in a total annual amount not to exceed \$202,125.00 (cost per ton \$134.75), to be shared between the Department of Public Works (DPW) and Water Division.

There is an option to extend the agreement for an additional one (1) year period, with mutual consent of both parties.

Funds are available, and shall be allocated as needed, in the following Accounts: 101-0000-10900 (DPW) and 592-1540-74000 (Water).

Respectfully Submitted,

Signed by:

*Shanah Turner*

D3220749F3AC487...

Shanah Turner  
Assistant Buyer

Signed by:

*Scott Raedel*

2848617D91374D2...

Scott Raedel  
DPW Superintendent

Signed by:

*David Koss*

BE6E471EC6B245B...

David Koss  
Water Division Superintendent

Read and Concur,

Signed by:

*Craig Treppa*

E610E2D7FFE5449...

Craig Treppa  
Purchasing Agent

Signed by:

*Kris Battle*

F6FDC83AE1C142B...

Kris Battle  
Budget Director

DocuSigned by:

*Richard Fox*

CF2C773236C54C9...

Richard Fox  
Controller

Signed by:

*Lori M. Stone*

F040B73E57F248E...

Lori M. Stone  
Mayor

**AS-READ BID SUMMARY**

<b>City of Warren</b> 1 City Square Warren MI 48093	<b>BID:</b> ITB-W-1759 <b>Bid Opening Date:</b> 1/7/2026 <b>Department:</b> DPW	
<b>Product or Service: FURNISH BITUMINOUS PATCHING MIX</b>		
BIDDER	ITEM A PRICE PER TON	GRAND TOTAL (1,500 TON X PRICE PER TON)
<b>AJAX MATERIALS CORPORATION</b>	\$ 134.75	\$ 202,125.00
CADILLAC ASPHALT, LLC	\$ 140.00	\$ 210,000.00

Cadillac Asphalt, LLC. bid the following exceptions: Bidding with CM-300 cold patch. Specs and SDS are attached.

**RESOLUTION**

Document No: ITB-W-1759

Product or Service: Bituminous Patching Material

Requesting Department: Department of Public Works (DPW)

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on \_\_\_\_\_, 2026 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: \_\_\_\_\_

---

ABSENT: Councilmembers: \_\_\_\_\_

---

The following preamble and resolution were offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_.

Electronic bids were accepted, publicly opened and read on Wednesday, January 7, 2026 at 1:00pm Local Time.

The following bids have been received by City Council:

BIDDER: AMOUNT:

**Please see attached bid tabulation**

The bid of Ajax Materials Corporation, 1957 Crooks Road, Suite A, Troy, MI 48084, has been determined to be the low, responsible and cost-effective bidder to furnish bituminous patching material, for a one (1) year period period, in a total annual amount not to exceed \$202,125.00 (cost per ton \$134.75). There is an option to extend the agreement for an additional one (1) year period, with mutual consent of both parties.

Funds are available, and shall be allocated as needed, in the following Accounts: 101-0000-10900 (DPW) and 592-1540-74000 (Water).

IT IS RESOLVED, that the bid of Ajax Materials Corporation is hereby accepted by City Council for a one (1) year period, in an annual amount not to exceed \$202,125.00 (cost per ton \$134.75), to be shared between the Department of Public Works (DPW) and Water Division.

IT IS FURTHER RESOLVED, that the award shall commence on March 29,2026, or upon the official date of Council approval, whichever occurs later, with an option to extend the agreement for an additional one (1) year period, with mutual consent of both parties.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

Bid document  
 Contract  
 Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: \_\_\_\_\_

---

NAYS: Councilmembers: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

---

Mindy Moore  
Secretary of the Council

**CERTIFICATION**

STATE OF MICHIGAN    )  
                          ) SS.  
COUNTY OF MACOMB  )

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on \_\_\_\_\_, 2026.

---

Sonja Buffa  
City Clerk



DATE: JANUARY 14, 2026  
 TO: MINDY MOORE, SECRETARY, WARREN CITY COUNCIL  
 SUBJECT: NOTICE OF NAME CHANGE; JOHNSON CONTROLS BUILDING SOLUTIONS, LLC.

The Purchasing Division is writing this letter to notify City Council of a name change from Johnson Controls, Inc., 6111 Sterling Drive North, Sterling Heights, MI 48312 to Johnson Controls Building Solutions, LLC., 5757 North Green Bay Avenue, Glendale, WI 53209. The City has multiple current awards, that were approved by your honorable body, to Johnson Controls, Inc., which are listed in the table below.

AWARD	DESCRIPTION
RFP-W-9103	PREMIUM & BASIC HVAC MAINTENANCE SERVICES CITY-WIDE
TRI-W-1014	METASYS HVAC CONTROL SYSTEM AT THE WCC – PHASE 1
TRI-W-1303	THREE (3) MINI-SPLIT HVAC UNITS AT THE FIRE APPARATUS GARAGE
TRI-W-1378	HEATING & COOLING DUCT WORK AT FIRE ADMIN BLDG
TRI-W-1474	HVAC ROOFTOP UNITS & HUMIDIFIERS AT FIRE STATIONS #2, 3, & 4

On December 17, 2025 the City was notified that Johnson Controls, Inc. had transitioned from Johnson Controls, Inc. to Johnson Controls Building Solutions, LLC., 5757 North Green Bay Avenue, Glendale, WI 53209, effective January 5, 2026 (see the attached organizational document).

This recommendation before your honorable body today is to change the name for the above listed awards, and any future procurements, to Johnson Controls Building Solutions, LLC. All terms and conditions under the Johnson Controls, Inc. name will remain unchanged.

Respectfully Submitted,

Signed by:

*Shanah Turner*

D3220749F3AC487...

Shanah Turner  
Assistant Buyer

Read and Concur,

Signed by:

*Craig Treppa*

E610E2D7FFE5449...

Craig Treppa  
Purchasing Agent

Signed by:

*Kris Battle*

F6FDC83AE1C142B...

Kris Battle  
Budget Director

DocuSigned by:

*Richard Fox*

CF2C773236C54C9...

Richard Fox  
Controller

Signed by:

*Lori M. Stone*

F040B73E57F248E...

Lori M. Stone  
Mayor



Johnson Controls  
5757 N. Green Bay Ave.  
Milwaukee, WI 53209

December 17, 2025

**ACTION REQUIRED: Your Johnson Controls U.S. HVAC Account Transition to Johnson Controls Building Solutions, LLC - Effective January 5, 2026**

Valued Customer,

We are sending this important reminder regarding the upcoming transition of your U.S. HVAC account from Johnson Controls, Inc., to Johnson Controls Building Solutions, LLC, effective **January 5, 2026**.

**Key Reminder:**

- Except for any necessary advance preparations, do not make changes to your vendor records, remit-to address, or payment process until January 5, 2026.
- All payments up to and including January 4, 2026, must continue to be made to Johnson Controls, Inc. at your existing remit-to address.
- Making payments to the new entity before the effective date may result in processing delays.

**What's Included with This Message:**

- Official Bank Letter with new remit-to address/banking details for Johnson Controls Building Solutions, LLC
- Form W-8ECI for Johnson Controls Building Solutions, LLC

**Summary of Required Actions**

- **Transition Effective Date:** Changes take effect January 5, 2026. Do not modify your payment process or vendor records before this date.
- **Payment & Vendor Record Update:**
  - Use the enclosed bank letter and Form W-8ECI to prepare your systems as needed.
  - Only update your payment instructions and vendor records on or after January 5, 2026.
  - If your system requires advance setup, ensure payments switch to the new entity no earlier than January 5, 2026.
- **Tax Documentation:** Please retain the enclosed Form W-8ECI for your records.
- **Portals/Third-Party Systems:** If you use portals for invoices or payments, ensure updates are made effective January 5, 2026. For assistance, contact [PortalSupport@jci.com](mailto:PortalSupport@jci.com).
- **Government/Public Sector Customers:** If an assignment or novation is required, please promptly contact Thomas Staves at [thomas.staves@jci.com](mailto:thomas.staves@jci.com).
- **Contacts, Services, and Contracts:** All other aspects of your service and contract—including your contacts at Johnson Controls and the terms of your agreement—will remain unchanged.

**Transition Timeline at a Glance**

- **Now – January 4, 2026:**

- Continue payments to Johnson Controls, Inc., as usual.
- Prepare for change, but do not implement until the transition date.
- **January 5, 2026, onward:**
  - Make all payments to Johnson Controls Building Solutions, LLC, using the new banking/remit-to details.
  - Update your vendor records and systems accordingly.

If you have any questions about this process, please contact your Johnson Controls account manager. We value your business and thank you for your careful attention to the above details.

**Johnson Controls Account Management Team**

**The power behind *your mission***

## **RESOLUTION**

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on \_\_\_\_\_, 2026 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: \_\_\_\_\_

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ABSENT: Councilmembers: \_\_\_\_\_

The following preamble and resolution were offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_.

This Resolution is to notify City Council that Johnson Controls, Inc., 6111 Sterling Drive North, Sterling Heights, MI 48312 has changed their name to Johnson Controls Building Solutions, LLC., 5757 North Green Bay Avenue, Glendale, WI 53209.

The City of Warren has multiple current agreements, which were approved by your honorable body, to Johnson Controls, Inc., 6111 Sterling Drive North, Sterling Heights, MI 48312. A list of the current awards is shown in the table below.

AWARD	DESCRIPTION
RFP-W-9103	PREMIUM & BASIC HVAC MAINTENANCE SERVICES CITY-WIDE
TRI-W-1014	METASYS HVAC CONTROL SYSTEM AT THE WCC – PHASE 1
TRI-W-1303	THREE (3) MINI-SPLIT HVAC UNITS AT THE FIRE APPARATUS GARAGE
TRI-W-1378	HEATING & COOLING DUCT WORK AT FIRE ADMIN BLDG
TRI-W-1474	HVAC ROOFTOP UNITS & HUMIDIFIERS AT FIRE STATIONS #2, 3, & 4

IT IS RESOLVED, that the current awards listed in the table above, and any future procurements, has now been changed from Johnson Controls, Inc. to Johnson Controls Building Solutions, LLC., 5757 North Green Bay Avenue, Glendale, WI 53209.

IT IS FURTHER RESOLVED, that payment shall be remit to PO Box 7411451, Chicago, IL 60674-3451.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

Contract  
 Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: \_\_\_\_\_

---

NAYS: Councilmembers: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

---

Mindy Moore  
Secretary of the Council

**CERTIFICATION**

STATE OF MICHIGAN    )  
                          ) SS.  
COUNTY OF MACOMB )

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on \_\_\_\_\_, 2026.

---

Sonja Buffa  
City Clerk

Richard Cervenak  
Managed Assigned Counsel Coordinator  
8300 Common Rd, Warren, MI 48093  
(586) 574-4991

January 21, 2026

Ms. Mindy Moore  
Council Secretary  
City of Warren

**Re: FY26 Grant Agreement between the State of Michigan (Michigan Indigent Defense Commission---Department of Licensing and Regulatory Affairs) AND the City of Warren/City of Center Line through the 37<sup>th</sup> District Court**

Dear Council Secretary Moore:

Attached please find the FY26 Grant Agreement between the State of Michigan (Michigan Indigent Defense Commission---Department of Licensing and Regulatory Affairs) AND the City of Warren/City of Center Line. The grant agreement is submitted annually. City Council has been approving this agreement since 2019.

**Background**

In October 2011, Governor Snyder issued Executive Order 2011-12, establishing the initial Indigent Defense Advisory Commission, which was responsible for recommending improvements to indigent defense. As a result of these recommendations, several laws were passed in July of 2013 with the intent of improving indigent defense.

The new legislation created a 15-member Indigent Defense Commission known as the Michigan Indigent Defense Commission (MIDC).

The MIDC is charged with developing and overseeing the implementation, enforcement, and modification of minimum standards, rules, and procedures to ensure that indigent criminal defense services provide effective assistance of counsel.

Councilperson Moore

January 21 2026

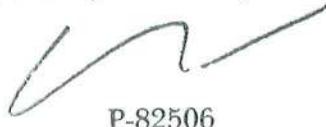
Page 2

In order to comply with state law changes, city and police administrators from Warren and Center Line, the 37<sup>th</sup> District Court Judges, the Warren City Attorney, two criminal defense attorneys, and the MIDC Regional Manager met on a regular basis to develop a compliance plan. The original plan was approved in 2018 and each year, a new plan is submitted to the MIDC.

On November 15th, 2025, the MIDC approved FY26 compliance plan for the 37<sup>th</sup> District Court. Should you have any questions, please do not hesitate to contact me at 586-574-4991. Also attached is a resolution approving the request.

The City Attorney's office has reviewed the grant contract and approves as to form.

Respectfully submitted,

  
P-82506  
Richard Cervenak  
(MACC) Managed Assigned Counsel Coordinator

Attachments

Read and Concur:



Mayor Lori M. Stone

cc: Rick Fox, City Controller  
Kris Battle, Budget Director  
Laura Sullivan, Assistant City Attorney  
Dennis Champine, City of Center Line  
Annette Gattari-Ross, Court Administrator

**RESOLUTION APPROVING FY2026 GRANT AGREEMENT BETWEEN THE STATE OF MICHIGAN (MICHIGAN INDIGENT DEFENSE COMMISSION -- DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS) AND THE CITY OF WARREN/CITY OF CENTER LINE.**

At a Regular Meeting of the City Council of the City of Warren, Macomb County, Michigan held on \_\_\_\_\_ at 7 p.m. Eastern Time at the Warren Community Center, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: \_\_\_\_\_

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ABSENT: Councilmembers: \_\_\_\_\_

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In July of 2013, state laws went into effect with the purpose of improving indigent defense in the state of Michigan. The new legislation created a 15-member Indigent Defense Commission known as the Michigan Indigent Defense Commission (MIDC).

The MIDC is charged with developing and overseeing the implementation, enforcement, and modification of minimum standards, rules, and procedures to ensure that indigent criminal defense services provide effective assistance of counsel.

In order to comply with the new state law, city and police administrators from Warren and Center Line, the 37th District Court judges, the Court Administrator, the Warren City Attorney, two criminal defense attorneys, and the MIDC Regional Manager met on a regular basis to develop a compliance plan.

On April 17, 2018, the MIDC approved the compliance plan for the 37th District Court which was conditioned on the State of Michigan's ability to fund the plan. Currently, the State of

Michigan will fund indigent defense except for a local share contribution which is currently 20 percent of the costs.

**THEREFORE, IT IS RESOLVED**, that the City Council authorizes the City of Warren to enter into Grant Agreement No. 2026-1 with the State of Michigan (Michigan Indigent Defense Commission—Department of Licensing and Regulatory Affairs).

**IT IS FURTHER RESOLVED**, that the Mayor and Clerk are authorized to sign the agreement in a form reviewed and approved by the City Attorney.

AYES: Councilmembers: \_\_\_\_\_

---

---

NAYS: Councilmembers: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

MINDY MOORE  
Secretary of the Council

**CERTIFICATION**

STATE OF MICHIGAN    )  
                            ) SS.  
COUNTY OF MACOMB )

I, SONJA BUFFA, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a correct copy of the resolution adopted by the Warren City at its meeting held on \_\_\_\_\_, 2026.

---

SONJA BUFFA  
City Clerk



**CITY ATTORNEY'S OFFICE**  
One City Square, Suite 400  
WARREN, MI 48093  
(586) 574-4671  
FAX (586) 574-4530  
[www.cityofwarren.org](http://www.cityofwarren.org)

December 30, 2025

Via E-mail to [rcervenak.warrenmidc@gmail.com](mailto:rcervenak.warrenmidc@gmail.com)

Mr. Richard Cervenak  
37<sup>th</sup> District Court  
City of Warren/Center Line

**Re: Review of Grant Between the State of Michigan Michigan Indigent  
Defense Commission (MIDC) Department of Licensing and Regulatory  
Affairs (LARA) and City of Warren, FY2026**

Dear Richard:

I have received and reviewed the above-referenced document and find it to be acceptable as to form.

If you should you have any questions, please do not hesitate to contact me at Ext. 4678.

Sincerely,

A handwritten signature in black ink, appearing to read "Laura Sullivan".

Laura Sullivan  
Assistant City Attorney III

LS/ML Ltr to R Cervenak 37<sup>th</sup> DC re review of MIDC Grant FY2026 ID 116909

GRANT NO E20260064-00

GRANT BETWEEN  
THE STATE OF MICHIGAN  
MICHIGAN INDIGENT DEFENSE COMMISSION (MIDC)  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS (LARA)  
AND  
City of Warren

**GRANTEE/ADDRESS:**

Name: Kristina Battle  
Title: Financial Officer  
Address: 8300 Common Rd., Warren, MI 48093  
Phone: (586) 574-4593

**GRANTOR/ADDRESS:**

Michigan Indigent Defense Commission  
Department of Licensing and Regulatory Affairs  
611 W. Ottawa St.  
Lansing, MI 48933  
(517) 657-3060

**GRANT PERIOD:**

From: 10/01/2025 to 09/30/2026

**TOTAL AUTHORIZED BUDGET: \$1,270,982.47**

State Grant Contribution:	\$1,147,573.90
Local Share Contribution:	\$123,408.57

**ACCOUNTING DETAIL:** Accounting Template No.: 6411113T032

**SIGMA Vendor Code:** CV0048342

## GRANT

This is Grant # E20260064-00 between the Michigan Indigent Defense Commission (Grantor), and City of Warren (Grantee), subject to terms and conditions of this grant agreement (Agreement).

### 1.0 Statement of Purpose

The purpose of this Grant is to provide funding to assist the Grantee (also referred to as local funding unit) to comply with the Compliance Plan and Cost Analysis approved by the MIDC for the provision of indigent criminal defense services for all minimum standards approved by LARA and the process described in the Michigan Indigent Defense Commission Act (MIDC Act). The funding for this grant is contingent upon an appropriation by the Legislature that is signed by the Governor. Consistent with the MIDC Act, in the event that the funds appropriated apply to less than all of the minimum standards, the funding unit will not be required to fully comply with all of the minimum standards. In the event that an appropriation is insufficient to fully fund this grant, the amount of the grant will be reduced by the Grantor and the funding unit will not be required to fully comply with the minimum standards the original approved grant was designed to allow.

### 1.1 Definitions

- A. **Budget** means the detailed statement of estimated costs approved as the Grantee's Cost Analysis and required to implement the Compliance Plan.
- B. **Budget Category** means the aggregate of all funds in each of the high-level categories within the approved Cost Analysis.
- C. **Compliance Plan or Plan** is the plan submitted by the local funding unit and approved by the MIDC that specifically addresses how the Grantee shall meet the approved minimum standards established by the MIDC.
- D. **Cost Analysis** is a statement of the types of expenditures and funding necessary to bring Grantee's indigent defense system into compliance with the approved minimum standards established by the MIDC, including a statement of the funds in excess of the Grantee's local share as defined under the MIDC Act and as outlined in the Compliance Plan.
- E. **MIDC Act** means the Michigan Indigent Defense Commission Act, Public Act 93 of 2013, MCL 780.991 et seq., as amended, enacted for the purpose of creating the Michigan Indigent Defense Commission and creating minimum standards for the local delivery of indigent criminal defense services that meet the constitutional requirements for the effective assistance of counsel.
- F. **Subgrantee** means a governmental agency or other legal entity to which an MIDC subgrant is awarded by the Grantee. Attorneys representing indigent defendants, including both public defenders and attorneys contracted to represent indigent defendants, public defender office employees, judges, magistrates, court personnel, and professional service contract vendors shall not be considered subgrantees.
- G. **"Substantial Change"** to a Compliance Plan is a change to the Plan or Cost Analysis that alters the method of meeting the objectives of the standard(s) in the approved Plan.

## **1.2 Statement of Work**

The Grantee agrees to undertake, perform, and complete the services described in its approved Compliance Plan and in accordance with the MIDC Act, specifically . The Parties to this Agreement enter into this Agreement to facilitate the process described in the MIDC Act, which controls or supersedes any terms of this Agreement.

Consistent with the Act and when applicable, an indigent criminal defense system shall comply with the terms of this Agreement in bringing its system into compliance with the minimum standards established by the MIDC within 180 days after receiving funds from the MIDC. Grantee may exceed 180 days for compliance with a specific item needed to meet minimum standards as set forth in the Act. Grantee's Compliance Plan, as submitted and approved by the MIDC, addresses the prescribed methods Grantee has chosen to provide indigent criminal defense services pursuant to MCL 780.993(3). Any substantial changes to the work described in the Compliance Plan must be submitted to the MIDC for approval as set forth in this Agreement prior to any changes being implemented. All provisions and requirements of this Agreement shall apply to any agreements the Grantee may enter into in furtherance of its obligations under this Agreement and Grantee shall be responsible for the performance of any Subgrantee work, as defined in subsection 1.1.

## **1.3 Detailed Budget**

- A. This Agreement does not commit the State of Michigan (State) or the Department of Licensing and Regulatory Affairs (LARA) to approve requests for additional funds at any time.
- B. If applicable, travel expenses will not be reimbursed at rates greater than the State Travel Rates, without the prior written consent of the MIDC.
- C. The Grantee agrees that all funds are to be spent as detailed in the Budget, unless a budget adjustment request is approved. See section 1.3(E).
- D. Grantee will maintain a restricted fund within their Local Chart of Accounts for the sole purpose of accounting for the expenses and revenue sources for operation of this grant and the local adult indigent defense system.
- E. All requests for a budget adjustment or substantial changes to the Grantee's Compliance Plan will be submitted quarterly with the Grantee's quarterly report. MIDC staff shall respond to a request in writing within 30 days of receipt.
  - 1) Budget adjustments less than or equal to 15% of the Budget Category total, including adjustments between Budget Categories, do not require approval by MIDC staff, but must be reported quarterly in the next financial status report.
  - 2) A Budget adjustment involving greater than 15% or \$10,000 (whichever is greater) of the aggregate of all funding within a Budget Category requires prior written approval by MIDC Staff and must be reported to the MIDC as soon after the Grantee is aware of the necessity of the Budget adjustment and reported in the Grantee's quarterly report.
  - 3) Any substantial change to a Compliance Plan requires prior approval by MIDC staff and MIDC Commission.

#### 1.4 Payment Schedule

The maximum amount of grant assistance approved is \$1,147,573.90 ( One Million One Hundred Forty Seven Thousand Five Hundred Seventy Three and 90/100)

Grantee must report and certify to Grantor by October 31st of each year the balance of any unexpended indigent defense grant funds from the prior fiscal year grant plus any interest earned on the advancement of the state grant funds in the previous fiscal year. Any funds from the previous fiscal year contained in an approved extension of the previous fiscal year's grant for projects that will be completed after September 30, 2025, will be carried over into the current fiscal year and shall not be considered unexpended funds, nor be included in the balance of unexpended funds. The current fiscal year indigent defense grant funds advanced will be reduced by the amount of unexpended funds from the prior fiscal year's grant by reducing all disbursement equally. The maximum amount of grant assistance approved includes the unexpended funds reported from the previous fiscal year.

An initial advance of 25% of the State Grant shall be made to the Grantee upon receipt by the Grantor of a signed Agreement. The Grantor shall make subsequent disbursements of up to 25% of the total state grant amount in accordance with the following schedule:

Initial Advance of 25% of total grant – Within 15 days of receipt of executed agreement

25% disbursement – January 15, 2026

25% disbursement – April 15, 2026

25% disbursement – July 15, 2026 (final payment)

The above schedule of disbursement of funds is contingent upon receipt of quarterly reporting as addressed in this section and section 1.5 of this document. Any disputed matters shall not cause delay in remitting any disbursements or in issuing a grant contract and funds for the next fiscal year. Disputed matters shall be acted on independently from undisputed matters. The financial status report (FSR) report must be submitted on the form provided by the MIDC/LARA and indicate:

Grant funds received to date;

Expenditures for the reporting period by budget category; and;

Cumulative expenditures to date by budget category;

The quarterly FSR must be supported and accompanied by documentation of those grant funded expenditures incurred for the reporting period, including but not limited to:

- The general ledger for the restricted local indigent defense fund, including a detailed expenditure report with all expenditure detail within the budget categories, which must include documentation of payments to contract attorneys either by individual invoice or by report of payments made, by attorney;

- All invoices related to experts and investigators;
- All invoices related to construction; and
- Personnel detail including full-time equivalency of any grant funded positions, including total compensation for that position;

Upon request, Grantee shall provide the MIDC with additional documentation/verification of expenditures under the grant within 30 days of the making of the request. Any additional documentation/verification of expenditures shall not delay issuance of a grant contract or grant disbursements. Grantee's documentation of expenditures shall be maintained according to record retention policies for audit purposes in order to comply with this Agreement. Grantee will be held to the full contribution of the Local Share within the original one-year grant period.

The quarterly FSR and standards compliance report as addressed in Section 1.5, shall be provided in accordance with the following schedule:

Initial FSR and compliance report for 10/1/25 - 12/31/25 – January 31, 2026

2nd FSR and compliance report for 1/1/26 - 3/31/26 – April 30, 2026

3rd FSR and compliance report for 4/1/26 - 6/30/26 – July 31, 2026

Final FSR and compliance report for 7/1/26 - 9/30/26 – October 31, 2026

Any reporting subsequently returned by MIDC Staff should be corrected and resubmitted for review within seven business days.

#### **1.5 Monitoring and Reporting Program Performance**

- A. Monitoring. The Grantee shall monitor performance to assure that time schedules are being met and projected work is being accomplished.
- B. Quarterly Reports. The Grantee shall submit to the Grantor quarterly program reports on compliance with the minimum standards and participate in follow up and evaluation activities. Compliance reports include narrative responses containing a description of the Grantee's compliance with, identifying problems or delays, actual, real or anticipated and any significant deviation from the approved Compliance Plan. Grantee will use its best efforts to provide data relevant to assessing compliance as contained in the compliance reporting template requested by MIDC. If Grantee is unable to provide the information requested by the report, Grantee will demonstrate in writing the steps taken to assess what information is currently available and how to retrieve it. Grantee also agrees to work with MIDC research staff to seek additional options or ideas for the collection and retrieval of this information.

## PART II - GENERAL PROVISIONS

### **2.1 Project Changes**

Grantee must obtain prior written approval for substantial changes to the compliance plan from Grantor.

### **2.2 Delegation**

Grantee must notify the MIDC at least 90 calendar days before any proposed delegation with reasonable detail about Subgrantee and the nature and scope of the activities delegated. If any obligations under this Grant are delegated, Grantee must: (a) be the sole point of contact regarding all contractual project matters, including payment and charges for all Grant activities; (b) make all payments to the Subgrantee; and (c) incorporate the terms and conditions contained in this Grant in any subgrant with Subgrantee. Grantee remains responsible for the completion of the Grant activities and compliance with the terms of this Grant.

### **2.3 Program Income**

To the extent that it can be determined that interest was earned on advances of funds, such interest shall be recorded in the Grantee's restricted indigent defense fund and included in the quarterly FSRs. The grant award shall not be increased by the amount of interest earned. Any grant funds attributable to interest and not spent at the end of the grant period shall be returned to the State or included in future grant awards from the MIDC consistent with MCL 780.993(15).

### **2.4 Share-in-savings**

Grantor expects to share in any cost savings realized by Grantee in proportion of the grant funds to the local share.

### **2.5 Purchase of Equipment**

The purchase of equipment must be made pursuant to Grantee's established purchasing policy and if not specifically listed in the Budget, Grantee must have prior written approval of Grantor. Equipment is defined as non-expendable personal property having a useful life of more than one year. Such equipment shall be retained by Grantee unless otherwise specified at the time of approval.

### **2.6 Accounting**

Grantee must establish and maintain a restricted indigent defense fund in its local chart of accounts to record all transactions related to the Grant. The restricted fund will not lapse to the local general fund at the close of Grantee's fiscal year. Grantee shall adhere to the Generally Accepted Accounting Principles and shall maintain records which will allow, at a minimum, for the comparison of actual outlays with budgeted amounts. Grantee's overall financial management system must ensure effective control over and accountability for all indigent defense funds received. Where the Grantee uses a nonprofit entity to provide indigent defense services as contemplated in its compliance plan and cost analysis, the Grantee shall ensure that the contract or agreement defining the nonprofit entities relationship allows for reasonable access, in its sole discretion, to financial records for monitoring by the Grantee and its representatives. Accounting records must be supported by source documentation of expenditures including, but not limited to, balance sheets, general

ledgers, payroll documents, time sheets and invoices. The expenditure of state funds shall be reported by line item and compared to the Budget.

**2.7 Records Maintenance, Inspection, Examination, and Audit**

Grantor or its designee may audit Grantee and the restricted indigent defense fund account to verify compliance with this Grant. Grantee must retain and provide to Grantor or its designee upon request, all financial and accounting records related to the Grant through the term of the Grant and for 7 years after the latter of termination, expiration, or final payment under this Grant or any extension ("Audit Period"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Grantee must retain the records until all issues are resolved.

Within 10 calendar days of providing notice, Grantor and its authorized representatives or designees have the right to enter and inspect Grantee's premises or any other places where Grant activities are being performed, and examine, copy, and audit all records related to this Grant. Grantee must cooperate and provide reasonable assistance. If any financial errors have occurred, the amount in error must be reflected as a credit or debit on subsequent disbursements until the amount is paid or refunded. Any remaining balance must be reported by Grantee to Grantor by October 31 of each year as required under the MIDC Act.

This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant activities in connection with this Grant.

**2.8 Competitive Bidding**

Grantee agrees that all procurement transactions involving the use of state funds shall be conducted in a manner that provides maximum open and free competition, consistent with Grantee's purchasing policies. Sole source contracts should be negotiated to the extent that such negotiation is possible. Attorney contracts for representation of indigent or partially indigent defendants, and contracts for managed assigned counsel coordinators, are exempt from a competitive bid process but must meet standard internal procurement policies, as applicable.

**3.0 Liability**

The State is not liable for any costs incurred by Grantee before the start date or after the end date of this Agreement. Liability of the State is limited to the terms and conditions of this Agreement and the total grant amount.

**3.1 Safety**

Grantee and all subgrantees are responsible for ensuring that all precautions are exercised at all times for the protection of persons and property. Safety provisions of all Applicable Laws and building and construction codes shall be observed. Grantee and every subgrantee are responsible for compliance with all federal, state, and local laws and regulations in any manner affecting the work or performance of this Agreement and shall at all times carefully observe and comply with all rules, ordinances, and regulations. Grantee, and all subgrantees shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of this Agreement.

### **3.2 Indemnification**

Each party to the Grant must seek its own legal representation and bear its own legal costs; including judgments, in any litigation which may arise from the performance of this Grant and/or Agreement. It is specifically understood and agreed that neither party will indemnify the other party in any such litigation.

### **3.3 Failure to Comply and Termination**

A. Failure to comply with duties and obligations under the grant program as set forth in Public Act 93 of 2013, as amended, is subject to the procedures contained in sections 15 and 17 of the Act.

B. Termination for Convenience

Grantor may immediately terminate this Grant in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. If Grantor terminates this Grant for convenience, Grantor will pay all reasonable costs for approved Grant responsibilities. If the parties cannot agree to the cost to be paid by the Grantor, the parties shall attempt to resolve the dispute by mediation pursuant to MCL 780.995. Grantee's duty to comply with MIDC standards is limited to funding covering the cost of compliance as set forth in the Act.

### **3.4 Conflicts and Ethics**

Grantee will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Grant; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Grant; (c) attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for Grantee, any consideration contingent upon the award of the Grant. Grantee must immediately notify Grantor of any violation or potential violation of this Section. This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant activities in connection with this Grant.

### **3.5 Non-Discrimination**

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101 to 37.2804, and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., Grantee and its subgrantees agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. Breach of this covenant is a material breach of this Grant.

### **3.6 Unfair Labor Practices**

Under MCL 423.324, the State may void any Grant with a grantee or subgrantee who appears on the Unfair Labor Practice register compiled under MCL 423.322.

### **3.7 Force Majeure**

Neither party will be in breach of this Grant because of any failure arising from any disaster or act of God that are beyond its control and without its fault or negligence. Each party will use commercially reasonable efforts to resume performance. Grantee will not be relieved of a breach or delay caused by its subgrantees except where the MIDC determines that an unforeseeable condition prohibits timely compliance pursuant to MCL 780.993, Sec. 13(11).

### **4.0 Certification Regarding Debarment**

Grantee certifies, by signature to this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal or state department or agency. If Grantee is unable to certify to any portion of this statement, Grantee shall attach an explanation to this Agreement.

### **4.1 Illegal Influence**

Grantee certifies, to the best of its knowledge and belief that:

- A. No federal appropriated funds have been paid nor will be paid, by or on behalf of Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this grant, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. Grantee shall require that the language of this certification be included in the award documents for all grants or subcontracts and that all subrecipients shall certify and disclose accordingly.

The State has relied upon this certification as a material representation. Submission of this certification is a prerequisite for entering into this Agreement imposed by 31 USC 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Grantee certifies, to the best of its knowledge and belief that no state funds have been paid nor will be paid, by or on behalf of Grantee, to any person for influencing or attempting to influence an officer or employee of any state agency, a member of the Legislature, or an employee of a member of the Legislature in connection with the awarding of any state contract, the making of any state grant, the making of any state

loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state contract, grant, loan or cooperative agreement.

#### **4.2 Governing Law**

This Grant is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles. All claims relating to, or arising out of, this Grant are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Grant must be resolved as outlined in Sec. 15 of PA93 of 2013, as amended.

#### **4.3 Disclosure of Litigation, or Other Proceeding**

Grantee must notify Grantor within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively Proceeding) that arises during the term of the Grant against a public defender office, an attorney employed by a public defender office, or an attorney contracted to perform indigent defense functions funded by the Grantee that involves: (a) a criminal Proceeding; (b) a civil Proceeding involving a claim that, after consideration of Grantee's insurance coverages, would adversely affect Grantee's viability; (c) a civil Proceeding involving a governmental or public entity's claim or written allegation of fraud related to performance of the Grant; or (d) a Proceeding challenging any license that an attorney practicing on behalf of a public defender office or an attorney practicing pursuant to a contract to perform indigent defense functions for Grantee is required to possess in order to perform under this Grant.

#### **4.4 Assignment**

Grantee may not assign this Grant to any other party without the prior approval of Grantor. Upon notice to Grantee, Grantor, in its sole discretion, may assign in whole or in part, its rights or responsibilities under this Grant to any other party. If Grantor determines that a novation of the Grant to a third party is necessary, Grantee will agree to the novation, provide all necessary documentation and signatures, and continue to perform its obligations under the Grant.

#### **4.5 Entire Grant and Modification**

This Grant is the entire agreement and replaces all previous agreements between the parties for the Grant activities. Pursuant to the MIDC Act, the MIDC shall promulgate policies necessary to carry out its powers and duties. The MIDC may also provide guides, instructions, informational pamphlets for the purpose of providing guidance and information with regard to the Grant and MIDC policies. This Agreement supersedes all terms of MIDC policies, guides, instructions, informational pamphlets and any other explanatory material that is in conflict with the Agreement. This Agreement may not be amended except by a signed written agreement between the parties.

#### **4.6 Grantee Relationship**

Grantee assumes all rights, obligations, and liabilities set forth in this Grant. Grantee, its employees, and its agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Grant. Grantee,

and not Grantor or the State of Michigan, is responsible for the payment of wages, benefits, and taxes of Grantee's employees. Prior performance does not modify Grantee's status as an independent grantee.

**4.7 Dispute Resolution**

The parties will endeavor to resolve any Grant dispute in accordance with section 15 of Public Act 93 of 2013. The dispute will be referred to the parties' respective representatives or program managers. Such referral must include a description of the issues and all supporting documentation. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance or performance would require Grantee to spend in excess of the Local Share as defined by MCL 780.983(h).

**5.0 Severability**

If any part of this Grant is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Grant and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Grant will continue in full force and effect.

### 5.1 Signatories

The signatories warrant that they are empowered to enter into this Agreement and agree to be bound by it.

Signature: *Laura Kwiecien*

Laura Kwiecien, Department of Licensing and Regulatory Affairs  
Bureau of Finance and Administrative Services  
Department of Licensing and Regulatory Affairs  
State of Michigan

Date: 11/15/2025

Signature: *Kristen Staley*

Kristen Staley, Executive Director  
Michigan Indigent Defense Commission  
Department of Licensing and Regulatory Affairs  
State of Michigan

Date: 10/29/2025

Signature: *Kristina Battle*

Representative: Kristina Battle, Financial Officer  
Date: 10/29/2025  
Funding Unit: City of Warren

GRANT NO. E20260064-00



January 19, 2026

Ms. Mindy Moore  
Council Secretary  
City of Warren, Michigan

Re: Request for Additional Appropriations – Police and Fire

Dear Council Secretary Moore:

In correspondence dated January 8, 2026, the Police Department and the Fire Department have indicated a need to this Council for an appropriation of funds in the amount of \$367,786.00 to cover the costs of purchasing and installing automated Axon drone docks as outlined in TRI-W-1741.

A copy of an amending budget resolution is attached for Council action.

Respectfully,

A handwritten signature in black ink that reads "Kristina K Battle".

Kristina K Battle  
Budget Director

Signed by:  
*Lori M. Stone*  
Approved: \_\_\_\_\_  
Lori M. Stone, Mayor

cc: Rick Fox  
B Chisolm  
W McAdams



January 8, 2026

Kris Battle  
Budget Director  
Controller's Office  
One City Square  
Warren, MI 48093

**RE: Budget Amendment Request Contractual Services Account 101-1301-80100 and 101-1336-80100**

Dear Mrs. Battle,

The Police Department and the Fire Department are requesting budget amendments to fund the cooperative expansion of drone teams with the installation of automated Axon drone docks on Fire Stations 1, 2, 3, 5, 6, and the Police Department. Axon drone docks will significantly enhance our department's aerial response capabilities by enabling rapid, autonomous deployment of drones for public safety missions such as search and rescue, perimeter security, traffic incident assessment, and critical incident monitoring. The automated docking stations ensure drones are charged, maintained, and ready for immediate launch without manual intervention, reducing response times and freeing up personnel for other duties. This investment will permit the expansion of the Police Department's Drone First Responder operations from the current 8 hours per day to at least 16 hours per day with no additional personnel by enabling automated launch, recovery, charging, and readiness of aircraft through Axon drone docks. The Fire Department drone team would be able to use the same drones as the police department for fire missions. Sharing resources in furtherance of our common service is a fiscally responsible way to fund this expansion of operations. The total cost for the project this fiscal year is \$367,784.90.

We are therefore submitting budget amendment requests to facilitate this purchase.

Police GL# 101-1301-80100: \$183,892.45  
Fire GL# 101-1336-80100: \$183,892.45

Professionally,

DocuSigned by:

*Wilburt McAdams*

6EE857E59A9D4BD...

Wilburt McAdams  
Fire Commissioner

Signed by:

**Brent Chisolm**

9203B4FAD4AC476...

Brent Chisolm  
Captain, Police Administration

**RESOLUTION AMENDING GENERAL APPROPRIATIONS  
FOR FISCAL 2026 BUDGET**

A \_\_\_\_\_ Meeting of the City Council of the City of Warren, County of Macomb, Michigan held \_\_\_\_\_, 2026, at 7:00 o'clock p.m. Eastern Standard Time in the Council Chambers at the Warren Community Center.

PRESENT: Council Members \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSENT: Council Members \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following preamble and resolution were offered by Council Member \_\_\_\_\_, and supported by Council Member \_\_\_\_\_.

WHEREAS, the budget for fiscal year July 1, 2025 to June 30, 2026 was adopted by Council on May 13, 2025, and

WHEREAS, the Police Department and the Fire Department have indicated a need to this Council for an appropriation of funds in the amount of \$367,786.00 to cover the costs of purchasing and installing automated Axon drone docks as outlined in TRI-W-1741,

NOW, THEREFORE, BE IT RESOLVED, that the City Council by amending the original General Appropriation Resolution for Fiscal 2026 Budget, approves the additional appropriation of funds to the following budget line items in the General Fund Budget for fiscal 2026 in the amount of \$367,786.00.

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
<u>Transfer to:</u>		
101-1301-80100	Contractual Services	\$ 183,893
101-1336-80100	Contractual Services	183,893
		\$ 367,786
<u>Transfer from:</u>		
101-0000-39601	General Fund Contingency	\$ 367,786

BE IT FURTHER RESOLVED, that the City Council hereby revises the estimated appropriations for the General Fund Budget for fiscal 2026 in the amount of \$367,786.00.

AYES: Council Members \_\_\_\_\_  
\_\_\_\_\_

NAYS: Council Members \_\_\_\_\_  
\_\_\_\_\_

RESOLUTION DECLARED ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
MINDY MOORE  
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN )

) SS

COUNTY OF MACOMB )

I, SONJA BUFFA, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Council at its meeting held on \_\_\_\_\_.

\_\_\_\_\_  
SONJA BUFFA  
City Clerk



DATE: January 13, 2026

Lori M. Stone, Mayor  
City of Warren

RE: Request for Proposals: Security Camera/key card reader access upgrades City wide

**Recommendation of Review Panel**

Dear Mayor Stone:

I am forwarding for your approval and appointment, my recommendation of the review panel for the above referenced Request for Proposal:

Mary Michaels, Acting City Attorney or her designee  
Richard Fox, City Controller or his designee  
Jared Gajos, Acting Human Resource Director or her designee  
Craig Treppa, Purchasing Agent  
Steve Campbell, Public Service  
Shuman Hakim, Information Technologies or his designee  
Scott Raedel, DPW Superintendent or his designee  
Kevin Kita, Sanitation Director or his designee  
David Koss, Water Department or his designee  
Eric Hawkins, Police Commissioner or his designee  
Donna Dordeski, WWTP or her designee  
Oksana Urban, Library director or her designee  
Jason Spiller, Parks and Rec director or his designee  
Orrin Ferguson, Fire Chief or his designee  
Tom Bommarito, DDA/TIFA Director or his designee  
Annette Gatarri-Ross, 37<sup>th</sup> District Court Administrator or her designee

We also need a representative from the City Council. Please forward a request to our City Council so that they may appoint a representative at the next scheduled council meeting.

Respectfully Submitted,

Signed by:  
*Steve Campbell*  
D3B6EA81A3994B6...  
Steve Campbell  
Public Service

READ AND CONCUR:

Signed by:  
*Lori M. Stone*  
F040B73E57F248E...  
Lori M. Stone, Mayor



DATE: January 13, 2026

Lori M. Stone, Mayor  
City of Warren

RE: Request for Proposals: City of Warren digital sign upgrades

**Recommendation of Review Panel**

Dear Mayor Stone:

I am forwarding for your approval and appointment, my recommendation of the review panel for the above referenced Request for Proposal:

Mary Michaels, City Attorney or her designee  
Jared Gajos, HR Director or his designee  
Orrin Furgeson, Fire Chief or his designee  
Richard Fox, City Controller or his designee  
Craig Treppa, Purchasing Agent or his designee  
Dave Muzzeralli, Public Service Director or his designee  
Oksana Urban, Library Director or her designee  
Jason Spiller, P&R Director or his designee  
Clarissa Cayton, Director Communications or her designee

We also need a representative from the City Council. Please forward a request to our City Council so that they may appoint a representative at the next scheduled council meeting.

Respectfully Submitted,

READ AND CONCUR:

Signed by:  
**Steve Campbell**  
D3B6EA81A3994B6...  
Steve Campbell  
Public Service Administrative Supervisor

Signed by:  
**Lori M Stone**  
F040B73E57F248E...  
Lori M. Stone, Mayor



PUBLIC SERVICE DEPARTMENT  
ENGINEERING DIVISION  
One City Square, Suite 300  
Warren, MI 48093-2390  
P: (586) 759-9300  
[www.cityofwarren.org](http://www.cityofwarren.org)

January 14, 2026

Mindy Moore  
Council Secretary

**RE: Certification of Special Assessment District S0544**

Attached is the final assessment information and Resolution for Special Assessment District S0544 – Concrete Sidewalks and Drive Approaches reflecting as-constructed quantities.

Please place this item on the next available City Council agenda for consideration.

If you have any questions regarding this matter, I can be reached in my office at (586) 759-9306.

Sincerely,

DocuSigned by:  
  
Tina G. Gaphes, P.E.  
City Engineer  
FE012900B0764F1...

Read and Concurred,

DocuSigned by:  
  
A310AB08BBC84DD  
David Muzzarelli,  
Public Service Director

Read and Concurred,

Signed by:  
  
F040B73E57F248E...  
Lori M. Stone  
Mayor

Attachments

cc: City Controller  
City Assessor  
City Treasurer



PUBLIC SERVICE DEPARTMENT  
ENGINEERING DIVISION  
One City Square, Suite 300  
Warren, Michigan 48093-2390  
P: (586) 759-9300  
F: (586) 759-9318  
[www.cityofwarren.org](http://www.cityofwarren.org)

## **FINAL ASSESSMENT DATA**

**S.A.D. 544**

**TO PROVIDE FOR THE REPAIR OF  
CONCRETE SIDEWALKS AND/OR DRIVE APPROACHES**

**2025 CITY WIDE**



PUBLIC SERVICE DEPARTMENT  
ENGINEERING DIVISION  
One City Square, Suite 300  
Warren, Michigan 48093-2390  
P: (586) 759-9300  
F: (586) 759-9318  
[www.cityofwarren.org](http://www.cityofwarren.org)

**FINAL COST  
S.A.D. 544  
CONCRETE SIDEWALK AND/OR DRIVE APPROACHES**

DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
4" THICK CONCRETE SIDEWALK	56,809.21	SFT	\$10.50	\$596,496.71
6" THICK CONCRETE SIDEWALK, APPROACH AND/OR RAMPS	7,900.07	SFT	\$12.75	\$100,725.89
8" THICK CONCRETE SIDEWALK, APPROACH AND/OR RAMPS	3,938.70	SFT	\$15.00	\$59,080.50
CURB AND GUTTER	169.70	LFT	\$50.00	\$8,485.00
Traffic Control	662.00	Parcel	\$10.86	\$7,187.66
ADA Detectable Warning Device	111.00	LF	\$40.00	\$4,440.00
Bonds, Insurance, Mobilization	331.00	Parcel	\$73.71	\$24,398.03

CONTIGENCIES 0%	\$0.00
ADMINISTRATION 0%	\$0.00
ENGINEERING 0%	\$0.00
<b>TOTAL FINAL COST (ASSESSABLE ITEMS ONLY)</b>	<b>\$800,813.79</b>



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## FINAL COST BREAKDOWN

### Final Cost to Assessment District

34,279.30 Sq.Ft. 4" Concrete Sidewalk @ 10.50/Sq.Ft.	\$359,932.65
3,105.35 Sq.Ft. 6" Concrete Sidewalk @ 12.75/Sq.Ft.	\$39,593.21
3,463.30 Sq.Ft. 8" Concrete Sidewalk @ 15.00/Sq.Ft.	\$51,949.50
0 Lin.Ft. Curb and Gutter @ 50.00/Lin.Ft.	\$00.00
327 Parcels for Traffic Control @ 10.86/Parcel	\$3,550.40
75 Lin.Ft. ADA Detectable Warning Device @ 40.00/Lin.Ft.	\$3,000.00
327 Parcels for Bonds, Insurance, Mobilization @ 73.71/Parcel	<u>\$24,103.19</u>

**FINAL COST TO ASSESSMENT DISTRICT** **\$482,128.95**

### Final Cost to City at Large

22,529.91 Sq.Ft. 4" Concrete Sidewalk @ 10.50/Sq.Ft.	\$236,564.06
4,794.72 Sq.Ft. 6" Concrete Sidewalk @ 12.75/Sq.Ft.	\$61,132.68
475.40 Sq.Ft. 8" Concrete Sidewalk @ 15.00/Sq.Ft.	\$7,131.00
169.70 Lin.Ft. Curb and Gutter @ 50.00/Lin.Ft.	\$8,485.00
335 Parcels for Traffic Control @ 10.86/Parcel	\$3,637.26
36 Lin.Ft. ADA Detectable Warning Device @ 40.00/ Lin.Ft.	\$1,440.00
4 Parcels for Bonds, Insurance, Mobilization @ 73.71/Parcel	<u>\$294.84</u>

**FINAL COST TO CITY AT LARGE** **\$318,684.84**

<b>FINAL PROJECT COST (ASSESSABLE ITEMS ONLY)</b>	<b>\$800,813.79</b>
<b>FINAL PROJECT COST INCLUDING ALL ITEMS</b>	<b>\$915,387.37</b>

**RESOLUTION FOR CERTIFICATION OF SPECIAL ASSESSMENT DISTRICT S0544**

At a regular meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on \_\_\_\_\_, 2026, at 7:00 p.m. Eastern \_\_\_\_\_ Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilpersons \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Councilpersons \_\_\_\_\_

The following preamble and resolution were offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_:  
\_\_\_\_\_

WHEREAS, the City has determined that the total project cost of Special Assessment District S0544 has been revised to reflect the actual costs.

AND WHEREAS, copies of the final project costs for assessment district S0544 are attached hereto and made part of the resolution.

NOW, THEREFORE, BE IT RESOLVED, that Special Assessment District S0544 is amended in accordance with the attached revision.

BE IT FURTHER RESOLVED, that the appropriate City departments are hereby directed to adjust Special Assessment District S0544 accordingly.

BE IT FURTHER RESOLVED, that the City Treasurer is hereby instructed to send revised bills to the property owners affected.

BE IT FURTHER RESOLVED, that all resolutions or parts of resolutions inconsistent with the provisions of this resolution be and the same hereby rescinded.

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYES: \_\_\_\_\_

\_\_\_\_\_

RESOLUTION ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
MINDY MOORE  
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN )  
                          ) SS.  
COUNTY OF MACOMB )

I, SONJA BUFFA, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on \_\_\_\_\_, 2026.

\_\_\_\_\_  
SONJA BUFFA  
City Clerk



ALANIS STEVEN A	29143	VAN LAAN	13-08-351-034	37.50						0.0012	0.0012	0.0025	\$ 393.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 478.32	\$ 10.66		
ASH N INC	29100	RYAN	13-08-351-040	98.50		145.00	5.00			0.0012	0.0012	0.0025	\$ -	\$ 1,034.25	\$ -	\$ -	\$ 2,175.00	\$ 75.00	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 2,259.57	\$ 1,120.11
SAUER DEBRA L & RICHARD A J	4753	RED MAPLE	13-08-377-044	95.00						0.0012	0.0012	0.0025	\$ 997.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 1,062.07	\$ 10.66		
SWIDER PATRICIA REVOCABLE TR	4765	RED MAPLE	13-08-377-045	100.00	21.00					0.0012	0.0012	0.0025	\$ 1,050.00	\$ 220.50	\$ -	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 1,134.57	\$ 231.96		
WILSON JAMES L &	30507	LUND	13-10-128-015	75.00	2.50					0.0012	0.0012	0.0025	\$ 787.50	\$ 26.25	\$ -	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 872.07	\$ 37.11		
ROSER JOHN & DEBORAH	30524	LUND	13-10-129-014	53.00						0.0012	0.0012	0.0025	\$ 558.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 641.07	\$ 10.66		
GRAF ERIC	30508	LUND	13-10-129-015	128.00	55.00					0.0012	0.0012	0.0025	\$ 1,314.00	\$ 1,584.25	\$ -	\$ 701.25	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 1,428.57	\$ 237.38	
FLOCKHART TERRI REVOCABLE	30351	FREDA	13-10-177-013	100.00	99.50					0.0012	0.0012	0.0025	\$ 1,050.00	\$ 1,044.75	\$ -	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 1,134.57	\$ 1,055.61		
DIBI CHRISTINE	32359	LUND	13-10-178-010	98.50	123.50					0.0012	0.0012	0.0025	\$ 1,013.25	\$ 1,295.75	\$ -	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 1,097.82	\$ 307.61		
UDON AMIR & BEGUN HALIMA	30358	LUND	13-10-179-001	113.00	303.00	87.40			10.0	0.0012	0.0012	0.0025	\$ 1,186.50	\$ 3,181.50	\$ -	\$ 1,114.35	\$ -	\$ -	\$ 400.00	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 1,671.02	\$ 4,306.71
DEMOTTE JUDITH A	30342	LUND	13-10-179-002	23.00						0.0012	0.0012	0.0025	\$ 241.50	\$ 31.80	\$ -	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 326.07	\$ 10.66		
FITZGERALD KENNETH	30309	CAMPBELL	13-10-281-014	149.00	122.50	21.00				0.0012	0.0012	0.0025	\$ 1,564.50	\$ 1,266.25	\$ 267.75	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 1,916.82	\$ 1,297.11		
WILSON BARBARA A & MARECKI R	29711	PARK PLACE	13-10-331-020							0.0012	0.0012	0.0025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
STETSON MARY	29743	PARK PLACE	13-10-331-021							0.0012	0.0012	0.0025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
CHOWDHURY SHABUDIN & MEMI	29322	CAMPBELL	13-10-453-012	150.50	2.00					0.0012	0.0012	0.0025	\$ 1,580.25	\$ 21.00	\$ -	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 1,654.82	\$ 31.88		
THOMPSON ANGELA V	11528	LYNCH COURT	13-11-102-003	68.00		100.00	2.50			0.0012	0.0012	0.0025	\$ 69.00	\$ -	\$ 1,275.00	\$ 31.83	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 2,052.57	\$ 42.73		
KLOPOS KUSUSAN M & BRANDON J	30556	PALOMINO	13-11-129-020	25.00						0.0012	0.0012	0.0025	\$ 262.50	\$ -	\$ 318.75	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 665.82	\$ 10.66		
FORE DONALD J	30524	NEWPORT	13-11-204-018	60.00						0.0012	0.0012	0.0025	\$ 1,186.50	\$ 3,181.50	\$ -	\$ 1,114.35	\$ -	\$ -	\$ 400.00	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 1,671.02	\$ 4,306.71
BROADSTONE PSM MICHIGAN LLC	30713	SCHOENHERR	13-11-229-049	47.00	25.50					0.0012	0.0012	0.0025	\$ 493.50	\$ 267.75	\$ -	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 578.07	\$ 278.61		
TAMO NADEEM & RITA	13229	CROMIE	13-11-278-023	49.00						0.0012	0.0012	0.0025	\$ 514.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 599.07	\$ 10.66		
TURIER HILTON JR & TERRI	30104	MOULIN	13-11-278-018	10.00					17.00	0.0012	0.0012	0.0025	\$ 105.00	\$ -	\$ 216.75	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 406.32	\$ 10.66		
WNUCZEK MARCH A & JOANNA	29238	ROAN	13-11-378-034	100.00	20.00					0.0012	0.0012	0.0025	\$ 1,050.00	\$ 210.00	\$ -	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 1,134.57	\$ 220.66		
ODOLICH WILLIAM & DELORES	29215	ROAN	13-11-375-036	100.00	30.00					0.0012	0.0012	0.0025	\$ 1,050.00	\$ 315.00	\$ -	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 1,134.57	\$ 325.66		
REFORNO ANDREA	29143	ROAN	13-11-376-040	98.00	69.00					0.0012	0.0012	0.0025	\$ 1,029.00	\$ 724.50	\$ -	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 1,113.57	\$ 735.36		
KRUK DANIEL	29340	ROAN	13-11-377-006	25.00						0.0012	0.0012	0.0025	\$ 262.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 347.07	\$ 10.66		
DURHAM KEVIN J	29840	NEWPORT	13-11-403-004	100.00	114.00					0.0012	0.0012	0.0025	\$ 1,050.00	\$ 1,197.00	\$ -	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 1,134.57	\$ 1,207.66		
GURGUL DENNIS & P	29820	NEWPORT	13-11-404-012	75.00						0.0012	0.0012	0.0025	\$ 787.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 872.07	\$ 10.66		
TASSIANO FRANK	29001	DOVER	13-11-405-026	100.00	70.00					0.0012	0.0012	0.0025	\$ 1,050.00	\$ 735.00	\$ -	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 1,134.57	\$ 745.66		
ELSEY PATRICK	29617	EIFFEL	13-11-427-030	85.50						0.0012	0.0012	0.0025	\$ 929.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 1,013.82	\$ 10.66		
COOPER BRIAN M & RACHEL R	29591	EIFFEL	13-11-427-032	100.00	23.50				5.00	0.0012	0.0012	0.0025	\$ 1,060.00	\$ 246.75	\$ -	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 1,134.57	\$ 267.61		
BRAUN DIANE	29519	EIFFEL	13-11-427-038	62.50						0.0012	0.0012	0.0025	\$ 655.25	\$ -	\$ 637.75	\$ -	\$ -	\$ -	\$ 10.66	\$ 10.66	\$ 73.71	\$ -	\$ 604.57	\$ 10.66		
MILLER JOSEPH C	29507	EIFF																								





**CITY ATTORNEY'S OFFICE**

One City Square, Suite 400  
WARREN, MI 48093  
(586) 574-4671  
FAX (586) 574-4530  
[www.cityofwarren.org](http://www.cityofwarren.org)

January 16, 2026

Ms. Mindy Moore  
Council Secretary  
City of Warren

**Re: Resolution to Authorize Execution of Specialized Services Operating Assistance Program Third Party Contract FY2026**

Dear Secretary Moore:

Attached please find the above Resolution and a copy of the proposed Specialized Services Operating Assistance Program Third-Party Contract ("Contract") between the City of Warren and the Suburban Mobility Authority for Regional Transportation ("SMART") for the fiscal year 2026.

The City of Warren and SMART for many years have applied for and received funding from the Michigan Department of Transportation ("Department") for the Michigan Specialized Services Operating Assistance Program ("Program").

The Program provides public transportation services primarily designed for those disabled or 65 years or older ("Specialized Services"), pursuant to MCL 247.660e (4) (c) (i) (A).

The purpose of the Contract is to pass Program operating assistance funding from the Department through SMART to the City of Warren. SMART only provides funds to the extent they are made available by the Department. SMART's maximum obligation for the provision of funds to the City of Warren is \$75,546 for the period of October 1, 2025 through September 30, 2026, which is the same as it was for the last Contract period.

Ms. Mindy Moore  
January 16, 2026  
Page 2

I have reviewed the Contract and approve as to form. Please place this item on your next available agenda for consideration and approval.

Sincerely,

Signed by:  
*Laura Sullivan*  
D5AB6A0EE6F9412  
Laura Sullivan  
Assistant City Attorney III

LS/vlt Ltr to M Moore Council re Specialized Services Operating Assistance Program FY2026 - SMART ID 117136

Attachments

cc: Jason Spiller, Parks and Recreation Director  
Richard Fox, City Controller  
Denise Krolczyk, Parks and Recreation Program Supervisor

Read and Concur:

Signed by:  
*Mary Michaels*  
11980BFF52344A1  
Mary Michaels  
Acting City Attorney

Approved:

Signed by:  
*Lori M. Stone*  
F041B73E07F248E  
Lori M. Stone  
Mayor

## **SPECIALIZED SERVICES OPERATING ASSISTANCE PROGRAM THIRD-PARTY CONTRACT- FY 2026**

**THIS AGREEMENT** (“Agreement” or “Contract”) is made and entered between the Suburban Mobility Authority for Regional Transportation (hereinafter referred to as “**AUTHORITY**”), whose address is 535 Griswold Suite 600, Detroit, Michigan 48226, and City of Warren (hereinafter referred to as “**SUBRECIPIENT**”), whose address is 5460 Arden, Warren, MI 48092.

### **SECTION 1. - DEFINITIONS**

<b>PROGRAM</b>	Means the Michigan Specialized Services Operating Assistance Program designed primarily for seniors and persons with disabilities as defined under Section 10e(4)(c)(i) of Act 51, of the Public Acts of 1951, as amended; MCL 247.660e(4)(c)(i).
<b>DEPARTMENT</b>	Means the Michigan Department of Transportation.
<b>BUREAU</b>	Means the Bureau of Urban and Public Transportation of the Michigan Department of Transportation.
<b>AUTHORITY</b>	Means the Suburban Mobility Authority for Regional Transportation (SMART).
<b>PROJECT</b>	Means the providing of <b>SPECIALIZED SERVICES</b> .
<b>SPECIALIZED SERVICES</b>	Means public transportation services primarily designed for persons with disabilities or who are sixty-five (65) years of age or older.
<b>STATE</b>	Means the State of Michigan.
<b>SUBRECIPIENT</b>	Means City of Warren, which will provide the transit services with funds received under this Contract.
<b>APPLICATION</b>	Means the AUTHORITY’s application, submitted in cooperation with the SUBRECIPIENT, for funding from this PROGRAM for the period from October 1, 2025, to September 30, 2026.

## **SECTION 2. - PURPOSE**

The purpose of this Contract is to pass through operating assistance funding received from the DEPARTMENT PROGRAM, to the SUBRECIPIENT. The transit services provided shall be as described in the APPLICATION submitted by the SUBRECIPIENT through the AUTHORITY and approved for funding by the DEPARTMENT.

## **SECTION 3. - FUNDING**

The AUTHORITY is only obligated to provide funds under this Contract to the extent that funds for the PROGRAM are made available to it and approved by the DEPARTMENT as outlined in the Contract Authorization provided to us by the DEPARTMENT.

The SUBRECIPIENT is eligible for contract costs in the amount of **\$ 75,546**

The maximum amount of the AUTHORITY funds to be given the SUBRECIPIENT shall not be increased without a prior written amendment to this Contract. DEPARTMENT funds made available to the AUTHORITY, through legislative appropriation, are based on projected revenue estimates. In the event that revenue actually received is insufficient to support the appropriation, it may necessitate a reduction in the maximum amount of said funds available to the SUBRECIPIENT. In such event, the AUTHORITY reserves the right, without notice, to reduce the maximum obligation of funds for the SUBRECIPIENT by the amount of any reduction by the DEPARTMENT to the AUTHORITY.

## **SECTION 4. - BUDGET ADJUSTMENTS**

Budget adjustments must be requested in writing by the SUBRECIPIENT. Upon receipt of the request, the AUTHORITY shall have thirty-five (35) business days to provide written approval or disapproval of the budget adjustment. If no action is taken within thirty-five (35) working days, the budget adjustment shall be deemed approved. Expenditure of funds in excess of any line-item will not be considered an eligible PROJECT cost. The addition of any new line-item, or any line-item changes which represent a deviation from the PROJECT as described in the APPLICATION, shall require a prior written amendment to this Contract.

## **SECTION 5. - PROJECT COSTS AND REVENUES**

The SUBRECIPIENT shall complete and submit to the AUTHORITY the information required by the DEPARTMENT, on the quarterly reporting form (available online at SMARTbus.org), within ten (10) days after the end of each state of Michigan fiscal year quarter. Failure to provide the quarterly report within thirty (30) days after the end of each state of Michigan fiscal year quarter, may result in a loss of a portion of or all funding. The AUTHORITY reserves the right to withhold payment of PROJECT funds if the SUBRECIPIENT fails to file reports as required in this paragraph.

If the SUBRECIPIENT also receives funding under 1951 P.A. 51, Section 10e(4)(a); MCL 247.660e(4)(a), as amended as its cost allocation plans must be submitted to the BUREAU for

approval. Any PROJECT costs in excess of revenues reported on the quarterly reporting form will not be eligible under any other state and federal program administered by the AUTHORITY or the DEPARTMENT.

#### **Section 6. - BILLING, PAYMENTS AND QUARTERLY REPORTS**

Notwithstanding the provisions set-forth in Section 3 of this Contract, the AUTHORITY shall provide to the SUBRECIPIENT the STATE funds designated for the eligible project costs incurred in performance of this Contract within ten (10) business days of the receipt of said funds from the DEPARTMENT.

The AUTHORITY may appropriately reduce payments if written reports submitted by the SUBRECIPIENT as required under this section indicate that the level of service described in the APPLICATION has been reduced.

Actual reimbursement shall be based on a rate per mile, or one-way passenger trips of SPECIALIZED SERVICES up to the maximum amount provided for herein.

The actual reimbursement method selected by the SUBRECIPIENT is \$1.76 per mile, but subject to change.

Should the per-mile rate method be selected by SUBRECIPIENT, actual reimbursement may be subject to change, per DEPARTMENT and/or BUREAU reimbursement rate modifications.

#### **SECTION 7. - TERMINATION OR SUSPENSION**

For any violation of this Contract or legislative change, the AUTHORITY may, by thirty (30) days written notice, suspend any and all of the rights and obligations under this Contract until such time as the event or condition resulting in such suspension has ceased or been corrected, or the AUTHORITY may, by thirty (30) days written notice to the SUBRECIPIENT, terminate any and all of the rights and obligations under this Contract.

#### **SECTION 8. - ACCOUNTING RECORDS, AUDITS, AND DOCUMENTATION**

##### **(a) Establishment and Maintenance of Accounting Records**

The SUBRECIPIENT shall maintain books, records, documents, and other accounting records in accordance with generally accepted governmental accounting principles. Said records shall be sufficient to properly reflect all costs of whatever nature claimed to have been incurred or anticipated to be incurred in the performance of the identified PROJECT. To facilitate the administration of the PROJECT, separate records shall be established and maintained. The SUBRECIPIENT shall assure that the records to support the miles traveled and the passengers carried as reported pursuant to Section 6 of this Contract are established and maintained.

##### **(b) Audit**

The SUBRECIPIENT shall permit the AUTHORITY and/or the DEPARTMENT or the authorized representatives of the AUTHORITY to audit all data and records relating to the performance of this contract. The SUBRECIPIENT shall retain and allow access to, and require its contractors to retain and allow access to all data and records pertaining to the PROJECT for a period of not less than six (6) years after the final payment by the AUTHORITY pursuant to the Contract.

The period of access, examination, and retention of data and records which relate to litigation or the settlement, of claims arising out of the performance of this Contract, or costs of this Contract as to which exception has been taken by the AUTHORITY or the DEPARTMENT or the authorized representative of the AUTHORITY or the DEPARTMENT, shall continue until such litigation, claims, or exceptions have been disposed of.

**(c) Costs Supported by Documentation**

PROJECT costs shall be supported by properly executed canceled checks, invoices or vouchers evidencing the nature and propriety of the charges.

**(d) Accuracy of Financial Documentation**

If a third-party contract is required for rendering of the services herein, then the SUBRECIPIENT is responsible for the accuracy of the financial and non-financial data and reports submitted for reimbursement.

**(e) Revenue Expense Guidelines**

If the SUBRECIPIENT also receives funding under 1951 P.A. 51, Section 10e(4)(a); MCL 247.660e(4)(a), as amended, determination of PROJECT costs shall be in conformity with the criteria set forth in the DEPARTMENT'S Office of Passenger Transportation's "Local Public Transit Revenue and Expense Manual." All other providers of service shall use the "Specialized Services Manual" (effective October 1, 2015, and any subsequent revisions, amendments and replacements).

**SECTION 9. - THIRD-PARTY CONTRACT PROCEDURE**

The SUBRECIPIENT shall **not** enter into contracts with third parties for provision of services herein without prior written approval from the AUTHORITY; notice of potential third-party contracts shall be submitted to the AUTHORITY for approval in writing. Approval or denial of said third-party contract will be submitted, in writing, to SUBRECIPIENT by the AUTHORITY. The AUTHORITY shall approve any third-party contracts at its sole discretion.

Approval does not constitute an assumption of liability, a waiver or an estoppel to enforce any of the requirements of this Contract, nor shall any such approval by the AUTHORITY be construed as a warranty of the third-party's qualifications, professional standards, ability to perform the work being subcontracted, or financial integrity.

## **SECTION 10 - ACCESS**

SUBRECIPIENT agrees to provide, and will require its contractors to provide, access by the AUTHORITY and/or the DEPARTMENT to all technical data, reports, documents and work in progress pertaining to the PROJECT. Copies of technical data and reports shall be provided by the SUBRECIPIENT or its contractors to the AUTHORITY upon request.

## **SECTION 11. - INDEMNIFICATION**

Notwithstanding any other provision in this Agreement, SUBRECIPIENT shall indemnify, defend and save harmless AUTHORITY, its officers, agents, employees, and members of its Board of Directors from any and all claims, losses and damages, including costs and attorney fees, occurring or resulting from any act or omission the SUBRECIPIENT or its officers, agents, employees, subcontractors, successors or assigns arising out of and/or pursuant to this Agreement without regard to the negligence of the SUBRECIPIENT.

This Agreement is not intended to alter or increase SMART or SUBRECIPIENT's liability for tort claims, to other third-parties. Nor is this indemnity provision intended to be a third-party beneficiary contract, and therefore it confers no rights or third-party status on anyone other than the parties hereto.

## **SECTION 12. - ENTIRE AGREEMENT**

This Contract, along with any exhibits, addendums, schedules, and amendments hereto, merges and concludes the entire agreement of SUBRECIPIENT and the AUTHORITY. Any previous communications, whether oral or written, are superseded through by this document. The SUBRECIPIENT and AUTHORITY acknowledge, by executing this document that said parties have not relied on any representation, assertion, guarantee, warranty, ancillary contract or other assurance, except those set out in this AGREEMENT. SUBRECIPIENT hereby waives all rights and remedies, at law or in equity, which may arise as the result of said party's reliance on such representation, assertion, guarantee, warranty, ancillary contract or other assurance, provided that no clause herein shall be construed as a restriction or limitation of said party's right to remedies associated with the gross negligence, willful misconduct or fraud of any person or party taking place prior to, or contemporaneously with, the execution of this Agreement.

## **SECTION 13. - PROHIBITED DISCRIMINATION**

The SUBRECIPIENT shall not discriminate against any passenger because of race, color, sex, age, handicap, religion, ancestry, marital status, national origin, place of birth or sexual orientation in accordance with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts", dated August of 1985, which is hereby incorporated by reference.

The SUBRECIPIENT shall not discriminate based upon race, color, creed, national origin, sex, age, disability, height, weight, familial status, marital status, or sexual orientation, in accordance with Civil Rights Act of 1964, being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 U.S.C.

Sections 1971, 1975a-1975d, and 2000a-2000h-6, Section 303 of the Age Discrimination Act of 1975, Section 202 of the Americans with Disabilities Act of 1990, 49 U.S.C. Section 5332, the Michigan Elliot-Larsen Civil Rights Act, MCLA 37.2101 et seq., and SMART policy.

The SUBRECIPIENT shall comply with FTA Circular C 9070.1G, as may be amended or updated, with respect to all provisions on Civil Rights and discrimination including, but not limited to, Chapter VIII, §9.

The SUBRECIPIENT shall require similar covenants on the part of any contractor or subcontractor employed in the performance of the PROJECT for which this Contract is made.

#### **SECTION 14. - MBE/WBE**

In accordance with 1980 P.A. 278, MCL 423.321 at seq; MCL 445.901 et seq, the SUBRECIPIENT, in the performance of this Agreement, shall not enter into a Contract with a subcontractor, manufacturer, or supplier listed in the register maintained by the STATE, Department of Labor, of employers who have been found in contempt of court by a federal court of appeals, on not less than three (3) occasions involving different violations during the preceding seven (7) years, for failure to correct an unfair labor practice, as prohibited by Section 8 of Chapter 372 of the National Labor Relations Act, 29 U.S.C. 158. The AUTHORITY may void this Contract if the name of the SUBRECIPIENT, or the name of a subcontractor, manufacturer, or supplier utilized by the SUBRECIPIENT in the performance of this Contract subsequently appears in the register during the performance period of this Contract.

#### **SECTION 15. - MISCELLANEOUS PROVISIONS**

- (a) If any provision of this contact is held invalid, the remainder of this Contract shall not be affected, if any such remainder continues to conform to the provisions and requirements of applicable law.
- (b) The SUBRECIPIENT shall commence, carry on, and complete the PROJECT in accordance with all applicable laws. Nothing in this Contract shall require the SUBRECIPIENT to observe, comply, or do any other thing in contravention of any STATE, Local or Federal law.
- (c) The SUBRECIPIENT warrants that it has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of SPECIALIZED SERVICES required to be performed under this Contract. The SUBRECIPIENT further warrants that in the performance of this Contract, no person having any such interest shall be employed.
- (d) None of the funds, materials, property, or services obtained by the AUTHORITY or the SUBRECIPIENT under this Contract shall be used for any partisan political activity, or to further the election or defeat of any political activity or candidate for public office.
- (e) The SUBRECIPIENT shall not assign any interest in this Contract without the prior written approval of the AUTHORITY, however, that compensation due to the SUBRECIPIENT under this Contract may be assigned to a bank, trust company, or other financial institution without such

approval. Notice of any such assignment shall be furnished promptly to the AUTHORITY in writing. Any such assignment does not relieve the SUBRECIPIENT of its obligations under this Contract.

(f) If the SUBRECIPIENT enters into any contracts with other governmental agencies for the purposes of providing SPECIALIZED SERVICES outside of its jurisdictional boundaries, as defined and provided by law, it shall immediately provide the BUREAU with a copy of any contracts and true copies of any resolutions passed by its governing board which relate to the providing of service under such contracts.

#### **SECTION 16. - TERM OF CONTRACT**

Upon execution, this Contract shall cover the period commencing October 1, 2025, and extending through September 30, 2026.

The SUBRECIPIENT agrees to notify the AUTHORITY of any event which may have significant potential impact on PROJECT progress, direction, control or cost.

#### **SECTION 17. - EXECUTION**

This Contract shall become binding on the parties hereto upon the execution thereof by the duly authorized official(s) for the SUBRECIPIENT and the AUTHORITY; and upon the adoption of a resolution approving said Contract and authorizing the signatures thereto of the respective official(s) of the SUBRECIPIENT, a certified copy of which resolution shall be attached to this Contract.

The Parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. The Parties agree that the electronic signatures appearing on this Agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. Without limitation, "electronic signature" shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

**THE PARTIES HEREBY ACKNOWLEDGE** that they have read and understand this Agreement and that the signatories below have affixed their signatures and affirmed that they are authorized to execute this Agreement, for the purpose of binding their respective Parties.

**SUBURBAN MOBILITY AUTHORITY  
FOR REGIONAL TRANSPORTATION**

---

Signature

---

Printed Name

---

Title

---

Date

**CITY OF WARREN**

---

Signature

---

Printed Name

---

Title

---

Date

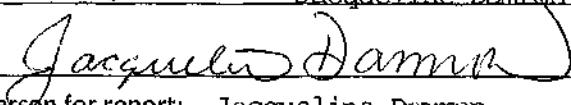
## Suburban Mobility Authority for Regional Transportation

# EEO COMPLIANCE REPORT A

## COMMUNITY PARTNERSHIP FORM

Agency/Community Information		
Program Type: Community Partnership Program (CPP) <input checked="" type="checkbox"/> Specialized Service <input type="checkbox"/> New Freedom <input type="checkbox"/> JARC <input type="checkbox"/> 5310 <input type="checkbox"/>		
Name of Agency/Community: City of Warren, MI		
Address: One City Square		
City: Warren	State: MI	Zip: 48093
Agency/Community Data		
1) Has your agency/community completed in excess of \$1,000,000 in DOT federally-funded contracts from SMART in the past year? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
2) Does your agency/community employ over fifty (50) transit related employees? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If the answers to the previous two questions were both "Yes", Please forward your agency's/community's Affirmative Action plan to the address below:		
<p>Buhl Building 535 Griswold Street, Suite 600 Detroit, MI 48226</p> <p>Attn: EEO Coordinator</p>		
Have all subcontractors been informed of their responsibility to file an EEO Compliance Report A form? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>		
Drug and Alcohol Testing Program Requirements		
Does your agency/community have a DOT Drug and Alcohol testing program for Safety-sensitive employees? (Vehicle operators, dispatchers, mechanics and armed security) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Name of drug and alcohol testing manager?	Title:	
Christina Grusser	Sr. Risk Management Technician	
Phone Number: 586-574-4653	Ext:	Email:
<a href="mailto:cgrusser@cityofwarren.org">cgrusser@cityofwarren.org</a>		
<b>Please Proceed to Employment Data Section Below</b>		

**Suburban Mobility Authority for Regional Transportation**  
**EEO COMPLIANCE REPORT A**  
**COMMUNITY PARTNERSHIP FORM**

<b>Employment Data</b>																			
Report <u>ONLY</u> employees directly involved in the operation of your non-emergency transportation program. Including permanent, temporary, or part-time employees. Enter the appropriate figures in the spaces below relating to each employee's race and gender.																			
<b>Job Classification</b>	<b>Total</b>				<b>Race</b>														
					<b>White</b>		<b>African American</b>		<b>Hispanic</b>		<b>Asian</b>		<b>Pacific Islander</b>		<b>American Indian</b>		<b>Multi Race</b>		
	<b>Employees</b>	<b>Male</b>	<b>Female</b>	<b>Minority</b>	<b>Male</b>	<b>Female</b>	<b>Male</b>	<b>Female</b>	<b>Male</b>	<b>Female</b>	<b>Male</b>	<b>Female</b>	<b>Male</b>	<b>Female</b>	<b>Male</b>	<b>Female</b>	<b>Male</b>	<b>Female</b>	
Officials/Managers	1		1			1													
Professionals																			
Technicians																			
Office and Clerical Staff	2		2			2													
Craftsmen (Skilled)																			
Operators (Semi-Skilled)	9	7	2		6	1	1	1											
Laborers (Unskilled)																			
Service Workers																			
Journey Workers																			
Apprentices																			
<b>Total</b>	<b>10</b>																		
<b>Certification</b>																			
How was this information obtained? Visual Survey: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Employment Records: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>																			
Name of Authorizing Official (Print): Jacqueline Daniron										Title: Human Resources Analyst									
Signature: 										Date: January 15, 2026									
Contact person for report: Jacqueline Daniron										Title: Human Resources Analyst									
Telephone: 586-574-4648										Ext:		Email: jdaniron@cityofwarren.org							



**PLANNING DEPARTMENT**  
ONE CITY SQUARE, SUITE 315  
WARREN, MI 48093-5283  
(586) 574-4687  
Fax (586) 574-4645  
[www.cityofwarren.org](http://www.cityofwarren.org)

January 16, 2026

TO: Lori M. Stone, Mayor  
FROM: Ronald F. Wuerth, Planning Director

RE: SUBDIVISION LOT SPLIT AND COMBINATION REQUEST; located on the west side of Blackmar Avenue, approximately 100 ft. south of Eleven Mile Road; the south 30.02 ft. of Parcel #13-20-226-038 (Lot 39) to be split and combined with Parcel #13-20-226-022 (Lot 40) of Moundale Subdivision; Section 20; 26871 & 26759 Blackmar Avenue; Michael Kempton (Wade and Kristine Kempton); PSLS250003.

At a public hearing on November 17, 2025, the Planning Commission adopted a resolution pertaining to the above-captioned matter. The resolution, as adopted, is a recommendation to the City Council to APPROVE the subdivision lot split and combination request.

You will find attached herewith a copy of the resolution, petitioner's letter, staff findings and recommendation, map, minutes, and survey in connection with this matter.

Should you and/or your staff wish to discuss the details of this project or to go over any of the items in this packet, myself and the Planning staff are available for assistance.

Sincerely,

A handwritten signature in blue ink that reads "Ronald F. Wuerth". The signature is fluid and cursive, with "Ronald" and "F." being more stylized and "Wuerth" being more clearly legible.

Ronald F. Wuerth, AICP  
Planning Director

RFW/mzm

Attachments



**PLANNING DEPARTMENT**

ONE CITY SQUARE, SUITE 315

WARREN, MI 48093-5283

(586) 574-4687

Fax (586) 574-4645

[www.cityofwarren.org](http://www.cityofwarren.org)

TO: Mindy Moore, Secretary  
Warren City Council

FROM: Mayor, Planning Commission, and Planning Director

RE: **SUBDIVISION LOT SPLIT AND COMBINATION REQUEST**; located on the west side of Blackmar Avenue, approximately 100 ft. south of Eleven Mile Road; the south 30.02 ft. of Parcel #13-20-226-038 (Lot 39) to be split and combined with Parcel #13-20-226-022 (Lot 40) of Moundale Subdivision; Section 20; 26871 & 26759 Blackmar Avenue; Michael Kempton (Wade and Kristine Kempton); PSLS250003.

At a public hearing on November 17, 2025, the Planning Commission adopted a resolution pertaining to the above-captioned matter. The resolution, as adopted, is a recommendation to the City Council to APPROVE the subdivision lot split and combination request.

You will find attached herewith a copy of the resolution, petitioner's letter, staff findings and recommendation, map, minutes, and survey in connection with this matter.

Please schedule this matter for formal action by the City Council. If you have any questions or need additional information, please contact the Planning Director, Ronald Wuerth.

Thank you for your cooperation in this matter.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mahmuda Mouri".

---

Mahmuda Mouri  
Commission Secretary

MM/mzm

Attachments

Read and Concur:

Signed by:  
A handwritten signature in black ink, appearing to read "Lori M. Stone".  
F040B73E57F248E...

---

Mayor

**RESOLUTION FOR SUBDIVISION LOT SPLIT AND COMBINATION**

26871 & 26759 Blackmar Avenue  
(PSLS250003)

A regular meeting of the City Council of the City of Warren, Macomb County, Michigan held on \_\_\_\_\_, 2026, at 7:00 p.m. Eastern Daylight Savings Time in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden Avenue, Warren, Michigan 48092.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_  
\_\_\_\_\_

The following preamble and resolution was offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_:

WHEREAS, Michael Kempton, petitioner for the property located on the west side of Blackmar Avenue, approximately 100 feet south of Eleven Mile Road, has petitioned the Planning Commission of the City of Warren requesting that the southerly approximately 30 feet of Lot 39 (26871 Blackmar Avenue) be split and combined with Lot 40 (26759 Blackmar Avenue) of Moundale Subdivision. The purpose of the lot split is to split a portion, the south 30.02 feet, of Parcel #13-20-226-038, which presently contains both Lots 38 and 39 of Moundale Subdivision, and combine it with Parcel #13-20-226-023, which presently is Lot 40

of Moundale Subdivision. Per the Letter of Intent, the transfer of the land from one parcel to the other is between family and neighbors.

The parcels are currently described as:

- a) Parcel "A": **Lot 39, also Lot 38 and ½ of the vacated alley adjacent to** of "Moundale", a subdivision of part of the Northeast ¼ of Section 20 and part of the Northwest ¼ of Section 21, Town 1 North, Range 12 East, City of Warren, Macomb County, Michigan, as recorded in Liber 10 of Plats, Page 62, Macomb County Records. Address: 26871 Blackmar Avenue, Warren, MI 48091; Parcel #: 13-20-226-038
- b) Parcel "B": **Lot 40** of "Moundale", a subdivision of part of the Northeast ¼ of Section 20 and part of the Northwest ¼ of Section 21, Town 1 North, Range 12 East, City of Warren, Macomb County, Michigan, as recorded in Liber 10 of Plats, Page 62, Macomb County Records. Address: 26759 Blackmar Avenue, Warren, MI 48091; Parcel #: 13-20-226-022

The proposed reconfigured parcels would be described as:

- a) Parcel "A": **The North 10 feet of Lot 39, also Lot 38 and ½ of the vacated alley adjacent to** of "Moundale", a subdivision of part of the Northeast ¼ of Section 20 and part of the Northwest ¼ of Section 21, Town 1 North, Range 12 East, City of Warren, Macomb County, Michigan, as recorded in Liber 10 of Plats, Page 62, Macomb County Records; containing 7,022.693 square feet.
- b) Parcel "B": **Lot 40, also Lot 39 except the North 10 feet** of "Moundale", a subdivision of part of the Northeast ¼ of Section 20 and part of the Northwest ¼ of Section 21, Town 1 North, Range 12 East, City of Warren, Macomb County, Michigan, as recorded in Liber 10 of Plats, Page 62, Macomb County Records; containing 8,192.340 square feet.

AND WHEREAS, the City of Warren, a municipal corporation pursuant to and granted under Act No. 288 of the Public Acts of 1967 (the Subdivision Control Act of 1967) as amended by the Land Division Act P.A. 591 of 1996, provides that no lot, outlot, or other parcel of land in a recorded plat shall be further partitioned or divided unless in conformity with the ordinances of the municipality;

AND WHEREAS, the Planning Commission of the City of Warren having held a public hearing thereon on Monday, November 17, 2025 in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden Avenue, Warren, Michigan 48092, and having considered the request of Michael Kempton, for the above-described subdivision lot split and combination request, and having considered the objections raised thereto;

AND WHEREAS, the Planning Commission of the City of Warren does hereby recommend to the Council of the City of Warren, that the above-described subdivision lot split and combination request be approved subject to the petitioner complying with the conditions imposed as follows:

1. Fifteen (15) copies of revised survey plans shall be submitted prior to the file being forwarded to City Council and indicating the following:
  - a. Per the survey drawing the east/west 20 ft. wide alley abutting Lot 38 and the north/south 18 ft. wide alley abutting Lots 38 & 39 is vacated. Planning Staff was unable to find the resolution for the vacation of the 18 ft. wide north/south alley. The survey plan will need to be updated if the petitioner cannot provide the resolution or proof that the 18 ft. wide alley to the rear of Lots 38 & 39 is vacated.
  - b. The square footage of both parcels differs from Planning Staff's calculations because we did not include the area derived from the 18 ft. north/south alley. City Staff could not locate evidence of this alley vacation. Therefore, per Planning Department's records, this alley does not appear to have been vacated, and the information shall be updated on the survey.
  - c. A note shall be provided on the proposed survey plan that the chain link fence that is currently located 6.56 ft. north of the home on Lot 40, shall be removed and provided along the new lot line. The fence shall not be placed any closer to Blackmar Avenue than the leading edge of the home.
2. The lots and abutting streets shall be graded and drained. The petitioner shall send a letter to the Public Service Director requesting an inspection of the site. The Director, in turn, forwards the request to the Engineering Division to perform the inspection. A copy of the positive results of the inspection shall be provided to the Planning Department.
3. The utility companies be given the opportunity to obtain any easements they may require.

4. Approval of City Council shall be obtained. City Council approval shall become effective upon compliance with all conditions listed. The petitioner shall complete the conditions within one (1) year.
5. The petitioner shall provide the Planning Department with documentation indicating that all conditions as assigned are completed. The department then notifies the City Clerk that a certified copy of the resolution shall be recorded with the Macomb County Register of Deeds.

NOW THEREFORE, BE IT RESOLVED, that the Council of the City of Warren does hereby approve the request that the southerly approximately 30 feet of Lot 39 (26871 Blackmar Avenue) be split and combined with Lot 40 (26759 Blackmar Avenue) of Moundale Subdivision. The purpose of the lot split is to split a portion, the south 30.02 feet, of Parcel #13-20-226-038, which presently contains both Lots 38 and 39 of Moundale Subdivision, and combine it with Parcel #13-20-226-023, which presently is Lot 40 of Moundale Subdivision. Per the Letter of Intent, the transfer of the land from one parcel to the other is between family and neighbors.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

MINDY MOORE  
Secretary of the Council

**CERTIFICATION**

STATE OF MICHIGAN      )  
                            ) SS.  
COUNTY OF MACOMB      )

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on \_\_\_\_\_, 2026.

---

SONJA BUFFA  
City Clerk

Drafted by:  
Melissa Z. Maisano  
City of Warren, Planning Department  
One City Square, Suite 315  
Warren, Michigan 48093-5285

When recorded return to:  
City Clerk  
City of Warren  
One City Square, Suite 205  
Warren, Michigan 48093-5285

## RESOLUTION

WHEREAS, Michael Kempton, petitioner for the property located on the west side of Blackmar Avenue, approximately 100 feet south of Eleven Mile Road, has petitioned the Planning Commission of the City of Warren requesting that the southerly approximately 30 feet of Lot 39 (26871 Blackmar Avenue) be split and combined with Lot 40 (26759 Blackmar Avenue) of Moundale Subdivision. The purpose of the lot split is to split a portion, the south 30.02 feet, of Parcel #13-20-226-038, which presently contains both Lots 38 and 39 of Moundale Subdivision, and combine it with Parcel #13-20-226-023, which presently is Lot 40 of Moundale Subdivision. Per the Letter of Intent, the transfer of the land from one parcel to the other is between family and neighbors.

The parcels are currently described as:

- a) Parcel "A": **Lot 39, also Lot 38 and ½ of the vacated alley adjacent to of "Moundale"**, a subdivision of part of the Northeast ¼ of Section 20 and part of the Northwest ¼ of Section 21, Town 1 North, Range 12 East, City of Warren, Macomb County, Michigan, as recorded in Liber 10 of Plats, Page 62, Macomb County Records. Address: 26871 Blackmar Avenue, Warren, MI 48091; Parcel #: 13-20-226-038
- b) Parcel "B": **Lot 40 of "Moundale"**, a subdivision of part of the Northeast ¼ of Section 20 and part of the Northwest ¼ of Section 21, Town 1 North, Range 12 East, City of Warren, Macomb County, Michigan, as recorded in Liber 10 of Plats, Page 62, Macomb County Records. Address: 26759 Blackmar Avenue, Warren, MI 48091; Parcel #: 13-20-226-022

The proposed reconfigured parcels would be described as:

- a) Parcel "A": **The North 10 feet of Lot 39, also Lot 38 and ½ of the vacated alley adjacent to of "Moundale"**, a subdivision of part of the Northeast ¼ of Section 20 and part of the Northwest ¼ of Section 21, Town 1 North, Range 12 East, City of Warren, Macomb County, Michigan, as recorded in Liber 10 of Plats, Page 62, Macomb County Records; containing 7,022.693 square feet.

b) Parcel "B": **Lot 40, also Lot 39 except the North 10 feet** of "Moundale", a subdivision of part of the Northeast  $\frac{1}{4}$  of Section 20 and part of the Northwest  $\frac{1}{4}$  of Section 21, Town 1 North, Range 12 East, City of Warren, Macomb County, Michigan, as recorded in Liber 10 of Plats, Page 62, Macomb County Records; containing 8,192.340 square feet.

AND WHEREAS, the City of Warren, a municipal corporation pursuant to and granted under Act No. 288 of the Public Acts of 1967 (the Subdivision Control Act of 1967) as amended by the Land Division Act P.A. 591 of 1996, provides that no lot, outlot, or other parcel of land in a recorded plat shall be further partitioned or divided unless in conformity with the ordinances of the municipality;

AND WHEREAS, the Planning Commission of the City of Warren having held a public hearing thereon on Monday, November 17, 2025 in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden Avenue, Warren, Michigan 48092, and having considered the request of Michael Kempton, for the above-described subdivision lot split and combination request, and having considered the objections raised thereto;

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Warren does hereby recommend to the Council of the City of Warren, that the above-described subdivision lot split and combination request be approved subject to the petitioner complying with the conditions imposed as follows:

1. Fifteen (15) copies of revised survey plans shall be submitted prior to the file being forwarded to City Council and indicating the following:
  - a) Per the survey drawing the east/west 20 ft. wide alley abutting Lot 38 and the north/south 18 ft. wide alley abutting Lots 38 & 39 is vacated. Planning Staff was unable to find the resolution for the vacation of the 18 ft. wide north/south alley. The survey plan will need to be updated if the petitioner cannot provide the resolution or proof that the 18 ft. wide alley to the rear of Lots 38 & 39 is vacated.
  - b) The square footage of both parcels differs from Planning Staff's calculations because we did not include the area derived from the 18 ft. north/south alley. City Staff could not locate evidence of this alley vacation. Therefore, per Planning Department's records, this alley does not appear to have been vacated, and the information shall be updated on the survey.

- c) A note shall be provided on the proposed survey plan that the chain link fence that is currently located 6.56 ft. north of the home on Lot 40, shall be removed and provided along the new lot line. The fence shall not be placed any closer to Blackmar Avenue than the leading edge of the home.
- 2. The lots and abutting streets shall be graded and drained. The petitioner shall send a letter to the Public Service Director requesting an inspection of the site. The Director, in turn, forwards the request to the Engineering Division to perform the inspection. A copy of the positive results of the inspection shall be provided to the Planning Department.
- 3. The utility companies be given the opportunity to obtain any easements they may require.
- 4. Approval of City Council shall be obtained. City Council approval shall become effective upon compliance with all conditions listed. The petitioner shall complete the conditions within one (1) year.
- 5. The petitioner shall provide the Planning Department with documentation indicating that all conditions as assigned are completed. The department then notifies the City Clerk that a certified copy of the resolution shall be recorded with the Macomb County Register of Deeds.

RESOLUTION adopted at the meeting of November 17, 2025.

PLANNING COMMISSION OF THE CITY OF WARREN



---

Warren Smith, Chair



---

Mahmuda Mouri, Secretary



**PLANNING DEPARTMENT**  
ONE CITY SQUARE, SUITE 315  
WARREN, MI 48093-5283  
(586) 574-4687  
Fax (586) 574-4645  
[www.cityofwarren.org](http://www.cityofwarren.org)

**REVISED PETITIONER LETTER  
ADDING CONDITION 1D AND COMMENTS  
FROM ASSESSING AND ENGINEERING**

November 19, 2025

Michael Kempton  
26871 Blackmar  
Warren, MI 48091

RE: SUBDIVISION LOT SPLIT AND COMBINATION REQUEST; located on the west side of Blackmar Avenue, approximately 100 ft. south of Eleven Mile Road; the south 30.02 ft. of Parcel #13-20-226-038 (Lot 39) to be split and combined with Parcel #13-20-226-022 (Lot 40) of Moundale Subdivision; Section 20; 26871 & 26759 Blackmar Avenue; Michael Kempton (Wade and Kristine Kempton); PSLS250003.

Dear Mr. Kempton:

At its meeting of November 17, 2025, the City of Warren Planning Commission voted to recommend for **APPROVAL** the above-described lot split and combination, subject to the standard conditions of the Planning Commission and more specifically:

1. Fifteen (15) copies of revised survey plans shall be submitted prior to the file being forwarded to City Council and indicating the following:
  - a) Per the survey drawing the east/west 20 ft. wide alley abutting Lot 38 and the north/south 18 ft. wide alley abutting Lots 38 & 39 is vacated. Planning Staff was unable to find the resolution for the vacation of the 18 ft. wide north/south alley. The survey plan will need to be updated if the petitioner cannot provide the resolution or proof that the 18 ft. wide alley to the rear of Lots 38 & 39 is vacated.

- b) The square footage of both parcels differs from Planning Staff's calculations because we did not include the area derived from the 18 ft. north/south alley. City Staff could not locate evidence of this alley vacated. Therefore, per Planning Department's records, this alley does not appear to have been vacated, and the information shall be updated on the survey.
- c) A note shall be provided on the proposed survey plan that the chain link fence that is currently located 6.56 ft. north of the home on Lot 40, shall be removed and provided along the new lot line. The fence shall not be placed any closer to Blackmar Avenue than the leading edge of the home.
- d) A note shall be provided on the proposed survey plan that the chain link fence that is currently located in the 18' public alley shall be removed and provided along the west property line of Parcel "B".

2. The lots and abutting streets shall be graded and drained. The petitioner shall send a letter to the Public Service Director requesting an inspection of the site. The Director, in turn, forwards the request to the Engineering Division to perform the inspection. A copy of the positive results of the inspection shall be provided to the Planning Department.
3. The utility companies be given the opportunity to obtain any easements they may require.
4. Approval of City Council shall be obtained. City Council approval shall become effective upon compliance with all conditions listed. The petitioner shall complete the conditions within one (1) year.
5. The petitioner shall provide the Planning Department with documentation indicating that all conditions as assigned are completed. The department then notifies the City Clerk that a certified copy of the resolution shall be recorded with the Macomb County Register of Deeds.

And furthermore recommendations were received from the following division and departments to notify the petitioner that these items will be addressed during the Building Division permit process:

**TAXES:** Current for both properties.

**ASSESSING:** I have reviewed the proposed split/combination regarding parcels 13-20-226-038 and 13-20-226-022. After review, I have determined that the Assessing Department has no issues with this split/combination. If you have any questions or need additional information, please feel free to contact me.

**ENGINEERING:** Preliminary review of this site indicates no difficulty in development.

**WATER:** The Water Department doesn't have any utilities in the way and has no concerns with them moving forward with the land split/combining of the parcel.

**AT&T:** AT&T does not object to the proposed lot split and lot combination.

**COMCAST:** In response to your utility request for the above project, Comcast has facilities nearby but not in conflict with this request. Aerial cables are highlighted in orange for fiber and yellow for coax cable. Underground is highlighted in blue for fiber and green for coax cable. If we can be of further assistance, please feel free to contact us by email at [cccutilityrequests@teamsigma.com](mailto:cccutilityrequests@teamsigma.com).

Should you have any questions, please do not hesitate to contact our office at 586-574-4687.

Sincerely,



Mahmuda Mouri  
Commission Secretary

MM/mzm

cc: Mayor  
Ronald F. Wuerth, Planning Director  
Mary Michaels, Acting City Attorney  
Everett Murphy, Chief Zoning Inspector  
Daniel Doughty, Fire Marshal  
Bradley Reichert, Reichert Surveying, Inc.  
Wade Kempton  
Kristine Kempton

6.d) **SUBDIVISION LOT SPLIT AND COMBINATION REQUEST**

26871 & 26759 Blackmar Avenue

Process Number # PSLS250003

Section 20

Michael Kempton (Wade and Kristine Kempton)

November 17, 2025

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**FINDINGS**

1. The petitioner is requesting that the southerly approximately 30 ft. of Lot 39 (26871 Blackmar Avenue) be split and combined with Lot 40 (26759 Blackmar Avenue) of Moundale Subdivision; located on the west side of Blackmar Avenue, approximately 100 ft. south of Eleven Mile Road.

The purpose of the lot split is to split a portion, the south 30.02 ft., of parcel 13-20-226-038, which presently contains both Lots 38 and 39 of Moundale Subdivision, and combine it with parcel 13-20-226-023, which presently is Lot 40 of Moundale Subdivision.

Per the letter of intent, the transfer of the land from one parcel to the other is between family and neighbors.

NOTE: Per the survey drawing the east/west 20 ft. wide alley abutting Lot 38 and the north/south 18 ft. wide alley abutting Lots 38 & 39 is vacated. Planning Staff was unable to find the resolution for the vacation of the 18 ft. wide north/south alley.

**2. CHARACTERISTICS OF THE PROPERTY IN QUESTION CAN BE SUMMARIZED AS FOLLOWS:**

- a) **SIZE AND DIMENSIONS OF PROPERTY:** Two (2) rectangular shaped parcels located in Moundale Subdivision; the first, Lots 38 & 39, measuring 90 ft. x 126 ft. and containing 11,313 sq. ft., with 90 ft. of frontage along Blackmar Avenue. The second parcel, Lot 40, measuring 40 ft. x 117 ft. and containing 4,680 sq. ft., with 40 ft. of frontage along Blackmar Avenue.

NOTE 1: The above measurements include the adjacent alley abutting Lots 38 & 39.

NOTE 2: The survey plan will need to be updated if the petitioner cannot provide the resolution or proof that the 18 ft. wide alley to the rear of Lots 38 & 39 is vacated.

- b) **PRESENT USE:** Single-Family Residential Dwellings (both parcels)

- c) **PRESENT ZONING:** R-1-P, One-Family Residential & Parking District

The R-1-P District has existed since the adoption of the Zoning Ordinance on July 21, 1960.

6.d) **SUBDIVISION LOT SPLIT AND COMBINATION REQUEST**

26871 & 26759 Blackmar Avenue

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Michael Kempton (Wade and Kristine Kempton)

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**3. CURRENT STATUS OF APPLICATION:**

- a) Chapter 35 Subdivision regulation, Article II Platting procedure and data required; Section 35-26, Lot splits of the Code of Ordinances require the Planning Commission to review proposed lot split(s) for the purpose of lot division within the subdivision plat, to review for conformance with all ordinances, administrative rules, regulations, and the Master Plan for the City and to make recommendations to the Zoning Board of Appeals, if necessary, and the City Council.
- b) The present hearing will be the initial formal review of this application by the Planning Commission.
- c) On August 14, 1973, the City Council, by formal motion APPROVED the vacation of the 20 ft. wide east/west public alley abutting the full length of Lot 32 (117 ft.) and Lots 33 through 37, inclusive, and the easterly 11 ft. of Lot 32 of Moundale Subdivision.
- d) On March 30, 1971, the Building Division issued Building Permit No. 84718 for a frame for a private garage measuring 24 ft. x 22 ft. and containing 528 sq. ft. (Lots 38 & 39/26871 Blackmar Avenue).
- e) On January 5, 1966, the Building Division issued Building Permit No. 69162 for a frame for a carport, measuring 10.5 ft. x 22 ft. and containing 231 sq. ft. (Lot 40/26759 Blackmar Avenue).
- f) On September 29, 1960, the Building Division issued Building Permit No. 40222 for a frame for a fire repair dwelling measuring 32 ft. x 40 ft. and containing 1,280 sq. ft. (Lots 38 & 39/26871 Blackmar Avenue).
- g) On September 9, 1946, the Building Division (Warren Charter Township) issued Building Permit No. 5100 for a frame for a private garage, measuring 20 ft. x 24 ft. and containing 480 sq. ft. (Lot 40/26759 Blackmar Avenue).
- h) On August 14, 1942, the Building Division (Warren Charter Township) issued Building Permit No. 1633 for a frame (cement block) for the basement of a dwelling, measuring 20 ft. x 30 ft. and containing 600 sq. ft. (Lot 40/26759 Blackmar Avenue).
- i) On April 15, 1926, the Macomb County Register of Deeds recorded the Moundale Subdivision Plat.

6.d) **SUBDIVISION LOT SPLIT AND COMBINATION REQUEST**

26871 & 26759 Blackmar Avenue

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Section 20

Michael Kempton (Wade and Kristine Kempton)

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The lots along Panama Avenue, Blackmar Avenue, Syracuse Avenue, and Albany Avenue were platted with 40 ft. wide lot widths. The lots along Eleven Mile Road and Mound Road were mostly platted with 20 ft. wide lots.

In the immediate vicinity of this proposed lot split and combination, the lots are still primarily 40 ft. in width, although some lots have expanded to 80 ft. in width. Planning Staff's observation is that 40 ft. wide lots and the proposed 60.02 ft. and 70.02 ft. wide widths are both within the character of this area. Currently, the minimum lot width for an R-1-C, One-Family Residential District, is 60 ft., and both proposed lot widths will meet the Zoning Ordinance.

j) Notice letters were sent to the local school district, all City of Warren departments and divisions and affected utilities. A response letter has been received from AT&T and Comcast.

There were no objections, written and/or stated, to the lot split providing the following conditions are complied with:

From Comcast: They have aerial facilities in the area, but no conflicts were stated.

**4. GENERAL DESCRIPTION OF THE SURROUNDING PROPERTIES IS AS FOLLOWS:**

- a) The properties to the north, across the vacated 20 ft. wide alley, are zoned C-2 and contain a single-family dwelling. The lot contains several 20 ft. wide parcels combined (86 ft. in width). This is a legal non-conforming property.
- b) The properties to the east, across Blackmar Avenue, are zoned R-1-P and contain single-family dwellings. These properties are 40 ft. in width.
- c) The property to the south is zoned R-1-P and contains a single-family dwelling. The lot is 40 ft. in width.
- d) The properties to the west, across the 18 ft. wide north/south alley, are zoned R-1-P and are undeveloped. They are tree covered. The lots are 40 ft. in width.

6.d) **SUBDIVISION LOT SPLIT AND COMBINATION REQUEST**

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Michael Kempton (Wade and Kristine Kempton)

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**5. THE SURVEY PLAN SUBMITTED BY THE PETITIONER INDICATES THAT:**

a) Parcel "A" – Lots 38 & 39 of Moundale Subdivision, including adjacent  $\frac{1}{2}$  vacated alley. The parcel currently measures 90 ft. x 117 ft. and contains 10,530 sq. ft. This includes the  $\frac{1}{2}$  vacated alley (10 ft. wide) to the north.

Parcel "A", after the split would measure 60.02 ft. x 117 ft. and contain 7,022.34 sq. ft. The new legal description would be Lots 38 and the north 10 ft. of Lot 39 of Moundale Subdivision, including adjacent  $\frac{1}{2}$  vacated alley. This includes the  $\frac{1}{2}$  vacated alley (10 ft. wide) to the north.

A single-family dwelling with detached garage currently exists on the property. The home is located 22.79 ft. from the front (Blackmar Avenue) property line, 10.33 ft. from the new south property line, 21.25 ft. from the north property line, and the house is located 48 ft. from the rear property line. The garage is located 5 ft. from the rear property line (excluding the rear alley).

NOTE 1: The length is 117 ft., not including the  $\frac{1}{2}$  18 ft. wide north/south alley (9 ft.), which Planning Staff nor Assessing Staff could locate information to support a vacation. The survey however includes this 9 ft. into the property area.

NOTE 2: The home and garage have existed since the 1960s and 1970s; therefore, along the front setback is 25 ft.; the 22.79 ft. is considered legal non-conforming. Planning Staff confirmed the legal non-conforming status with the Chief Zoning Inspector on November 10, 2025.

b) Parcel "B" – Lot 40 of Moundale Subdivision. The parcel currently measures 40 ft. x 117 ft. and contains 4,680 sq. ft.

Parcel "B", after the split would measure 70.02 ft. x 117 ft. and contain 8,192.34 sq. ft. The new legal description would be Lot 39, except the north 10 ft. and Lot 40.

A two-story single-family dwelling with detached garage currently exists on the property. The home is located 31.85 ft. from the front (Blackmar Avenue) property line, 2.99 ft. from the south property line, 36.58 ft. to the new north property line, and the house is located 58 ft. from the rear property line. The garage is located 9.12 ft. from the rear property line (excluding the rear alley).

**6.d) SUBDIVISION LOT SPLIT AND COMBINATION REQUEST**

26871 & 26759 Blackmar Avenue

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Section 20

Michael Kempton (Wade and Kristine Kempton)

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**NOTE 1:** The length is 117 ft., not including the  $\frac{1}{2}$  18 ft. wide north/south alley (9 ft.), which Planning Staff nor Assessing Staff could locate information to support a vacation. The survey however includes this 9 ft. into the property area.

**NOTE 2:** The square footage of both parcels differs from Planning Staff's calculations because we did not include the area derived from the 18 ft. north/south alley. City Staff could not locate evidence of this alley vacation. Therefore, per Planning Department's records, this alley does not appear to have been vacated, and the information shall be updated on the survey.

**NOTE 3:** According to Building Division records the home and garage have existed since the 1940s, and therefore, along the south setback which is 2.99 ft., instead of the minimum 5 ft. required, is considered legal non-conforming. The home and garage have existed since the 1960s and 1970s; therefore, along the front setback is 25 ft.; the 22.79 ft. is considered legal non-conforming. Planning Staff confirmed the legal non-conforming status with the Chief Zoning Inspector on November 10, 2025.

**NOTE 4:** A note shall be provided on the proposed survey plan that the chain link fence that is currently located 6.56 ft. north of the home on Lot 40, shall be removed and provided along the new lot line. The fence shall not be placed any closer to Blackmar Avenue than the leading edge of the home.

c) No platted public utility easements exist on the plot plan:

An overhead utility line runs over the garage, and along the north property line of 26871 Blackmar Avenue in the area of the 20 ft. wide vacated alley.

**6. CHARACTERISTICS OF THE EXISTING LOTS AND RESIDENCES ARE AS FOLLOWS:**

- a) The majority of the dwellings were platted at 40 ft. in width. Many of the 40 ft. wide lots remain, but some have expanded into 80 ft. wide lots. Most lots are developed with single-family dwellings. There are some vacant lots in the area. All the lots along Panama Avenue are undeveloped.
- b) The existing residences are constructed in varying architectural styles. There is a mix of ranch and two-story dwellings with mostly siding facades, with some homes containing both siding and brick. Some dwellings do not contain garages, some are placed behind, and a few are attached.

6.d) **SUBDIVISION LOT SPLIT AND COMBINATION REQUEST**

26871 & 26759 Blackmar Avenue

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**RECOMMENDATION**

It is recommended that the subdivision lot split and combination splitting an area of 30 ft. x 117 ft. from Lot 39 and combining it with Lot 40 of Moundale Subdivision be APPROVED CONDITIONALLY subject to the standard conditions of the Planning Commission and more specifically:

1. Fifteen (15) copies of revised survey plans shall be submitted prior to the file being forwarded to City Council and indicating the following:
  - a) Per the survey drawing the east/west 20 ft. wide alley abutting Lot 38 and the north/south 18 ft. wide alley abutting Lots 38 & 39 is vacated. Planning Staff was unable to find the resolution for the vacation of the 18 ft. wide north/south alley. The survey plan will need to be updated if the petitioner cannot provide the resolution or proof that the 18 ft. wide alley to the rear of Lots 38 & 39 is vacated.
  - b) The square footage of both parcels differs from Planning Staff's calculations because we did not include the area derived from the 18 ft. north/south alley. City Staff could not locate evidence of this alley vacation. Therefore, per Planning Department's records, this alley does not appear to have been vacated, and the information shall be updated on the survey.
  - c) A note shall be provided on the proposed survey plan that the chain link fence that is currently located 6.56 ft. north of the home on Lot 40, shall be removed and provided along the new lot line. The fence shall not be placed any closer to Blackmar Avenue than the leading edge of the home.
2. The lots and abutting streets shall be graded and drained. The petitioner shall send a letter to the Public Service Director requesting an inspection of the site. The Director, in turn, forwards the request to the Engineering Division to perform the inspection. A copy of the positive results of the inspection shall be provided to the Planning Department.
3. The utility companies be given the opportunity to obtain any easements they may require.
4. Approval of City Council shall be obtained. City Council approval shall become effective upon compliance with all conditions listed. The petitioner shall complete the conditions within one (1) year.

6.d) **SUBDIVISION LOT SPLIT AND COMBINATION REQUEST**

26871 & 26759 Blackmar Avenue

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Michael Kempton (Wade and Kristine Kempton)

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5. The petitioner shall provide the Planning Department with documentation indicating that all conditions as assigned are completed. The department then notifies the City Clerk that a certified copy of the resolution shall be recorded with the Macomb County Register of Deeds.

And furthermore recommendations were received from the following division and departments to notify the petitioner that these items will be addressed during the Building Division permit process:

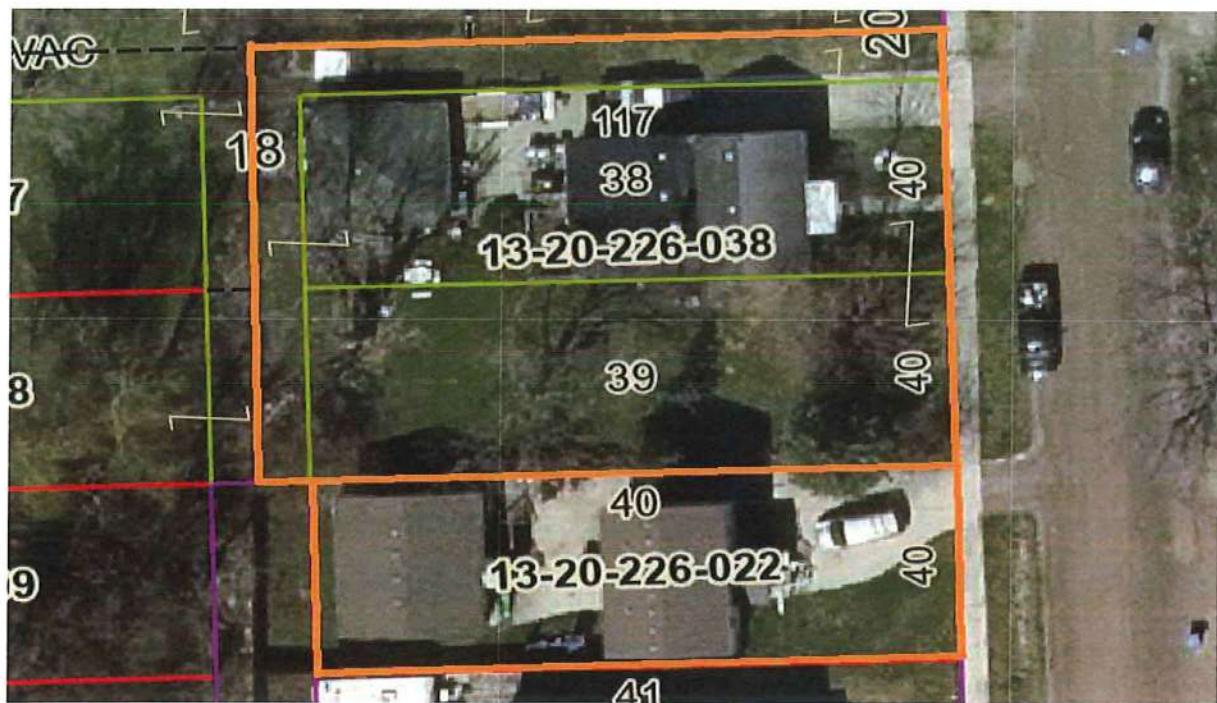
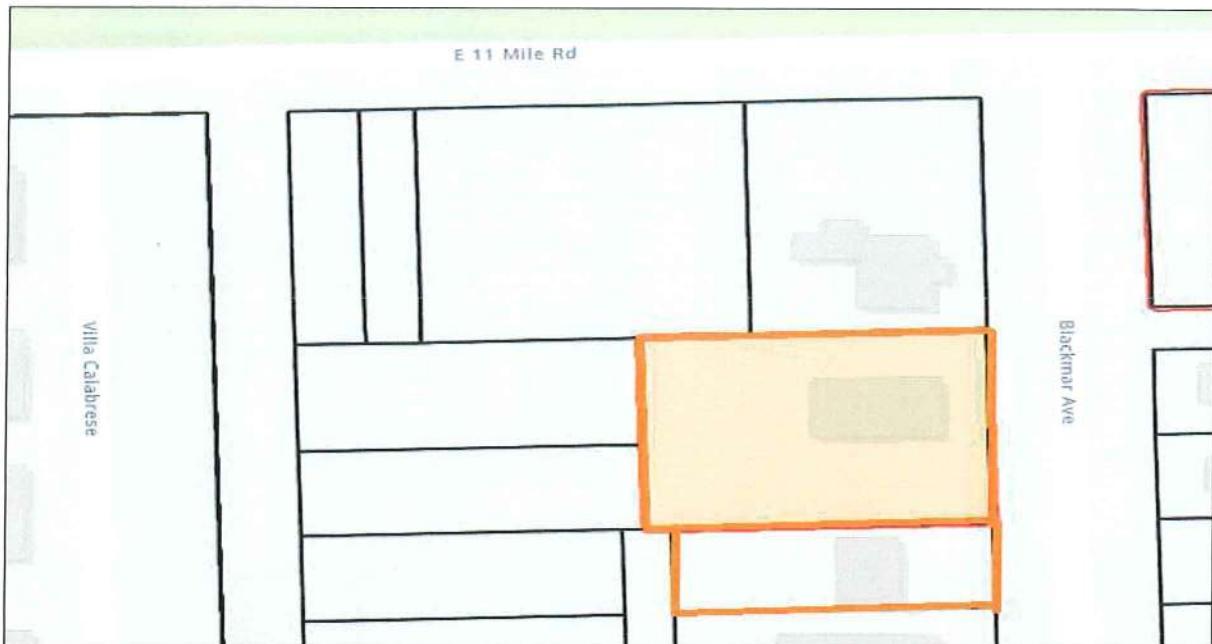
**TAXES:** Current for both properties.

**WATER:** The Water Department doesn't have any utilities in the way and has no concerns with them moving forward with the land split/combining of the parcel.

**AT&T:** AT&T does not object to the proposed lot split and lot combination.

**COMCAST:** In response to your utility request for the above project, Comcast has facilities nearby but not in conflict with this request. Aerial cables are highlighted in orange for fiber and yellow for coax cable. Underground is highlighted in blue for fiber and green for coax cable. If we can be of further assistance, please feel free to contact us by email at [cccutilityrequests@teamsigma.com](mailto:cccutilityrequests@teamsigma.com).

**SUBDIVISION LOT SPLIT AND COMBINATION REQUEST:** located on the west side of Blackmar Avenue, approximately 100 ft. south of Eleven Mile Road; the south 30.02 ft. of Parcel #13-20-226-038 (Lot 39) to be split and combined with Parcel #13-20-226-022 (Lot 40) Moundale Subdivision; Section 20; 26871 & 26759 Blackmar; Michael Kempton (Wade and Kristine Kempton); PSLS250003.



Chair Smith – Tell the owner your petition got denied and you're going to have to move maybe. He had another chance to come here, that's the reason we postponed it last time, so he could come here, and we could go over these things, but he doesn't want to take the time to do it. You may have to look for another place if he doesn't want to do it.

Mr. Milad Yousif – So, you guys sent him another letter, do I have to contact him or should I take my tires from the outside, I don't want any tickets or violations.

Ms. Candice Mayer – Any communication or correspondence with the property owner is your responsibility going forward.

Chair Smith – Just let him know you tried and it didn't pass because the number of variances, he didn't show up, now it's in his ballfield, he'll have to make the decision on what he wants to do.

Mr. Milad Yousif – Okay, thank you, have a good night.

D. SUBDIVISION LOT SPLIT AND COMBINATION REQUEST; located on the west side of Blackmar Avenue, approximately 100 ft. south of Eleven Mile Road; the south 30.02 ft. of Parcel #13-20-226-038 (Lot 39) to be split and combined with Parcel #13-20-226-022 (Lot 40) of Moundale Subdivision; Section 20; 26871 & 26759 Blackmar Avenue; Michael Kempton (Wade and Kristine Kempton); PSLS250003.

PETITIONERS PORTION:

Mr. Michael Kempton – My name is Michael Kempton, 26871 Blackmar. My wife and I bought the home, it has an empty lot next to it. We want to sell or give it to our kids. We have 4 grandbabies who live in the house next door, we want them to have the yard, we really don't need it so we petitioned to have it split for that reason.

Secretary Mouri reads the following correspondence:

**TAXES:** Current for both properties.

**ENGINEERING:** Preliminary review of this site indicates no difficulty in development.

**WATER:** The Water Department doesn't have any utilities in the way and has no concerns with them moving forward with the land split/combining of the parcel.

**AT&T:** AT&T does not object to the proposed lot split and lot combination.

**COMCAST:** In response to your utility request for the above project, Comcast has facilities nearby but not in conflict with this request. Aerial cables are highlighted in orange for fiber and yellow for coax cable. Underground is highlighted in blue for fiber and green for coax cable. If we can be of further assistance, please feel free to contact us by email at [ccutilityrequests@teamsigma.com](mailto:ccutilityrequests@teamsigma.com).

Ms. Michelle Katopodes reads the recommendation of the Staff:

**MOTION:**

A motion was made by Commissioner Holowaty to approve, supported by Vice Chair Boniecki.

**COMMISSIONERS PORTION:**

Chair Smith – Good evening, sir, I think it's a very good idea to provide a little more yard for the grandkids.

**ROLL CALL:**

The motion carried as follows:

Commissioner Holowaty.....	Yes
Vice Chair Boniecki.....	Yes
Commissioner Ansar.....	Yes
Assistant Secretary Chowdhury.....	Yes
Secretary Mouri.....	Yes
Chair Smith.....	Yes

**SUBDIVISION LOT SPLIT REQUEST:** located on the east side of Panama Avenue, approximately 400 ft. north of Toepfer Road; one (1) parcel (Lot 31) to be split into two (2) parcels; Supervisor's Plat No. 5; Section 32; 21916 Panama Avenue; Tom Bommarito/City of Warren; PSLS250004.

**PETITIONERS PORTION:**

Mr. Bob Weidner – Good evening, Bob Weidner, City of Warren Community Development. We are asking permission to split the lot into two so we can build two new construction single-family homes that we sell to low to moderate income people, we'd like to put two houses back on the tax rolls.

Secretary Mouri reads the following correspondence:

**TAXES:** Current.



DATE: JANUARY 16, 2026  
TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL  
SUBJECT: INCREASE OF AWARD OF BID TRI-W-0214; TO FURNISH EMERGENCY MEDICAL SUPPLIES AND EQUIPMENT

The Purchasing Division concurs with the Fire Department and recommends that the award for TRI-W-0214; to Furnish Emergency Medical Supplies and Equipment, to Bound Tree Medical, LLC., 5000 Tuttle Crossing Boulevard, Dublin, OH 43016, utilizing the Farmington Hills Cooperative Contract #FH-19-20-2164 (see attached), be increased, retro-actively, for the current term, from an annual amount not to exceed \$175,000.00 to an annual amount not to exceed \$195,000.00 (an increase of \$20,000.00).

On March 25, 2025, City Council awarded the third and final one (1) year extension, commencing on February 11, 2025, in an annual amount not to exceed \$175,000.00.

The Fire Department is seeking an increase of award due to an increased need of medical supplies and equipment that is used by firefighter-paramedics in the treatment of ill or injured patients that the department responds to on a daily basis.

This recommendation before your honorable body today is for an increase of award, retro-actively, for the current term (February 11, 2025 through February 10, 2026), which is the third and final one (1) year extension, from an annual amount not to exceed \$175,000.00 to an annual amount not to exceed \$195,000.00 (an increase of \$20,000.00).

Funds are available in the following Account: 101-1336-72701.

Respectfully Submitted,

Signed by:

Shana Turner

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Shana Turner  
Assistant Buyer

Read and Concur,

Signed by:

Craig Treppa

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Craig Treppa  
Purchasing Agent

Signed by:

Kris Battle

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Kris Battle  
Budget Director

DocuSigned by:

Richard Fox

CF2C773236C54C9...

Richard Fox  
Controller

Signed by:

Lori M. Stone

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Lori M. Stone  
Mayor



DEPARTMENT OF CENTRAL SERVICES

## ADDENDUM NOTICE NO. 3

OF

CONTRACT NO. FH- 19-20-2164

<b>NAME &amp; ADDRESS OF VENDOR:</b> Bound Tree Medical 5000 Tuttle Crossing Dublin, OH 43016 (800) 533-0523 Contact-William Waite, Cell- 810-588-3424 Inside Sales Rep -Natalie Dunham 614-760-5161	<b>CONTRACT TERM:</b> February 11, 2020-February 10, 2023  Renewal Option 1- February 11, 2023-February 10, 2024  Renewal Option 2- February 11, 2024-February 10, 2025  <b>Renewal Option 3- February 11, 2025-February 10, 2026</b>
<b>TERMS:</b> Net 30	<b>BUYER:</b> Michelle Aranowski (248) 871-2426
<b>F.O.B.:</b> Delivered	<b>COOPERATIVE:</b> SMEMS Cooperative & MITN Purchasing Cooperative

**NATURE OF CHANGE(S):**

**Change #1** -Effective immediately price changes, additions & deletions to the core list per the attached.

All other terms, conditions, specifications and pricing provisions remain unchanged.

**AUTHORITY/REASON:**

Requested by Bound Tree

**TOTAL ESTIMATED CONTRACT VALUE:**

\$2,035,690 (COOPERATIVE WIDE)



**WARREN FIRE DEPARTMENT**

January 16, 2026

23295 Schoenherr  
Warren, MI 48089  
(586) 756-2800  
[www.cityofwarren.org](http://www.cityofwarren.org)

Craig Treppa  
Purchasing Agent

Subject: Increase in Award Bound Tree Medical – Medical Supplies – TRI-W-0214

Craig

The Fire Department needs to increase the award to Bound Tree Medical by \$20,000.00 from \$175,000.00 to \$195,000.00 to facilitate the purchase of medical supplies from our preferred vendor Bound Tree Medical. Medical supplies are used by firefighter-paramedics in the treatment of ill or injured patients that department responds to on a daily and annual basis. The department responds to over 18,000 medical incidents requiring evaluation and treatment by our firefighter-paramedics and the department annually and transports approximately 15,000 patients to the patient's hospital of choice for definitive care depending on the severity of the illness or injury.

The City tagged on to an RPF issued by Farmington Hills (FH-19-20-2164) for the purchase of medical supplies and Bound Tree was selected as the preferred vendor with a secondary vendor also selected for items that are either not carried by the preferred vendor, out of stock or unavailable for whatever reason.

Funds are available for this purpose in the account titled: EMS Medical Supplies 101-1336-72701.

Please direct questions to my attention at Ext. 3100.

Professionally,

DocuSigned by:

*Wilbert McAdams*

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Wilbert McAdams  
Fire Commissioner

**RESOLUTION**

Document No: TRI-W-0214

Product or Service: Emergency Medical Supply

Requesting Department: Fire Department

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on \_\_\_\_\_, 2026 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: \_\_\_\_\_

---

ABSENT: Councilmembers: \_\_\_\_\_

---

The following preamble and resolution were offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_.

On March 25, 2025, City Council awarded the third and final one (1) year extension, for furnishing emergency medical supplies and equipment, to Bound Tree Medical, LLC., 5000 Tuttle Crossing Boulevard, Dublin, OH 43016, commencing on February 11, 2025, in an annual amount not to exceed \$175,000.00.

The Fire Department has determined, that in the best interest of the City, the award for furnishing medical supplies and equipment shall be increased, retro-actively, for the current term (February 11, 2025 through February 10, 2026), from an annual amount not to exceed \$175,000.00 to an annual amount not to exceed \$175,000.00 (an increase of \$20,000.00).

Funds are available in the following Account: 101-1336-72701.

THEREFORE IT IS RESOLVED, that an increase of award for TRI-W-0214 is hereby accepted by City Council for Bound Tree Medical, LLC., retro-actively, for the current term (February 11, 2025 through February 10, 2026), from an annual amount not to exceed \$175,000.00 to an annual amount not to exceed \$175,000.00 (an increase of \$20,000.00).

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

- Bid document
- Contract
- Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: \_\_\_\_\_

---

NAYS: Councilmembers: \_\_\_\_\_

---

RESOLUTION DECLARED ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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MINDY MOORE  
Secretary of the Council

**CERTIFICATION**

STATE OF MICHIGAN    )  
                          ) SS.  
COUNTY OF MACOMB )

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on \_\_\_\_\_, 2026.

---

Sonja Buffa  
City Clerk



DATE: JANUARY 15, 2026  
 TO: MINDY MOORE, SECRETARY, WARREN CITY COUNCIL  
 SUBJECT: TRI-W-1734; PURCHASE OF A PLATFORM FOR ASSISTIVE CALL TAKING, AUTOMATED QUALITY ASSURANCE, AND AUTOMATED NON-EMERGENCY TRIAGE UTILIZING THE SOURCEWELL COOPERATIVE CONTRACT #121923-SHI.

The Purchasing Division concurs with the Police Department and recommends that City Council authorize the purchase of the "Prepared911" by Axon Platform from SHI International Corporation, 290 Davidson Avenue, Somerset, NJ 08873, in the amounts listed in the table below, utilizing the Sourcewell Cooperative Contract #121923-SHI (see attached).

VENDOR	TIME PERIOD	PRICE
SHI Corporation 290 Davidson Avenue Somerset, NJ 08873	Execution of Contract through June 30, 2026	\$ 0.00
	July 1, 2026 through June 30, 2027	\$ 224,022.00
	July 1, 2027 through June 30, 2028	\$ 224,022.00
	July 1, 2028 through June 30, 2029	\$ 224,022.00
	July 1, 2029 through June 30, 2030	\$ 224,022.00
	July 1, 2030 through June 30, 2031	\$ 224,022.00
<b>GRAND TOTAL:</b>		<b>\$1,120,110.00</b>

In an effort to modernize the Police Department's Communications Center, the Police Department is recommending the purchase of the "Prepared911" Platform by Axon. "Prepared911" delivers a complete collection of capabilities, including the following:

***Assistive Call Taking with Real-Time Translation:***

This feature provides call takers with real-time support while ensuring accurate information gathering and standard response protocols during each call. The system will analyze phone calls to assist the dispatcher in determining what questions to ask and what information has already been provided. It is basically a real-time coach that assists the dispatcher in gathering all of the critical information needed during the call.

This system also has real-time translation capability, which allows dispatchers to effectively communicate in up to thirty-one (31) separate languages.

***Automotive Quality Assurance (AQA):***

This feature changes how performance is measured and improved. Under traditional methods, supervisors manually review a small portion of calls, which limits the scope and objectivity of quality control efforts. With this feature, every call can be automatically analyzed against established

criteria, which allows for continuous, consistent, and data-driven feedback. This frees up supervisors to focus their attention on coaching, mentoring and providing process improvement.

**Automated Non-Emergency Triage:**

This feature intelligently identifies and reroutes non-emergency calls to the proper channels. This results in reduced call congestion, shortens hold times, and allows dispatchers to be more readily available to handle urgent incidents. Not only is efficiency improved, but the satisfaction of the public is increased due to quicker call response times.

““Prepared911”” was recently acquired by Axon, which means that ““Prepared911”” will be integrated with the Axon Body Camera footage that will also allow dispatchers to locate caller location relative to the officer's body worn cameras.

This service is set to begin upon the execution of the contract. The agreement shall be provided at no cost to the City through June 30, 2026. If following a good faith effort to do so, the City fails to obtain an appropriation of funds necessary to perform its obligations under this Agreement, the City may terminate the Agreement without penalty following written notice to SHI or Axon.

There will be no budget impact in the current fiscal year. The Police Department will be seeking to appropriate funds for future years to cover the cost of this purchase.

The purchase of the “Prepared911” platform is available through the SHI Corporation, utilizing the Sourcewell Cooperative Contract #121923-SHI.

Respectfully Submitted,

Signed by:



E610E2D7FFE5449...

Craig Treppa  
Purchasing Agent

Read and concur,

Signed by:



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Kris Battle  
Budget Director

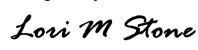
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Richard Fox  
Controller

Signed by:



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Lori M. Stone  
Mayor

The Sourcewell Contract has been reviewed and approved by the Acting City Attorney, Mary Michaels.

Signed by:



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Mary Michaels  
Acting City Attorney

**Solicitation Number: RFP #121923****CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and SHI International Corp., 290 Davidson Ave., Somerset, NJ 08873 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Technology Products and Services with Related Solutions from which Supplier was awarded a contract in Category 1.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

**1. TERM OF CONTRACT**

**A. EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.

**EXPIRATION DATE AND EXTENSION.** This Contract expires February 27, 2028, unless it is cancelled sooner pursuant to Article 22. This Contract allows up to three additional one-year extensions upon the request of Sourcewell and written agreement by Supplier. Sourcewell retains the right to consider additional extensions beyond seven years as required under exceptional circumstances.

**B. SURVIVAL OF TERMS.** Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

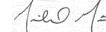


**Proposal Evaluation**  
**Technology Products and Services with Related Solutions RFP #121923**  
**Category 1**

	Apple, Inc.	Axelliant, LLC	ByteSpeed, LLC	CDW Government, LLC	Converge Technology Solutions US, LLC	Diverse Tech Services, Inc.	GovConnection, Inc.	HP Inc.	iBenzier, Inc.	Ideal System Solutions, Inc.	Marco Technologies, LLC	
Possible Points												
Conformance to RFP Requirements	50	14	33	40	45	41	42	43	44	-	45	40
Pricing	400	126	161	314	349	303	354	340	309	-	339	263
Financial Viability and Marketplace Success	75	27	47	53	66	63	56	65	69	-	62	57
Ability to Sell and Deliver Service	100	18	60	76	90	85	78	83	86	-	83	74
Marketing Plan	50	11	33	37	44	43	41	43	45	-	43	36
Value Added Attributes	75	21	57	59	65	58	60	63	68	-	65	59
Warranty	50	28	33	42	42	40	41	43	-	-	41	38
Depth and Breadth of Offered Equipment, Products, or Services	200	83	142	147	185	173	175	175	170	-	173	150
Total Points	1,000	328	566	768	886	806	847	853	832	0	851	717
Rank Order		17	16	13	1	11	4	2	7.5	19.5	3	14

	New Tech Solutions, Inc.	Premier Wireless Business Technology Solutions	Presidio	Renaissance Learning, Inc.	SHI International Corp	Sigma Consultants Group, Inc.	Software Information Resource Corp	Strategic Communications	WorldWide Technology	Zones, LLC	
Possible Points											
Conformance to RFP Requirements	50	42	-	42	-	44	-	35	43	43	38
Pricing	400	326	-	299	-	324	-	244	338	313	285
Financial Viability and Marketplace Success	75	65	-	64	-	66	-	52	62	67	57
Ability to Sell and Deliver Service	100	81	-	83	-	85	-	70	73	84	83
Marketing Plan	50	41	-	39	-	43	-	41	43	41	39
Value Added Attributes	75	62	-	61	-	66	-	57	64	64	65
Warranty	50	42	-	41	-	40	-	38	40	41	40
Depth and Breadth of Offered Equipment, Products, or Services	200	173	-	178	-	178	-	129	174	173	171
Total Points	1,000	832	0	807	0	846	0	666	837	826	778
Rank Order		7.5	19.5	10	19.5	5	19.5	15	6	9	13

DocuSigned by:  
  
 Kim Austin, MBA, CPPB, NIGP-CPP, Procurement Manager  
 6830543C58384D1

DocuSigned by:  
  
 Michael Munoz, CPPB, Senior Procurement Analyst  
 0B0204E40D3E445

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 Nick Scholer, Procurement Analyst  
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 Nicole Lueth, Procurement Analyst  
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**Proposal Evaluation**  
**Technology Products and Services with Related Solutions RFP #121923**  
**Category 2**

Possible Points	22ndCentury Technologies, Inc.	A3 Communications, Inc.	Access 2 Networks, Inc.	American Signal Corporation	Carahsoft Technology Corp	Castellan Information Security Services	Centrix Technologies, LLC	Computer Aid, Inc.	Core BTS, Inc.	DataCenter Warehouse, LLC	DataHouse Consulting, Inc.	DGR Systems	Extreme Networks, Inc.	Fortinet	FOR VIS, LLP	
Conformance to Terms / Conditions to Include Documentation	50	42	40	37	31	40	37	36	45	39	37	39	40	42	42	38
Pricing	400	280	316	285	275	333	523	290	311	278	295	299	316	320	337	263
Financial, Industry and Marketplace Successes	75	89	85	55	51	68	59	82	68	83	81	83	82	89	68	59
Bidder's Ability to Sell/ Service Contract Nationally	100	86	85	78	89	86	88	89	86	87	75	80	79	87	85	83
Bidder's Marketing Plan	50	43	39	35	33	42	37	36	44	42	40	39	41	41	40	39
Value Added Attributes	75	66	57	54	48	64	61	48	64	82	61	52	83	64	66	60
Warranty Coverages and Information	50	41	39	38	38	42	37	37	43	40	38	39	38	42	39	38
Selection and Variety of Products and Services Offered	200	173	161	166	123	166	145	124	174	155	171	151	164	189	176	170
Total Points	1,000	800	800	745	665	838	767	700	834	765	776	782	802	853	853	746
Rank Order		8	7	24	34	2	15	31	3	18	12	19	6	4	1	23

Possible Points	Genetec, Inc.	GoApron, Inc.	GOMAIN EV, Inc.	Guide Soft, Inc.	Imagine IT, Inc.	IT Audit Labs, LLC	M9 Solutions, LLC	MaiaLearning	Nutri-Link Technologies.com	Nuvalence, LLC	OpenGov, Inc.	Quality and Assurance Technology Corporation	Sena Technologies, Inc.	Sky line Technology Solutions, LLC	Spruce Technology	
Conformance to Terms / Conditions to Include Documentation	50	41	37		41	37	39	40			37	39	41	33	37	40
Pricing	400	300	317		299	304	310	264			249	268	273	247	246	299
Financial, Industry and Marketplace Successes	75	60	55		81	58	57	57			81	57	58	54	63	60
Bidder's Ability to Sell/ Service Contract Nationally	100	80	73		83	70	68	80			82	83	74	72	79	79
Bidder's Marketing Plan	50	39	35		39	38	37	40			36	42	35	33	35	40
Value Added Attributes	75	60	59		83	58	82	83			56	57	53	48	57	61
Warranty Coverages and Information	50	41	39		40	41	37	42			37	40	36	33	38	34
Selection and Variety of Products and Services Offered	200	135	130		156	158	152	167			141	151	157	156	189	175
Total Points	1,000	756	744		780	765	761	753			698	756	727	677	726	787
Rank Order		20	25		11	17	18.5	22			32	21	27	33	28	9

Possible Points	TALAS Security, LLC	Tango Networks, Inc.	The Pearl Dream, Inc.	Toxic Suppression, LLC	TrueNorth Consulting Group	US TelePacific Corp	vCloud Tech, Inc.	Vertosoft	White Rock Security Group, LLC	Xello, Inc.	xFact, Inc.
Conformance to Terms / Conditions to Include Documentation	50	35	33	29		37	42	36	39	34	38
Pricing	400	268	259	243		314	320	304	306	299	320
Financial, Industry and Marketplace Successes	75	49	55	52		58	83	82	64	58	82
Bidder's Ability to Sell/ Service Contract Nationally	100	67	64	60		78	83	89	81	65	64
Bidder's Marketing Plan	50	33	28	29		37	35	41	38	29	40
Value Added Attributes	75	52	49	47		49	81	49	56	49	58
Warranty Coverages and Information	50	33	34	30		33	43	31	37	34	38
Selection and Variety of Products and Services Offered	200	145	128	127		185	173	151	182	149	148
Total Points	1,000	701	648	817		770	819	742	783	715	788
Rank Order	31	35	36	13		5	26	10	29		

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 Craig West, Procurement Analyst II

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 Ginger Line, MPA, NIGP-CPP, CPPB, Senior Procurement Analyst

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 Scott Dobereiner, Procurement Analyst

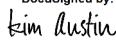
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 Ashley Powers, Procurement Analyst

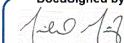


**Proposal Evaluation**  
**Technology Products and Services with Related Solutions RFP #121923**  
**Category 3**

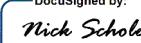
Possible Points	22nd Century Technologies, Inc.	Carahsoft Technology Corp	Computer Aid, Inc.	EW Recovery	Imagine IT, Inc.	iTAD Solutions	Spruce Technology	The Pearl Dream, Inc.	XS International, LLC
Conformance to RFP Requirements	50	44	38	43	29	39	39	40	30
Pricing	400	293	285	284	285	316	319	288	254
Financial Viability and Marketplace Success	75	63	59	67	35	55	52	56	53
Ability to Sell and Deliver Service	100	84	78	83	48	72	69	77	61
Marketing Plan	50	42	37	43	28	35	39	41	34
Value Added Attributes	75	63	58	62	44	51	57	54	47
Warranty	50	41	37	41	25	39	37	37	33
Depth and Breadth of Offered Equipment, Products, or Services	200	176	154	174	113	158	161	159	114
Total Points	1,000	806	746	797	607	765	773	752	626
Rank Order	1	6	2	9	4	3	5	8	7

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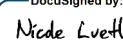
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 Kim Austin, MBA, CPPB, NIGP-CPP, Procurement Manager

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 Michael Munoz, CPPB, Senior Procurement Analyst

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 Nick Scholer, Procurement Analyst

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 Nicole Lueth, Procurement Analyst



Pricing Proposal  
 Quotation #: 26841671  
 Created On: 11/7/2025  
 Valid Until: 11/30/2025

## MI-City of Warren

### Brent Chisolm

M

United States

Phone: 586-574-4700

Fax:

Email: bchisolm@warrenpd.org

## PubSec Sr. Inside Account Executive - LEAD

### Christopher Owens

290 Davidson Ave

Somerset, NJ 08873

Phone: 732-868-8849

Fax:

Email: christopher\_owens@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 6 MONTHS - Automated Non-Emergency Triage, Assistive Call-Taking, Automated QA, Audio Collector Hardware Prepared911 - Part#: NPN-PREPA-A Contract Name: Sourcewell- Technology Products & Solutions Contract #: 121923-SHI Coverage Term: 1/1/2026 – 6/30/2026	1	\$0.00	\$0.00
2 12 MONTHS - Automated Non-Emergency Triage, Assistive Call-Taking, Automated QA, Audio Collector Hardware Prepared911 - Part#: NPN-PREPA-B Contract Name: Sourcewell- Technology Products & Solutions Contract #: 121923-SHI Coverage Term: 7/1/2026 – 6/30/2027	1	\$224,022.00	\$224,022.00
3 12 MONTHS - Automated Non-Emergency Triage, Assistive Call-Taking, Automated QA, Audio Collector Hardware Prepared911 - Part#: NPN-PREPA-C Contract Name: Sourcewell- Technology Products & Solutions Contract #: 121923-SHI Coverage Term: 7/1/2027 – 6/30/2028	1	\$224,022.00	\$224,022.00
4 12 MONTHS - Automated Non-Emergency Triage, Assistive Call-Taking, Automated QA, Audio Collector Hardware Prepared911 - Part#: NPN-PREPA-D Contract Name: Sourcewell- Technology Products & Solutions Contract #: 121923-SHI Coverage Term: 7/1/2028 – 6/30/2029	1	\$224,022.00	\$224,022.00
5 12 MONTHS - Automated Non-Emergency Triage, Assistive Call-Taking, Automated QA, Audio Collector Hardware Prepared911 - Part#: NPN-PREPA-E Contract Name: Sourcewell- Technology Products & Solutions Contract #: 121923-SHI Coverage Term: 7/1/2029 – 6/30/2030	1	\$224,022.00	\$224,022.00
6 12 MONTHS - Automated Non-Emergency Triage, Assistive Call-Taking, Automated	1	\$224,022.00	\$224,022.00

QA, Audio Collector Hardware

Prepared911 - Part#: NPN-PREPA-F

Contract Name: Sourcewell- Technology Products & Solutions

Contract #: 121923-SHI

Coverage Term: 7/1/2030 – 6/30/2031

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Total \$1,120,110.00

### **Additional Comments**

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Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

wirwin@axon.com

Standard Terms and Conditions for the Prepared™ Communications Service

Corresponding Version of Terms and Conditions: Version 7.0

[<https://www.prepared911.com/terms-and-conditions>]

Appendix B

Special Terms

Non-Appropriation of Funds. If following a good faith effort to do so, Client fails to obtain an appropriation of funds necessary to perform its obligations under this

Agreement, Client may terminate this Agreement without penalty following written notice to Invictus.

Termination notice may be delivered from Captain Brent Chisolm to Bill Irwin via their e-mail addresses above

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*The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.*



WARREN POLICE DEPARTMENT  
29900 CIVIC CENTER BLVD.  
WARREN, MI 48093  
(586) 574-4700

November 10, 2025

Craig Treppa  
One City Square  
Warren, Michigan 48093

**RE: Purchase Justification for Prepared by Axon Assistive Call Taking, Automated Quality Assurance, and Automated Non-Emergency Triage**

Dear Mr. Treppa,

The purchase of the Prepared by Axon platform is a strategic investment in modernizing our communications center, improving operational efficiency, and strengthening service delivery to our community. As the demands on emergency communications continue to grow, our center must leverage advanced technologies that enhance accuracy, consistency, and accessibility. Prepared by Axon delivers a comprehensive suite of capabilities—including assistive call taking, automated quality assurance, and automated non-emergency triage—that directly address these needs while supporting our mission to provide rapid, effective, and equitable service to all callers.

Assistive Call Taking with Real-Time Translation

Prepared's assistive call-taking tools provide call takers with real-time support, ensuring accurate information gathering and standardized response protocols during every call. The system analyzes incoming phone calls to aid the dispatcher in determining what questions should be asked, and what information has already been provided. It is a real time call coach to help the dispatcher get all of the important information on a call, and importantly not miss an opportunity to gather critical information. A key advancement of the system is its real-time translation capability, which allows dispatchers to communicate effectively with callers who speak up to 31 languages other than English. This feature removes communication barriers, reduces call handling delays, and ensures that critical details are not lost in translation. The Spanish talkback functionality enables dispatchers to engage directly with Spanish-speaking callers through live translated speech, fostering trust and improving caller cooperation in high-stress situations. These capabilities not only enhance service to diverse communities but also reduce dependence on third-party translation services, saving valuable time in emergencies and ensuring more equitable access to 9-1-1 resources.

### Automated Quality Assurance (AQA):

Prepared's automated quality assurance system transforms how performance is measured and improved. Traditionally, supervisors manually review a small fraction of calls, limiting the scope and objectivity of quality control efforts. With Prepared911, every call can be automatically analyzed against established criteria, providing continuous, consistent, and data-driven feedback. This automation allows supervisors to focus their efforts on coaching, mentoring, and process improvement rather than administrative review. The result is a culture of ongoing professional development supported by accurate performance insights, reduced human bias, and increased accountability. Additionally, the system's analytics enable leadership to identify trends, training gaps, and procedural issues in real time—improving both operational readiness and public service outcomes.

### Automated Non-Emergency Triage:

Non-emergency calls continue to burden emergency communication centers, diverting attention and resources from true 9-1-1 emergencies. Prepared's automated non-emergency triage feature intelligently identifies and reroutes these calls to appropriate non-emergency channels. By distinguishing between emergency and informational or service-related requests, the platform reduces call congestion, shortens hold times, and preserves dispatcher availability for urgent incidents. This function not only improves efficiency but also enhances public satisfaction by ensuring that all callers—emergency or not—are connected quickly to the right resources.

### Overall Impact and Value:

Implementing Prepared will provide measurable improvements in response times, call accuracy, and operational efficiency while reducing risk and administrative burden. The platform's real-time translation and Spanish talkback capabilities will ensure inclusivity and equitable service across our multilingual community, reinforcing public trust and confidence. Automated quality assurance and triage will improve workforce productivity and consistency, helping us meet industry standards with greater ease.

### Sole Source Justification

Prepared, recently acquired by Axon includes specific geolocation capabilities integrated with Axon Body Worn Camera footage that also allows dispatchers to locate caller location relatively to officers body worn cameras. The department has made significant investments through Axon in body worn cameras, tasers, drones, and evidence storage. Purchasing capabilities from other vendors with disparate systems leads to cognitive overload, duplication of efforts, and will exist outside of the existing Axon architecture. The dispatch center already uses Prepared to live stream camera footage from 911 callers during emergencies.

### Sourcewell Contract and Fiscal

From a fiscal perspective, Prepared represents a sound and responsible investment. The purchase of this platform is available through SHI Corp under Sourcewell cooperative contract 121923-SHI. The **first six months of service, beginning January 1, 2026, are being provided at no cost**, meaning there will be **no budget impact in the current fiscal year**. For the **subsequent five years**, the **price is fixed at \$224,022.00 per year**.

Additionally, the agreement includes a non-appropriation clause, reviewed and approved by the Acting City Attorney, which states:

*Non-Appropriation of Funds:* If following a good faith effort to do so, the Client fails to obtain an appropriation of funds necessary to perform its obligations under this Agreement, the Client may terminate this Agreement without penalty following written notice to Invictus.

In summary, Prepared911 is not merely a technology upgrade—it is a comprehensive solution that strengthens the foundation of public safety communications. By integrating real-time language support, automated performance management, and intelligent call routing, the platform empowers our staff, enhances service equity, and ensures that every caller receives the highest quality assistance possible. The purchase through the Sourcewell contract, combined with the free introductory period and the financial safeguards provided by the non-appropriation clause, make this both an operationally and fiscally responsible investment in the future of our communications center.

Professionally,

Signed by:

**Brent Chisolm**

9203B4FAD4AC476...  
Brent Chisolm, Captain  
Police Administration

**RESOLUTION**

Document No: TRI-W-1734

Product or Service: Platform for Assistive Call Taking, Automated Quality Assurance and Automated Non-Emergency Triage

Requesting Department: Police

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on \_\_\_\_\_, 2026 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: \_\_\_\_\_

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ABSENT: Councilmembers: \_\_\_\_\_

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The following preamble and resolution were offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_.

Pursuant to Section 2-344 of the Code of Ordinances, the City may either participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any supplies, equipment, goods, or services with one (1) or more public procurement units.

Upon performing a diligent inquiry, the Police Commissioner has determined that it is necessary in the interest of the Police Department and the City to acquire a Platform for Assistive Call Taking, Automated Quality Assurance, and Automated Non-Emergency Triage from SHI International Corporation, 290 Davidson Avenue, Somerset, NJ 08873, via the Sourcewell Cooperative Contract #121923-SHI, pursuant to cooperative purchasing.

The purchasing agent has conducted a review and concurs with the cooperative purchasing.

There will be no budget impact in the current fiscal year. The Police Department will be seeking to appropriate funds for future years to cover the cost of this purchase.

IT IS RESOLVED, that the cooperative purchase with SHI International Corporation, utilizing the Sourcewell Contract #121923-SHI, is hereby accepted by City Council in the total amounts shown in the table.

VENDOR	TIME PERIOD	PRICE
SHI Corporation 290 Davidson Avenue Somerset, NJ 08873	Execution of Contract through June 30, 2026	\$ 0.00
	July 1, 2026 through June 30, 2027	\$ 224,022.00
	July 1, 2027 through June 30, 2028	\$ 224,022.00
	July 1, 2028 through June 30, 2029	\$ 224,022.00
	July 1, 2029 through June 30, 2030	\$ 224,022.00
	July 1, 2030 through June 30, 2031	\$ 224,022.00
<b>GRAND TOTAL:</b>		<b>\$1,120,110.00</b>

IT IS FURTHER RESOLVED, that this service is set to begin upon the execution date of the contract. The service shall be provided at no cost to the City through June 30, 2026. If following a good faith effort to do so, the City fails to obtain an appropriation of funds necessary to perform its obligations under this Agreement, the City may terminate the Agreement without penalty following written notice to SHI or Axon.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

- Cooperative Bid document
- Contract
- Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: \_\_\_\_\_

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NAYS: Councilmembers: \_\_\_\_\_

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RESOLUTION DECLARED ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

---

Mindy Moore  
Secretary of the Council

**CERTIFICATION**

STATE OF MICHIGAN )  
                         ) SS.  
COUNTY OF MACOMB )

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on

\_\_\_\_\_, 2026.

---

Sonja Buffa  
City Clerk



DATE: JANUARY 9, 2026  
 TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL  
 SUBJECT: RECOMMENDATION TO AWARD THE PURCHASE OF DRONES, DOCKS AND SOFTWARE ALONG WITH ELECTRICAL & NETWORK SERVICES; TRI-W-1741

The Purchasing Division concurs with the Police and Fire Departments, and recommends that City Council approve an award to the vendors listed below, at the prices indicated, for the purpose of purchasing Drone Docks for a five (5) year period and for the purchase of Electrical and Network services that are needed to support the Drone Docs, in an amount not to exceed \$1,709,942.66 over a five (5) year period.

**If the City Council approves these purchases, City Council agrees to waive the reconsideration period and authorize the City to execute the quote summary immediately.**

VENDOR	PRODUCT	CONTRACT	1 <sup>ST</sup> YEAR COST	COST - YEARS 2-5
Axon Enterprise, Inc. 17800 N. 85 <sup>th</sup> Street Scottsdale, AZ 85255	Skydio Drones, Docks and Software	Sourcewell 101223-AXN	\$ 335,539.44	\$ 1,342,157.76
Great Lake Power & Lighting 9646 26 Mile Road Casco, MI 48064	Electrical Services	City of Warren RFP-W-0322	\$ 30,016.46	N/A
Shores Data Group 34691 Nova Drive Clinton Twp., MI 48035	Install Ethernet Cabling	Under \$5,000.00	\$ 2,229.00	N/A
<b>TOTALS:</b>			\$ 367,784.90	\$1,342,157.76
<b>FIVE YEAR GRAND TOTAL:</b>			<b>\$1,709,942.66</b>	

The Police and Fire Departments are recommending the purchase of six (6) Skydio X10 Drones, Docks and Supporting Software along with the electrical requirements and network installations needed for the proper installation of the docking stations. These Drone Docks will be shared between the Police and Fire Departments and will be placed at each of the following locations: Police Station, and Fire Stations 1, 2, 3, 5, and 6.

The Axon drone dock system is an investment in public safety, enhancing situational awareness, protecting responders, and improving service delivery to the community. This investment will enable the expansion of the Police Department's Drone First Responder operations from the current 8 hours per day to at least 16 hours per day, with no additional

personnel required, by automating the launch, recovery, charging, and readiness of aircraft through Axon drone docks. Currently, the launch, recovery and piloting process of the drones requires two operators. The Drone docks will take the place of the launch, recovery and charging process. This will allow for the expansion of the program to additional hours using the same personnel. The Fire Department drone team will be able to use the same drones as the Police Department for fire missions. Sharing resources is a fiscally responsible way to fund this expansion of operations.

The Drones and Docks will be purchased through Axon Enterprise, Inc., utilizing the Sourcewell Cooperative Contract #101223-AXN in the five (5) year total amount of \$1,677,697.20.

The electrical connections to the docking stations in the amount of \$30,016.46 will be provided by Great Lakes Power and Lighting utilizing the City of Warren Cooperative agreement, RFP-W-0322, which City Council approved on January 28, 2025.

The connections of the network cabling to the docking stations in the amount of \$2,229.00 will be completed by the Shores Data Group. Since the cost is under \$5,000.00, the Police Department can utilize a vendor at its own discretion. The Shores Data Group has provided services for the Police Department in the past and the Police Department has been pleased with their work.

The Police and Fire Departments will share the total 5-year costs of \$1,709,942.66 equally. Funds are available in the following Accounts dependent upon concurrent resolution of budget amendment.

Police Department: 101-1301-80100 - \$854,971.33

Fire Department: 101-1336-80100 - \$854,971.33

Respectfully Submitted,

Signed by:

*Craig Treppa*

E610E2D7FFE5449...

Craig Treppa  
Purchasing Agent

Read and Concur,

Signed by:

*Kris Battle*

F6FDC83AE1C142B...

Kris Battle  
Budget Director

DocuSigned by:

*Richard Fox*

CF2C773236C54C9...

Richard Fox  
Controller

Signed by:

*Lori M. Stone*

F040B73E57F248E...

Lori M. Stone  
Mayor



**Solicitation Number: 101223**

## **CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Axon Enterprise, Inc., 17800 N. 85<sup>th</sup> St., Scottsdale, AZ 85255-6311 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Public Safety Video Surveillance Solutions with Related Equipment, Software and Accessories from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

### **1. TERM OF CONTRACT**

**A. EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.

**EXPIRATION DATE AND EXTENSION.** This Contract expires December 15, 2027, unless it is cancelled sooner pursuant to Article 22. This Contract allows up to three additional one-year extensions upon the request of Sourcewell and written agreement by Supplier. Sourcewell retains the right to consider additional extensions beyond seven years as required under exceptional circumstances.

**B. SURVIVAL OF TERMS.** Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

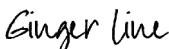


**Proposal Evaluation**  
**Public Safety Video Surveillance Solutions with Related Equipment, Software and Accessories RFP #101223**

Possible Points		365 Labs, LLC	Alltrees, LLC	Axon Enterprise, Inc.	ByteSpeed, LLC	Cardinal Peak Technologies	Cloudstructure, Inc.	COBAN Technologies, Inc.	CompuNet, Inc.	Digital Ally, Inc.	Getac, Inc.	I.K. Systems, Inc.	i-PRO Americas, Inc.	Irex AI, Inc.	Konica Minolta Business Solutions U.S.A., Inc.	LensLock, Inc.	Montel Technologies, LLC
Conformance to Terms/ Conditions to Include Documentation	50	40	38	42	38	39	36	39	39	41	41	40	42	33	43	36	38
Pricing	400	336	273	320	314	325	244	310	303	341	295	306	319	196	328	279	313
Financial, Industry and Marketplace Successes	75	50	53	66	55	58	44	56	61	59	62	58	64	45	65	52	57
Bidder's Ability to Sell/ Service Contract Nationally	100	68	66	85	77	80	64	72	75	71	78	71	86	62	84	68	66
Bidder's Marketing Plan	50	40	34	42	40	43	31	34	37	36	41	39	42	28	42	31	42
Value Added Attributes	75	56	50	65	51	62	51	51	54	56	60	51	64	53	62	51	61
Warranty Coverages and Information	50	37	36	41	37	42	38	39	38	40	41	40	41	33	40	35	34
Selection and Variety of Products and Services Offered	200	155	166	170	163	150	135	160	143	156	155	171	175	159	163	155	161
Total Points	1,000	782	716	831	775	799	643	761	750	800	773	776	833	609	827	707	772
Rank Order		9	25	2	11	6	30	16	19	5	12	10	1	31	3	28	13

Possible Points		Motorola Solutions, Inc.	NewTech Solutions, Inc.	NZS, Inc.	Presidio	Prime Electric	Pro-Vision Solutions, LLC	Quality and Assurance Tech	Radio Engineering Ind	Reconview	RevealMedia USA, Inc.	Risk Response Team, Inc.	Security Lines US, LLC	Skyline Technology Solutions, LLC	Utility Associates, Inc.	Versaterm Public Safety
Conformance to Terms/ Conditions to Include Documentation	50	42	41	38	40	38	39	39	38	34	38	39	38	35	40	37
Pricing	400	321	300	300	279	328	309	304	305	296	304	275	285	286	306	291
Financial, Industry and Marketplace Successes	75	65	61	54	61	52	56	59	59	45	56	57	51	58	59	54
Bidder's Ability to Sell/ Service Contract Nationally	100	88	80	75	83	51	75	66	66	53	68	60	67	66	71	73
Bidder's Marketing Plan	50	42	37	41	39	29	37	32	32	28	34	38	37	37	33	39
Value Added Attributes	75	64	64	52	63	53	54	60	54	40	54	53	54	53	61	58
Warranty Coverages and Information	50	41	37	39	41	33	37	37	33	35	39	40	39	38	38	40
Selection and Variety of Products and Services Offered	200	159	168	136	178	168	156	161	153	139	146	168	140	138	157	133
Total Points	1,000	822	788	735	784	752	763	758	740	670	739	730	711	711	765	725
Rank Order		4	7	22	8	18	15	17	20	29	21	23	26.5	26.5	14	24

DocuSigned by:  
  
 Greg Grunig, MS, Procurement Lead Analyst

DocuSigned by:  
  
 Ginger Line, MPA, NIGP-CPP, CPPB, Procurement Analyst

DocuSigned by:  
  
 Lisa Truax, Procurement Analyst

DocuSigned by:  
  
 Nick Scholer, Procurement Analyst



Axon Enterprise, Inc.  
 17800 N 85th St  
 Scottsdale, Arizona 85255  
 United States  
 VAT: 86-0741227  
 Domestic: (800) 978-2737  
 International: +1.800.978.2737

Q-768419-46030ZH

Issued: 01/08/2026



Quote Expiration: 01/29/2026

Estimated Contract Start Date: 03/01/2026

Account Number: 146590

Payment Terms: N45

Mode of Delivery: UPS-GND

Credit/Debit Amount: \$0.00

SHIP TO	BILL TO	SALES REPRESENTATIVE	PRIMARY CONTACT
Warren Police Department - MI 29900 S Civic Center Blvd Warren, MI 48093-2377 USA	Warren Police Department - MI 29900 S Civic Center Blvd Warren MI 48093-2377 USA Email:	Sam Hay Phone: Email: shay@axon.com Fax:	Brandon Roy Phone: 5865744819 Email: broy@warrenpd.org Fax: 586-574-4754

### Quote Summary

Program Length	60 Months
<b>TOTAL COST</b>	\$1,677,697.20
<b>ESTIMATED TOTAL W/ TAX</b>	\$1,677,697.20

### Discount Summary

Average Savings Per Year	\$0.00
<b>TOTAL SAVINGS</b>	\$0.00

**Payment Summary**

Date	Subtotal	Tax	Total
Mar 2026	\$335,539.44	\$0.00	\$335,539.44
Mar 2027	\$335,539.44	\$0.00	\$335,539.44
Mar 2028	\$335,539.44	\$0.00	\$335,539.44
Mar 2029	\$335,539.44	\$0.00	\$335,539.44
Mar 2030	\$335,539.44	\$0.00	\$335,539.44
<b>Total</b>	<b>\$1,677,697.20</b>	<b>\$0.00</b>	<b>\$1,677,697.20</b>

**Quote Unbundled Price:** \$1,677,697.20  
**Quote List Price:** \$1,677,697.20  
**Quote Subtotal:** \$1,677,697.20

## Pricing

*All deliverables are detailed in Delivery Schedules section lower in proposal*

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
<b>A la Carte Hardware</b>									
101250	AXON AIR - SKYDIO PARACHUTE FOR X10	6			\$4,000.00	\$4,000.00	\$24,000.00	\$0.00	\$24,000.00
101526	AXON AIR - SKYDIO - ASSURED FUTURE EQPMNT PARACHUTE REFRESH	6			\$4,000.00	\$4,000.00	\$24,000.00	\$0.00	\$24,000.00
101968	AXON AIR - SKYDIO ASSURED FUTURE EQUIPMENT DFR KIT	6			\$28,268.00	\$28,268.00	\$169,608.00	\$0.00	\$169,608.00
101736	AXON AIR - SKYDIO X10 DOCK HW KIT	6			\$57,744.00	\$57,744.00	\$346,464.00	\$0.00	\$346,464.00
<b>A la Carte Software</b>									
101199	AXON AIR - SKYDIO DFR COMMAND	2	54		\$830.00	\$830.00	\$89,640.00	\$0.00	\$89,640.00
101199	AXON AIR - SKYDIO DFR COMMAND	6	60		\$830.00	\$830.00	\$298,800.00	\$0.00	\$298,800.00
<b>A la Carte Services</b>									
12021	AXON AIR - PROFESSIONAL IMPLEMENTATION	1			\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00
101502	AXON AIR - SKYDIO X10 DOCK COMMISSIONING & TRAINING	1			\$46,250.00	\$46,250.00	\$46,250.00	\$0.00	\$46,250.00
101499	AXON AIR - SKYDIO X10 DOCK COMMISSIONING	5			\$35,250.00	\$35,250.00	\$176,250.00	\$0.00	\$176,250.00
102294	AXON AIR - SKYDIO DOCK FOR X10 - MAINT. AND REPAIR - PREMIUM	6	60		\$1,301.92	\$1,301.92	\$468,691.20	\$0.00	\$468,691.20
<b>A la Carte Warranties</b>									
101508	AXON AIR - SKYDIO - CARE FOR X10 CELLULAR 5G + VT300-Z 3YR	6			\$5,249.00	\$5,249.00	\$31,494.00	\$0.00	\$31,494.00
<b>Total</b>							<b>\$1,677,697.20</b>	<b>\$0.00</b>	<b>\$1,677,697.20</b>

## Delivery Schedule

### Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
A la Carte	101250	AXON AIR - SKYDIO PARACHUTE FOR X10	6	1	02/01/2026
A la Carte	101526	AXON AIR - SKYDIO - ASSURED FUTURE EQPMNT PARACHUTE REFRESH	6	1	02/01/2026
A la Carte	101736	AXON AIR - SKYDIO X10 DOCK HW KIT	6	1	02/01/2026
A la Carte	101968	AXON AIR - SKYDIO ASSURED FUTURE EQUIPMENT DFR KIT	6	1	02/01/2026

### Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	101199	AXON AIR - SKYDIO DFR COMMAND	6	03/01/2026	02/28/2031
A la Carte	101199	AXON AIR - SKYDIO DFR COMMAND	2	09/01/2026	02/28/2031

**Services**

Bundle	Item	Description	QTY
A la Carte	101499	AXON AIR - SKYDIO X10 DOCK COMMISSIONING	5
A la Carte	101502	AXON AIR - SKYDIO X10 DOCK COMMISSIONING & TRAINING	1
A la Carte	102294	AXON AIR - SKYDIO DOCK FOR X10 - MAINT. AND REPAIR - PREMIUM	6
A la Carte	12021	AXON AIR - PROFESSIONAL IMPLEMENTATION	1

**Warranties**

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	101508	AXON AIR - SKYDIO - CARE FOR X10 CELLULAR 5G + VT300-Z 3YR	6		

## Shipping Locations

Location Number	Street	City	State	Zip	Country
1	29900 S Civic Center Blvd	Warren	MI	48093-2377	USA

## Payment Details

Mar 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	101199	AXON AIR - SKYDIO DFR COMMAND	2	\$17,928.00	\$0.00	\$17,928.00
Year 1	101199	AXON AIR - SKYDIO DFR COMMAND	6	\$59,760.00	\$0.00	\$59,760.00
Year 1	101250	AXON AIR - SKYDIO PARACHUTE FOR X10	6	\$4,800.00	\$0.00	\$4,800.00
Year 1	101499	AXON AIR - SKYDIO X10 DOCK COMMISSIONING	5	\$35,250.00	\$0.00	\$35,250.00
Year 1	101502	AXON AIR - SKYDIO X10 DOCK COMMISSIONING & TRAINING	1	\$9,250.00	\$0.00	\$9,250.00
Year 1	101508	AXON AIR - SKYDIO - CARE FOR X10 CELLULAR 5G + VT300-Z 3YR	6	\$6,298.80	\$0.00	\$6,298.80
Year 1	101526	AXON AIR - SKYDIO - ASSURED FUTURE EQPMNT PARACHUTE REFRESH	6	\$4,800.00	\$0.00	\$4,800.00
Year 1	101736	AXON AIR - SKYDIO X10 DOCK HW KIT	6	\$69,292.80	\$0.00	\$69,292.80
Year 1	101968	AXON AIR - SKYDIO ASSURED FUTURE EQUIPMENT DFR KIT	6	\$33,921.60	\$0.00	\$33,921.60
Year 1	102294	AXON AIR - SKYDIO DOCK FOR X10 - MAINT. AND REPAIR - PREMIUM	6	\$93,738.24	\$0.00	\$93,738.24
Year 1	12021	AXON AIR - PROFESSIONAL IMPLEMENTATION	1	\$500.00	\$0.00	\$500.00
<b>Total</b>				<b>\$335,539.44</b>	<b>\$0.00</b>	<b>\$335,539.44</b>

Mar 2027						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	101199	AXON AIR - SKYDIO DFR COMMAND	6	\$59,760.00	\$0.00	\$59,760.00
Year 2	101199	AXON AIR - SKYDIO DFR COMMAND	2	\$17,928.00	\$0.00	\$17,928.00
Year 2	101250	AXON AIR - SKYDIO PARACHUTE FOR X10	6	\$4,800.00	\$0.00	\$4,800.00
Year 2	101499	AXON AIR - SKYDIO X10 DOCK COMMISSIONING	5	\$35,250.00	\$0.00	\$35,250.00
Year 2	101502	AXON AIR - SKYDIO X10 DOCK COMMISSIONING & TRAINING	1	\$9,250.00	\$0.00	\$9,250.00
Year 2	101508	AXON AIR - SKYDIO - CARE FOR X10 CELLULAR 5G + VT300-Z 3YR	6	\$6,298.80	\$0.00	\$6,298.80
Year 2	101526	AXON AIR - SKYDIO - ASSURED FUTURE EQPMNT PARACHUTE REFRESH	6	\$4,800.00	\$0.00	\$4,800.00
Year 2	101736	AXON AIR - SKYDIO X10 DOCK HW KIT	6	\$69,292.80	\$0.00	\$69,292.80
Year 2	101968	AXON AIR - SKYDIO ASSURED FUTURE EQUIPMENT DFR KIT	6	\$33,921.60	\$0.00	\$33,921.60
Year 2	102294	AXON AIR - SKYDIO DOCK FOR X10 - MAINT. AND REPAIR - PREMIUM	6	\$93,738.24	\$0.00	\$93,738.24
Year 2	12021	AXON AIR - PROFESSIONAL IMPLEMENTATION	1	\$500.00	\$0.00	\$500.00
<b>Total</b>				<b>\$335,539.44</b>	<b>\$0.00</b>	<b>\$335,539.44</b>

Mar 2028						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	101199	AXON AIR - SKYDIO DFR COMMAND	2	\$17,928.00	\$0.00	\$17,928.00
Year 3	101199	AXON AIR - SKYDIO DFR COMMAND	6	\$59,760.00	\$0.00	\$59,760.00
Year 3	101250	AXON AIR - SKYDIO PARACHUTE FOR X10	6	\$4,800.00	\$0.00	\$4,800.00
Year 3	101499	AXON AIR - SKYDIO X10 DOCK COMMISSIONING	5	\$35,250.00	\$0.00	\$35,250.00
Year 3	101502	AXON AIR - SKYDIO X10 DOCK COMMISSIONING & TRAINING	1	\$9,250.00	\$0.00	\$9,250.00
Year 3	101508	AXON AIR - SKYDIO - CARE FOR X10 CELLULAR 5G + VT300-Z 3YR	6	\$6,298.80	\$0.00	\$6,298.80
Year 3	101526	AXON AIR - SKYDIO - ASSURED FUTURE EQPMNT PARACHUTE REFRESH	6	\$4,800.00	\$0.00	\$4,800.00
Year 3	101736	AXON AIR - SKYDIO X10 DOCK HW KIT	6	\$69,292.80	\$0.00	\$69,292.80
Year 3	101968	AXON AIR - SKYDIO ASSURED FUTURE EQUIPMENT DFR KIT	6	\$33,921.60	\$0.00	\$33,921.60

**Mar 2028**

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	102294	AXON AIR - SKYDIO DOCK FOR X10 - MAINT. AND REPAIR - PREMIUM	6	\$93,738.24	\$0.00	\$93,738.24
Year 3	12021	AXON AIR - PROFESSIONAL IMPLEMENTATION	1	\$500.00	\$0.00	\$500.00
<b>Total</b>				<b>\$335,539.44</b>	<b>\$0.00</b>	<b>\$335,539.44</b>

**Mar 2029**

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	101199	AXON AIR - SKYDIO DFR COMMAND	6	\$59,760.00	\$0.00	\$59,760.00
Year 4	101199	AXON AIR - SKYDIO DFR COMMAND	2	\$17,928.00	\$0.00	\$17,928.00
Year 4	101250	AXON AIR - SKYDIO PARACHUTE FOR X10	6	\$4,800.00	\$0.00	\$4,800.00
Year 4	101499	AXON AIR - SKYDIO X10 DOCK COMMISSIONING	5	\$35,250.00	\$0.00	\$35,250.00
Year 4	101502	AXON AIR - SKYDIO X10 DOCK COMMISSIONING & TRAINING	1	\$9,250.00	\$0.00	\$9,250.00
Year 4	101508	AXON AIR - SKYDIO - CARE FOR X10 CELLULAR 5G + VT300-Z 3YR	6	\$6,298.80	\$0.00	\$6,298.80
Year 4	101526	AXON AIR - SKYDIO - ASSURED FUTURE EQPMNT PARACHUTE REFRESH	6	\$4,800.00	\$0.00	\$4,800.00
Year 4	101736	AXON AIR - SKYDIO X10 DOCK HW KIT	6	\$69,292.80	\$0.00	\$69,292.80
Year 4	101968	AXON AIR - SKYDIO ASSURED FUTURE EQUIPMENT DFR KIT	6	\$33,921.60	\$0.00	\$33,921.60
Year 4	102294	AXON AIR - SKYDIO DOCK FOR X10 - MAINT. AND REPAIR - PREMIUM	6	\$93,738.24	\$0.00	\$93,738.24
Year 4	12021	AXON AIR - PROFESSIONAL IMPLEMENTATION	1	\$500.00	\$0.00	\$500.00
<b>Total</b>				<b>\$335,539.44</b>	<b>\$0.00</b>	<b>\$335,539.44</b>

**Mar 2030**

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	101199	AXON AIR - SKYDIO DFR COMMAND	6	\$59,760.00	\$0.00	\$59,760.00
Year 5	101199	AXON AIR - SKYDIO DFR COMMAND	2	\$17,928.00	\$0.00	\$17,928.00
Year 5	101250	AXON AIR - SKYDIO PARACHUTE FOR X10	6	\$4,800.00	\$0.00	\$4,800.00
Year 5	101499	AXON AIR - SKYDIO X10 DOCK COMMISSIONING	5	\$35,250.00	\$0.00	\$35,250.00
Year 5	101502	AXON AIR - SKYDIO X10 DOCK COMMISSIONING & TRAINING	1	\$9,250.00	\$0.00	\$9,250.00
Year 5	101508	AXON AIR - SKYDIO - CARE FOR X10 CELLULAR 5G + VT300-Z 3YR	6	\$6,298.80	\$0.00	\$6,298.80
Year 5	101526	AXON AIR - SKYDIO - ASSURED FUTURE EQPMNT PARACHUTE REFRESH	6	\$4,800.00	\$0.00	\$4,800.00
Year 5	101736	AXON AIR - SKYDIO X10 DOCK HW KIT	6	\$69,292.80	\$0.00	\$69,292.80
Year 5	101968	AXON AIR - SKYDIO ASSURED FUTURE EQUIPMENT DFR KIT	6	\$33,921.60	\$0.00	\$33,921.60
Year 5	102294	AXON AIR - SKYDIO DOCK FOR X10 - MAINT. AND REPAIR - PREMIUM	6	\$93,738.24	\$0.00	\$93,738.24
Year 5	12021	AXON AIR - PROFESSIONAL IMPLEMENTATION	1	\$500.00	\$0.00	\$500.00
<b>Total</b>				<b>\$335,539.44</b>	<b>\$0.00</b>	<b>\$335,539.44</b>

**Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.**

Contract Sourcewell #101223-AXN is incorporated by reference into the terms and conditions of this Agreement. In the event of conflict the terms of Axon's Master Services and Purchasing Agreement shall govern.

## Standard Terms and Conditions

### Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

---

Signature

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Date Signed

1/8/2026





# Commissioning Services

## Scale your dock operations, achieve mission readiness

Skydio's Dock commissioning services go beyond installation—they're a strategic partnership designed to ensure the long-term success of your dock and remote operations program. By combining technical expertise with operational know-how, Skydio ensures your investment delivers maximum value from the outset. Our success team tailors each commissioning to your unique environment, minimizing setup time and accelerating your path to operational efficiency. Once deployed, we collaborate on operational readiness, equipping your team to fully harness Skydio's autonomous capabilities and achieve mission readiness. Skydio's deployment services save time, enhance productivity, and lay a strong foundation for scalable, future-proof operations.



### Strategic site assessment

Onsite visit to consult on the commissioning strategy and to conduct connectivity / range testing.



### Onsite installation

Commissioning of from a single dock to hive configurations of multiple docks at each location, Skydio has you covered. Set-up including connecting Skydio Dock to customer network infrastructure, test flight and troubleshooting.



### Cloud configuration

Set up Remote Ops / DFR Command according to your organizational preferences, including media synchronization, ReadyLinks, alerts, fleet management, and API setup.



### Operational readiness

Skydio provides remote mission planning support and program management best practices.





Dock for X10

# Premium Maintenance and Repair Service



## Maximizing performance for critical operations

Skydio's Premium Maintenance and Repair Service ensures the consistent and reliable operation of your Docks, keeping your drone infrastructure optimized and reducing downtime in critical environments. By combining routine preventative maintenance and prompt repair services, we ensure your Skydio Docks and X10 remain fully operational and help minimize the risk of unexpected disruptions.

## National coverage

Skydio has a network of regional partners to ensure reliable and timely service, even in rural operational environments. Service teams will be onsite multiple times per year for hands-on inspections, routine cleaning and maintenance. X10 replacement batteries and props will automatically ship to customers as they near their operational life span or if issues arise.



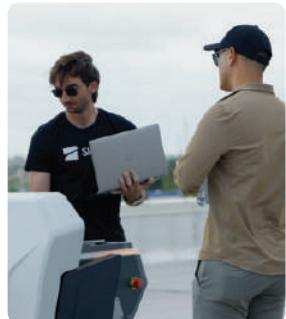
### Comprehensive maintenance

Skydio will provide preventative maintenance based on a recommended schedule tailored to your operations. This will be structured around time intervals or usage metrics to meet the needs of your operational cadence.



### Operational assurance

In the event of an issue or outage, a Skydio Technician will troubleshoot, repair, or replace parts as needed, and rigorously test the Dock to ensure it is fully operational. If repairs aren't sufficient, Skydio will replace and reinstall the Dock at no additional cost.



### Consumable parts coverage

Keep your X10 flying without the hassle of ordering spare parts. Skydio will send you replacement propellers and batteries based on your usage. No guesswork or delays, just the parts you need, when you need them.\*





## Service Overview

The Skydio Field Technician will service each Dock for X10 onsite and be responsible for its repair, maintenance, and preventative upkeep. We focus on delivering high-quality maintenance and repair services that minimize downtime and maximize operational efficiency for each customer. Services include:

### Preventative maintenance:

Regular scheduled maintenance on devices to prevent breakdowns.

Technicians clean, lubricate, replace and adjust parts to maintain proper functioning.

### Repair and maintenance:

Onsite diagnostics and repairs for mechanical and software issues.

Replacing or repairing defective components to restore functionality.

Ensure devices are calibrated and functioning according to defined performance specifications.

### X10 consumable replacements:

Includes wearable drone parts—batteries and propellers.

Parts are automatically sent out based on Skydio's recommended replacement timeline or in the event of an issue.\*

### Documentation and reporting:

Monitoring from Dock-based sensors generates alerts and/or notifications.

Prepare service reports and provide feedback on recurring issues.



## Build and scale your program with a trusted partner

Skydio Professional Services offers end-to-end support to help customers design, implement, and scale their drone programs. From expert advisory to ongoing sustainment, deployment, and training, we ensure smooth operations and accelerated value, while enabling seamless integration of drone-captured data into your systems.

- Advisory Services
- Sustainment Services
- Deployment Services
- Embedded staff support
- Integration Services
- Training and Documentation



\*Skydio will attempt to conduct these swaps of batteries and propellers on behalf of the customer when on site for routine maintenance or repair; however, if time frames do not align, the customer is responsible for the safe operation of their aircraft in the airspace and for changing these parts.



N 42° 43' 39"♦ W 82° 41' 81"

## Quotation

Date December 16, 2025

To: City of Warren

Attn: Brandon

**Project:** Install power for drones at 6 buildings

In accordance with your request we are pleased to quote the electrical installation required for the above referenced project as follows:

Fire station 1	Total material \$1520.15
	Mark up \$152.02
	Total labor \$75/hr 40 hours \$3000.00
	Total for station 1 \$4,672.17
Fire station 2	Total material \$1485.50
	Mark up \$148.55
	Total labor \$75/hr 35 hours \$2625.00
	Total for station 2 \$4,259.05
Fire station 3	Total material \$2192.34
	Mark up \$219.23
	Total labor \$75/hr 56 hours \$4200.00
	Total for station 3 \$6611.57
Fire station 5	Total material \$2051.92
	Mark up \$205.19
	Total labor \$75/hr 45 hours \$3375.00
	Total for station 5 \$5632.11
Fire station 6	Total material \$2000.26
	Mark up \$200.03
	Total labor \$75/hr 51 hours \$3825.00
	Total for station 6 \$6025.29
Police station	Total material \$1196.61
	Mark up \$119.66
	Total labor \$75/hr 20 hours \$1500.00
	Total for police station \$2816.27



**Total: \$30,016.46**

Thank you for the opportunity. If you require additional information please do not hesitate to contact me.

Sincerely,  
Alan Thueme  
Purchasing agent  
Great Lakes Power & Lighting, Inc.  
E-mail: [athueme@greatlakespwr.com](mailto:athueme@greatlakespwr.com)  
Cell Ph: 586-855-0960

**Shores Data Group**  
 34691 Nova Dr  
 Clinton Twp, MI 48035  
 US (800) 952-3282  
 sales@shoresdata.com  
 www.shoresdata.com



## ESTIMATE

**BILL TO**  
 Warren Police Dept.  
 29900 S Civic Center Blvd  
 Warren MI 48093

**SHIP TO**  
 Same  
 Pickup

**ESTIMATE #** 2006  
**DATE** 12/18/2025

ACTIVITY	QTY	RATE	AMOUNT
<b>Installation</b> Install, terminate, test 2 New Network cables from network closet to new drone cabinet on roof at each location. Cat 6 Burial / Waterproof Cable will be used at all locations.	12	155.00	1860.00
<b>Equipment</b>			
Keystone Jacks for new cable installation	18	117.00	117.00
<b>Equipment</b>			
12 Waterproof Cat6 Couplers	12	252.00	252.00
Locations Include: WPD Headquarters, 5 Warren Fire Departments			
<b>NET 45</b>	<b>BALANCE DUE</b>		<b>\$2,229.00</b>
<b>PAYMENT TERMS</b>			



January 8, 2025

Craig Treppa  
Purchasing Department  
Controller's Office  
One City Square  
Warren, MI 48093

**RE: Purchase Request for Axon Drone Docks**

Dear Mr. Treppa

The Police Department and the Fire Department jointly request approval to purchase six Axon Drone Docks, including the required electrical and network installation costs, for use at Fire Stations 1, 2, 3, 5, 6, and the Police Department Headquarters. These Drone Docks will be a shared asset between the Police and Fire Departments to enhance emergency response, improve interdepartmental coordination, and increase public and responder safety. An Axon Drone Dock is a secure, automated station that houses and maintains a drone, allowing trained personnel to deploy it remotely within seconds of an incident. Once launched, the drone provides live aerial video to incident commanders and responding units, often arriving on scene before ground resources. This real-time visibility allows decision-makers to assess conditions early, identify hazards, and deploy resources more effectively, particularly during structure fires, traffic collisions, missing person searches, hazardous materials incidents, and high-risk law enforcement calls.

The Drone Dock enhancement program, as agreed to in the most recent Drone Summit, is designed as a shared capability between Police and Fire Departments. Fire personnel can utilize the system to evaluate fire spread, assess roof and structural integrity, monitor hazardous scenes, and support search and rescue operations. Police personnel can also use the same system for perimeter checks, traffic collision documentation, suspect searches, and situational awareness during critical incidents. Both departments can view the same live video feed, improving communication, coordination, and unified command decision-making. Unified command during natural disasters, dignitary visits, or large-scale events is a best practice in public safety. By reducing the need to place personnel in

potentially dangerous environments simply to gather information, the system directly enhances responder and public safety.

This purchase is requested as a sole-source procurement, utilizing cooperative contracts due to the City's existing and extensive investment in the Axon ecosystem. The Police Department currently utilizes Axon Tasers, Axon body-worn cameras, Axon drones, and Evidence.com as its digital evidence management system. Axon Drone Docks are uniquely integrated into this environment, allowing drone video to be automatically and securely uploaded into Evidence.com with full audit trails and chain-of-custody controls. No other vendor offers a drone dock solution that provides this level of native integration with Axon's evidence management, user permissions, cybersecurity standards, and operational workflows.

Procuring a non-Axon drone dock solution would require the City to operate and maintain separate software platforms, duplicate training programs, and establish manual evidence transfer processes, increasing costs, administrative burden, and operational risk. Additionally, introducing a separate system would reduce the efficiency gained by operating within a single, unified public safety technology environment. For these reasons, Axon is the only vendor capable of providing a compatible, secure, and operationally efficient drone dock solution that aligns with the City's current systems.

The Axon drone dock system represents a cost-effective and strategic investment in public safety, enhancing situational awareness, protecting responders, and improving service delivery to the community. This investment will enable the expansion of the Police Department's Drone First Responder operations from the current 8 hours per day to at least 16 hours per day, with no additional personnel required, by automating the launch, recovery, charging, and readiness of aircraft through Axon drone docks. Currently, launch and recovery and piloting of drones requires two operators. Drone docks take the place of launch, recovery, and charging allowing for the expansion of the program to additional hours using the same personnel. The Fire Department drone team would be able to use the same drones as the police department for fire missions. Sharing resources in furtherance of our common service is a fiscally responsible way to fund this expansion of operations. The total cost for the project this over 5 years is \$1,710,032.66.

The Fire Department and Police Department will equally share the cost of the program each year in their respective fiscal budgets.

Police Department GL# 101-1301-80100

Fire Department GL# 101-1336-80100

Year	Axon (Program Cost)	Great Lakes Electric (Installation)	Shores Data (Connectivity)	Total Annual Cost	Police Share (50%)	Fire Share (50%)
Year 1	\$335,539.44	\$30,016.46	\$2,229.00	\$367,784.90	\$183,892.45	\$183,892.45
Year 2	\$335,539.44	—	—	\$335,539.44	\$167,769.72	\$167,769.72
Year 3	\$335,539.44	—	—	\$335,539.44	\$167,769.72	\$167,769.72
Year 4	\$335,539.44	—	—	\$335,539.44	\$167,769.72	\$167,769.72
Year 5	\$335,539.44	—	—	\$335,539.44	\$167,769.72	\$167,769.72
<b>5-Year Total</b>	<b>\$1,677,697.20</b>	<b>\$30,016.46</b>	<b>\$2,229.00</b>	<b>\$1,709,942.66</b>	<b>\$854,971.33</b>	<b>\$854,971.33</b>

In light of the above justifications, we respectfully request to purchase drone docks, drones, and support software through Axon using Sourcewell contract #101223-AXN for \$335,539.44 per year over 5 years for a cumulative total of \$1,677,697.20

An electrical connection to the docks is required. As you are aware, the City of Warren awarded Cooperative Bid #RFP-W-0322 to Great Lakes Electrical. We request to purchase necessary electrical services through Great Lakes Electrical for installation in the amount of \$30,016.46.

A network cable connection to the docks is required. The Police Department has an excellent history of working with Shores Data on network cable installations. The cost for network cable installation is \$2,229.00. Due to the cost being under \$5,000, we request that you waive the bid process for network cable installations.

**As indicated in the quotation, Axon will only maintain pricing at this price point through January 29, 2026. We request that the quote summary be signed before the quote expires to maintain pricing at the quoted amount.**

Professionally,

DocuSigned by:



Wilbert McAdams  
Fire Commissioner

Signed by:



Brent Chisolm  
9203B4FAD4AC476...  
Brent Chisolm  
Captain, Police Administration

**RESOLUTION**

Document No: TRI-W-1741

Product or Service: Droned, Docks, Software and Electrical & Network Services  
Requesting Department: Police and Fire

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on \_\_\_\_\_, 2026 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: \_\_\_\_\_

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ABSENT: Councilmembers: \_\_\_\_\_

The following preamble and resolution were offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_.

Pursuant to Section 2-344 of the Code of Ordinances, the City may either participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any supplies, equipment, goods or services with one (1) or more public procurements units.

Upon performing a diligent inquiry, the Police Captain and the Fire Commissioner have determined that it is necessary in the interest of the Police and Fire Departments, as well as the City, to purchase Drones, Docks and Software along with Electrical and Network Services from the vendors listed below, at the prices indicated, for the purpose of purchasing Drone Docks for a five (5) year period and for the purchase of Electrical and Network Services that are needed to support the Drone Docs, in an amount not to exceed \$1,709,942.66 over a five (5) year period.

VENDOR	PRODUCT	CONTRACT	1 <sup>ST</sup> YEAR COST	COST - YEARS 2-5
Axon Enterprise, Inc. 17800 N. 85 <sup>th</sup> Street Scottsdale, AZ 85255	Skydio Drones, Docks and Software	Sourcewell 101223-AXN	\$ 335,539.44	\$ 1,342,157.76
Great Lake Power & Lighting 9646 26 Mile Road Casco, MI 48064	Electrical Services	City of Warren RFP- W-0322	\$ 30,016.46	N/A
Shores Data Group 34691 Nova Drive Clinton Twp., MI 48035	Install Ethernet Cabling	Under \$5,000.00	\$ 2,229.00	N/A
<b>TOTALS:</b>			\$ 367,784.90	\$1,342,157.76
<b>FIVE YEAR GRAND TOTAL:</b>			<b>\$1,709,942.66</b>	

IT IS RESOLVED, that the Six (6) Drones and Docks, along with the supporting software, will be purchased through Axon Enterprise, Inc., utilizing the Sourcewell Cooperative Contract #101223-AXN in the five (5) year total amount of \$1,677,697.20.

IT IS FURTHER RESOLVED, that the electrical connections to the docking stations in the amount of \$30,016.46 will be provided by Great Lakes Power and Lighting utilizing the City of Warren Cooperative agreement, RFP-W-0322, which City Council approved on January 28,2025.

IT IS FURTHER RESOLVED, that the connections of the network cabling to the docking stations in the amount of \$2,229.00 will be completed by the Shores Data Group. Since the cost is under \$5,000.00, the Police Department can utilize a vendor at its own discretion. The Shores Data Group has provided services for the Police Department in the past and the Police Department has been pleased with their work.

IT IS FURTHER RESOLVED, that the Police and Fire Departments will share the total 5-year costs of \$1,709,942.66 equally. Funds are available in the following Accounts dependent upon concurrent resolution of budget amendment.

Police Department: 101-1301-80100 - \$854,971.33

Fire Department: 101-1336-80100 - \$854,971.33

IT IS FURTHER RESOLVED, that the City Council agrees to waive the reconsideration period and authorize the City to execute the quote summary immediately.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

- Proposal Documents
- Contract
- Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: \_\_\_\_\_

\_\_\_\_\_  
NAYS: Councilmembers: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

---

Mindy Moore  
Secretary of the Council

**CERTIFICATION**

STATE OF MICHIGAN    )  
                          ) SS.  
COUNTY OF MACOMB )

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on \_\_\_\_\_, 2026.

---

Sonja Buffa  
City Clerk



PUBLIC SERVICE DEPARTMENT  
ENGINEERING DIVISION  
One City Square, Suite 300  
Warren, Michigan 48093-2390  
(586) 759-9300  
Fax (586) 759-9318  
[www.cityofwarren.org](http://www.cityofwarren.org)

TO: Ms. Mindy Moore, City Council Secretary

DATE: January 15, 2026

RE: CONSIDERATION AND ADOPTION OF RESOLUTION to approve Contract Modification No. 2 to City Contract W-25-832, 2025 Water Division Repairs Lawn Restoration, increasing the current contract amount by \$560.80 resulting in an amended contract amount of \$108,960.80 to Green Meadows Landscape, Inc. and to Approve Payment No. 2 to Green Meadows Landscape, Inc. in the Amount of \$53,761.20.

Attached hereto is a copy of the proposed Contract Modification No. 2 to the City Contract W-25-832, 2025 Water Division Repairs Lawn Restoration (Green Meadows Landscape, Inc.).

The contract modification is for an increase in contract funding for as-needed lawn repairs from water main breaks and repairs.

The total amount of the requested additional funding in the attached Contract Modification No. 2 to the City Contract W-25-832, 2025 Water Division Repairs Lawn Restoration is \$560.80 resulting in a total amended contract amount of \$108,960.80.

The Engineering Division recommends that the Warren City Council approve the Contract Modification No. 2 to the City Contract 2025 Water Division Repairs Lawn Restoration as presented in the attached Contract Modification No. 2.

Availability of funding has been reviewed by the Budget Director as indicated in the attached resolution.

Additionally, it is recommended that Payment No. 2 for the work completed under the contract W-25-832, 2025 Water Division Repairs Lawn Restoration, in the amount of \$53,761.20 be issued to Green Meadows Landscape, Inc. three (3) days after approval of the attached Contract Modification No. 2.

Please place this item on the first available City Council agenda for consideration. Should you have any questions regarding this matter, I can be reached in my office at (586) 759-9306.

Sincerely,

DocuSigned by:  
  
Tina G. Gapsches, P.E.  
City Engineer

Read and Concurred:

DocuSigned by:  
  
A310AB08BBC84DD  
David Muzzarelli  
Public Service Director

Read and Concurred:

Signed by:  
  
F6FDC83A51C142B...  
Kristina Battle  
Budget Director

Approved as to Form:

Signed by:  
  
119806BF52344A1...  
Mary Michaels  
Acting City Attorney

Recommended to Council:

Signed by:  
  
F040B73E57F248E...  
Lori M. Stone  
Mayor



## CONTRACT MODIFICATION

PUBLIC SERVICE DEPARTMENT  
ENGINEERING DIVISION  
One City Square, Suite 300  
Warren, MI 48093  
(586) 759-9300  
Fax (586) 759-9318  
[www.cityowarren.org](http://www.cityowarren.org)

**DATE:** January 15, 2026

**CONTRACT:** W-25-832

**MODIFICATION NO.:** 2

**TO:** Green Meadows Lawnscape, Inc.  
2359 Avon Industrial Drive  
Rochester Hills, MI 48309

**NECESSITY FOR REVISION:** Funding increase for as-needed lawn repairs from water main breaks and repairs.

**Contract Funding Increase:** Contract funding increase in the amount of \$560.80 for as-needed lawn repairs from water main breaks and repairs at various locations throughout the City.

The Contractor will be held to furnish all materials and labor required for the completion of the work described herein, including all items incidental thereto or necessary to complete the work, even though not specifically mentioned.

This document shall become an amendment to the Contract, and all provisions of the Contract will apply to all work performed.

The total sum of \$560.80 is hereby added to the current contract amount of \$108,400.00, resulting in an amended contract amount of \$108,960.80.

The above shall be effective upon approval of the Mayor and City Council.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

For Green Meadows Lawnscape, Inc. (Contractor)

*Tina Gapsches*

FE012968B0264F1

Recommended by: \_\_\_\_\_ Date: 1/15/2026

Tina G. Gapsches, P.E., City Engineer

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Warren City Council

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Lori M. Stone, Mayor

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Sonja Buffa, City Clerk

**RESOLUTION APPROVING CONTRACT MODIFICATION NO. 2 AND PAY ESTIMATE No.2  
TO CITY CONTRACT  
W-25-832, 2025 WATER DIVISION REPAIRS LAWN RESTORATION  
(GREEN MEADOWS LAWNSCAPE, INC.)**

At a regular meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on \_\_\_\_\_, 2026 at \_\_\_\_\_ p.m. Eastern Daylight Savings Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

**PRESENT:** Councilpersons \_\_\_\_\_  
\_\_\_\_\_

**ABSENT:** Councilpersons \_\_\_\_\_

The following preamble and resolution were offered by Councilperson \_\_\_\_\_ and supported by Councilperson \_\_\_\_\_.

Green Meadows Landscape, Inc. and the City of Warren entered into a contract titled W-25-832, 2025 Water Division Repairs Lawn Restoration.

Additional locations for as-needed lawn repairs from water main breaks and repairs.

The Engineering Division recommends approval of the attached Contract Modification No. 2 to the City Contract W-25-832, 2025 Water Division Repairs Lawn Restoration with Green Meadows Landscape, Inc. as submitted, increasing the current contract amount by \$560.80 resulting in an amended contract amount of \$108,960.80.

Funding for this work is available in the Water & Sewer System Fund Concrete and Sod Repair 592-1540-80251.

The Engineering Division further recommends that Payment No. 2 in the amount of \$53,761.20 for the work completed under the contract W-25-832, 2025 Water Division Repairs Lawn Restoration be issued to Green Meadows Landscape, Inc. after three (3) days of the City Council approval of the attached Contract Modification No. 2.

THEREFORE, IT IS RESOLVED, that the City of Warren approves modifications to the Contract titled W-25-832, 2025 Water Division Repairs Lawn Restoration (Green Meadows Landscape, Inc.) increasing the current contract amount by \$560.80 as presented in the attached Contract Modification No. 2.

IT IS FURTHER RESOLVED, that the Mayor and Clerk of the City of Warren are authorized to execute Contract Modification No. 2 for the City Contract W-25-832, 2025 Water Division Repairs Lawn Restoration in such form that meets with the approval of the City Attorney.

IT IS FURTHER RESOLVED, that Payment No. 2 in the amount of \$53,761.20 payable to Green Meadows Landscape, Inc. be issued after three (3) days of the City Council's approval of the Contract Modification No. 2.

AYES: Councilpersons: \_\_\_\_\_

---

NAYS: Councilpersons: \_\_\_\_\_

---

RESOLUTION DECLARED ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

---

MINDY MOORE  
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN )  
                         ) SS.  
COUNTY OF MACOMB )

I, SONJA BUFFA, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on \_\_\_\_\_, 2026.

---

SONJA BUFFA  
City Clerk

W-25-832, 2025 Water Division Repairs Lawn Restoration  
Contract Modification 2  
Green Meadows Lawnscape, Inc.



## PAYMENT REQUEST

PUBLIC SERVICE DEPARTMENT  
ENGINEERING DIVISION

Date: January 13, 2026

To: Sara Karpuk, Budget Cost Analyst, Controller's Office  
From: Engineering Division

**NOTE: CITY COUNCIL APPROVAL REQUIRED**

Re: Payment No.	<u>2</u>	Payee: <u>Green Meadows Landscape Inc.</u>
Contract:	<u>W-25-832</u>	<u>2359 Avon Industrial Drive</u>
Location:	<u>Various Locations</u>	<u>Rochester Hills, MI 48309</u>
Improvement:	<u>2025 Water Division Repairs Lawn Restoration</u>	

Council Approval:	
Original Contract Amount	4/8/2025
Contract Modification No.1	<u>\$53,400.00</u>
Prop. Contract Modification No.2	<u>\$55,000.00</u>
	<u>\$560.80</u>
Current Contract Amount	
	<u>\$108,960.80</u>
Total Work performed as of:	1/9/2026
Less Retainage 1.2%	<u>\$108,960.80</u>
Net Amount Earned to Date	<u>\$1,335.00</u>
Amount of Previous Payment Requests	<u>\$107,625.80</u>
	<u>\$53,864.60</u>
Amount Due This Estimate	
	<b><u>\$53,761.20</u></b>
Retainage Previously Withheld	<u>\$2,670.00</u>
Retainage Change this Pay Estimate	<u>(\$1,335.00)</u>
Chargeable to:	<u>Water &amp; Sewer System Fund Concrete and Sod Repair</u>
	<b><u>\$53,761.20</u></b>
<u>Line Item (592-1540-80251)</u>	

The total revenue generated should be transferred from the construction account to the Water Division Shared Services budget and be credited as revenue generated by the Division of Engineering.

Prepared by:

Signed by:  
**Olivia Girimonte**  
 288AE261707C468  
 Olivia Girimonte  
 Civil Engineer

Approved for Payment:

DocuSigned by:  
**Tina Gapshe**  
 FE012900B0704F1  
 Tina G. Gapshe, P.E.  
 City Engineer

cc: Payee

*City of Warren*  
**Division of Engineering**  
 W-25-832  
 Payment No. 2



CONTRACTOR NAME: Green Meadows Landscape Inc.  
 ADDRESS: 2359 Avon Industrial Drive  
 CITY, STATE, ZIP: Rochester Hills, MI 48309

ITEM No.	PAY ITEM DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	AMOUNT	TOTAL QUANTITY PAID TO DATE	TOTAL AMOUNT PAID TO DATE	TOTAL QUANTITY THIS PAYMENT	TOTAL AMOUNT THIS PAYMENT
1	INSTALL CLASS "A" SOD	SY	350	\$ 24.00	\$ 8,400.00	169.50	\$ 4,068.00	3.10	\$ 74.40
2	INSTALL SEED AND MULCH	SY	2,500	\$ 18.00	\$ 45,000.00	2,643.80	\$ 47,588.40	2,452.40	\$ 44,143.20
<b>ADD-ON ITEMS</b>									
3	ADDITIONAL MONEY FOR AREAS LESS THAN \$100	LS	0	\$ 1.00	\$ -	2,588.20	\$ 2,588.20	3.358.60	\$ 3,358.60
4	SPRINKLER REPAIR	EA	0	\$ 1.00	\$ -	2,290	\$ 2,290.00	4,850.00	\$ 4,850.00
<b>TOTAL WORK PERFORMED AS OF 1/9/2026</b>									
	LESS RETAINAGE	1.2%				\$53,400.00		\$108,960.80	\$52,426.20
	NET AMOUNT EARNED							\$1,335.00	-\$1,335.00
	LESS PREVIOUS PAYMENTS							\$107,625.80	\$53,761.20
	<b>BALANCE DUE THIS ESTIMATE</b>							\$53,864.60	\$0.00
								\$53,761.20	

I certify that I have checked the periodic estimate that, to the best of my knowledge and belief, it is a true and correct statement of work performed by the contractor; that all work included in the periodic estimate has been inspected by me or my duly authorized representative or assistants and it has been performed in full accordance with the requirements of the contract.

City of Warren  
 Tina G. Gapsches, P.E.  
 City Engineer

According to the best of my knowledge and belief, I certify that all items and amounts shown on this periodic estimate has been performed in full accordance with the requirements of the Contract, that the foregoing is a true and correct statement of the contract amount up to and including the last day of the period covered by this periodic estimate, that no part of the "balance due this estimate" has been received. That payment of same is due herewith, is without collusion and fraud in any respect.

Contractor

*City of Warren*  
**Division of Engineering**  
 W-25-832  
 Payment No. 2



CONTRACTOR NAME: Green Meadows Lawnscape Inc.  
 ADDRESS: 2359 Avon Industrial Drive  
 CITY, STATE, ZIP: Rochester Hills, MI 48309

DESCRIPTION		ORIGINAL CONTRACT AMOUNT	AMOUNT PAID TO DATE	AMOUNT THIS PAYMENT
Total Work Performed as of:	1/9/2026	\$53,400.00	\$108,960.80	\$52,426.20
Less Retainage	1.23%		\$1,335.00	(\$1,335.00)
Net Amount Earned			\$107,625.80	\$53,761.20
Less Previous Payments			\$53,864.60	\$0.00
<b>Total Amount Due this Estimate</b>			<b>\$53,761.20</b>	<b>\$53,761.20</b>

I certify that I have checked this periodic estimate; that to the best of my knowledge and belief it is true and correct statement of work performed by the contractor; that all work included in this periodic estimate has been inspected by me or my duly authorized representative or assistants and it has been performed in full accordance with the requirements of the contract.

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for the City of Warren, Tina G. Gaphses, P.E.  
 City Engineer