



February 12, 2026

Ms. Mindy Moore
Council Secretary
City of Warren, Michigan

Re: Request for Additional Appropriations – Human Resources

Dear Council Secretary Moore:

In his correspondence dated February 11, 2026, the Director of Human Resources has indicated a need to this Council for an additional appropriation of funds in the amount of \$10,000.00 to cover contractual obligations for overtime due to the implementation of new on-boarding and skills testing software.

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

Respectfully,

Kristina K Battle
Budget Director

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

Lori M. Stone, Mayor

cc: Rick Fox
Jared Gajos



Updated Budget Amendment for HR

From Jared Gajos <jgajos@cityofwarren.org>
Date Wed 2/11/2026 4:08 PM
To Kris Battle <kbattle@cityofwarren.org>
Cc Richard Fox <rfox@cityofwarren.org>

Mrs. Battle,

After speaking with the City Council about the budget amendment request, I previously put forth, I am editing that request to now be in the sum total of \$10,000.00. I am asking that these funds be transferred from 101-1220-70600 Permanent Employees and 101-1220-70703 Clerical Co-op, into 101-1220-70900, the Overtime line-item.

In the past two years, overtime in my department has averaged around \$15,000.00 - \$18,000.00. Having a zero-sum causes scheduling difficulties with work to be accomplished, and this transfer will assist with any existing comp bank payouts and required after-hour work.

Please let me know what else I need to provide to assist with this process.

Thank you,

Jared H. Gajos
Director of Human Resources
One City Square, Suite 410
Warren, MI
Phone: 586-574-4654
Email: jgajos@cityofwarren.org



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 Director of Human Resources has indicated a need to this Council for an additional appropriation of funds in the amount of \$10,000.00 to cover contractual obligations for overtime due to the implementation of new on-boarding and skills testing software,

NOW, THEREFORE, BE IT RESOLVED, that the City Council by amending the original General Appropriation Resolution for the 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 \$10,000.00.

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
<u>Transfer to:</u>		
101-1220-70900	Overtime	\$ 10,000
<u>Transfer from:</u>		
101-1220-70600	Permanent Employees	\$ 5,000
101-1220-70703	Clerical Co-op	<u>5,000</u>
		\$ 10,000

BE IT FURTHER RESOLVED, that the City Council hereby revises the appropriations for the General Fund Budget for fiscal 2026 in the amount of \$10,000.00.

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



February 13, 2026

Ms. Mindy Moore
Council Secretary
City of Warren, Michigan

Re: Request for Additional Appropriations – Property Maintenance

Dear Council Secretary Moore:

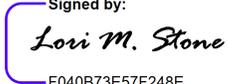
In his correspondence dated February 13, 2026, the Public Services Administrative Supervisor has indicated a need to this Council for a line-item transfer between general fund general ledger account numbers in the amount of \$20,000.00 to cover additional costs associated with the rehabilitation of City owned property at 14217 E. Nine Mile, for operating equipment and a repairs contingency.

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

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

Lori M. Stone, Mayor

cc: Rick Fox
D. Muzzarelli
S. Campbell



DEPARTMENT OF PUBLIC SERVICE

One City Square, Suite 320
Warren, MI 48093-5284
(586) 574-4604
Fax (586) 574-4517
www.cityofwarren.org

February 13, 2026

Kris Battle
Controllars Office
1 City Square
Warren, MI 48093

RE: Budget Amendment request for Department of Property Maintenance to purchase Electrical drops, plugs and conduit for the computer work stations, printer chargers for the handheld printers for DPMI Inspectors for 14217 9 mile Rd. in the amount of \$20,000.00.

Mrs. Battle,
Public Services is requesting a budget amendment to purchase to purchase Electrical drops, plugs and conduit for the computer work stations, printer chargers for the handheld printers for DPMI Inspectors for \$4557.76 for 14217 9 mile Rd. We are asking for an additional \$15,442.24 in contingency funds to complete repairs needed in the rest rooms, additional computer drops and a roof leak along, with any additional unanticipated issues once DPMI has moved into the building.

Ark Electrical Solutions-	\$4,557.76
Data Drops, bathroom repairs, office wall, roof-	\$15,442.24
Total:	\$20,000.00

Respectfully,


Steve Campbell
Public Service Administrative Supervisor


Dave Muzzarelli
Public Service Director

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, On April 22, 2025 and May 20, 2025, Council approved an additional appropriations of funds to cover the cost to rehabilitate City owned property located at 14217 E. Nine Mile, and

WHEREAS, the Public Services Administrative Supervisor has indicated a need to this Council for a line-item transfer between general fund general ledger account numbers in the amount of \$20,000.00 to cover additional costs associated with the rehabilitation of City owned property at 14217 E. Nine Mile, for operating equipment and a repairs contingency,

NOW, THEREFORE, BE IT RESOLVED, that the City Council by amending the original General Appropriation Resolution for the 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 \$20,000.00.

<u>Transfer to:</u>		
101-1422-97400	Capital Improvements	\$ 20,000
 <u>Transfer from:</u>		
101-1422-70609	Wages – Inspectors	\$ 20,000

BE IT FURTHER RESOLVED, that the City Council hereby revises the appropriations for the General Fund Budget for fiscal 2026 in the amount of \$20,000.00.

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



MEMORANDUM

DATE: February 17, 2026

TO: Mindy Moore, Council Secretary

RE: New Appointment to Beautification Commission

City Council:

Pursuant to the Code of Ordinances, Chapter 2, Section 2-101 and by the authority vested in me, I hereby notify you of the following new appointment:

Name	Date of Expiration
Patricia Watson	June 30, 2029

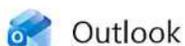
City Council approval is not required, however per City Charter Section 7.6, Council, at such meeting or at its next meeting, shall disapprove such an appointment by a resolution which shall state the reasons for such disapproval.

Respectfully submitted,

Signed by:
Lori M Stone
F040B73E57F248E...

Lori M. Stone
Mayor

Cc: Clerk
Beautification Commission



New submission from City Commission / Board Application

From Web Master <webmaster@cityofwarren.org>

Date Sun 1/11/2026 1:12 PM

To Web Master <webmaster@cityofwarren.org>

Commission / Board applied for

Beautification

Name

Patricia Watson

Address

[Redacted Address]

[Map It](#)

Home Phone

[Redacted Home Phone]

Cell Phone

[Redacted Cell Phone]

Email

[Redacted Email]

Number of Years a Warren Resident

1

Warren Business Owner

No

Appointment Request

- New Appointment Request

Work Experience

10 years experience in agriculture (vegetable production, floriculture, horticulture, permaculture and soil science)

4 years experience Agricultural Education

Education

Current [Redacted] Student

Please Note: Conviction of a crime will not necessarily preclude you from being appointed to a City of Warren Commission or Board.

Have you ever been convicted of a felony?

- No

[Redacted] (Property Address)
 Parcel Number: [Redacted] Account Number: [Redacted]

Customer Name: WATSON PATRICIA
Summary Information
 > Residential Building Summary
 - Year Built: 1942 - Bedrooms: 3
 - Full Baths: 1 - Half Baths: 0
 - Sq. Feet: 1,306 - Acres: 0.224
 > Assessed Value: \$75,000 | Taxable Value: \$75,000
 > Property Tax information found
 > 4 Building Department records found
 > Utility Billing information found
 Item 1 of 3 [2 Images / 1 Sketch](#)

2 Associated Properties Found for This Parcel

Currently viewing [Redacted] [Click here to select a different property.](#)

Owner Information

WATSON PATRICIA
 [Redacted]

Amount Due

Property Total **\$0.00**

Permits

To request an inspection or pay on a record, click View

Permit Type	Permit Number	Associated Project	Status	Date Issued	Last Inspection	Amount Due	
RES - ELECTRICAL	PE25-000397		Finald	3/17/2025	3/28/2025	\$0.00	View
RES - FENCE	PF21-00403		Finald	10/6/2021		\$0.00	View
Plumbing	PP05-093214		Finald	2/9/2005	2/11/2005	\$0.00	View

1

Displaying items 1 - 3 of 3

[Apply for a Permit](#)

Attachments

Date Created	Title	Record
No records to display.		

Displaying items 0 - 0 of 0

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(Property Address)

Parcel Number: [REDACTED] Account Number: [REDACTED]



Customer Name: WATSON PATRICIA

Summary Information

- > Residential Building Summary
 - Year Built: 1942
 - Full Baths: 1
 - Sq. Feet: 1,306
 - Bedrooms: 3
 - Half Baths: 0
 - Acres: 0.224
- > Assessed Value: \$75,000 | Taxable Value: \$75,000
- > Property Tax information found
- > 4 Building Department records found
- > Utility Billing information found

Item 1 of 3 [2 Images / 1 Sketch](#)

Owner and Taxpayer Information

Owner WATSON PATRICIA **Taxpayer** SEE OWNER INFORMATION

[REDACTED]

Legal Description

[REDACTED]

Recalculate amounts using a different Payment Date

You can change your anticipated payment date in order to recalculate amounts due as of the specified date for this property.

Enter a Payment Date

Tax History

Year	Season	Total Amount	Total Paid	Last Paid	Total Due
2025	Winter	\$113.40	\$113.40	12/31/2025	\$0.00
2025	Summer	\$4,105.90	\$4,105.90	12/31/2025	\$0.00
2024	Winter	\$47.93	\$47.93	02/25/2025	\$0.00
2024	Summer	\$1,735.72	\$1,735.72	09/16/2024	\$0.00
2023	Winter	\$48.37	\$48.37	01/03/2024	\$0.00
2023	Summer	\$1,641.53	\$1,641.53	01/03/2024	\$0.00
2022	Winter	\$43.65	\$43.65	12/27/2022	\$0.00
2022	Summer	\$1,506.54	\$1,506.54	12/28/2022	\$0.00
2021	Winter	\$99.21	\$99.21	12/28/2021	\$0.00
2021	Summer	\$1,511.69	\$1,511.69	12/31/2021	\$0.00

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(Property Address)

Parcel Number: [REDACTED] Account Number: [REDACTED]



Customer Name: WATSON PATRICIA UB Customer Name: [REDACTED] OCCUPANT

Summary Information

- > Residential Building Summary
 - Year Built: 1942
 - Full Baths: 1
 - Sq. Feet: 1,306
 - Bedrooms: 3
 - Half Baths: 0
 - Acres: 0.224
- > Assessed Value: \$75,000 | Taxable Value: \$75,000
- > Property Tax information found
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- > Utility Billing information found

Item 1 of 3 [2 Images / 1 Sketch](#)

Customer Information

Amount Due

Total Amount Due **\$22.86**

[Pay Now](#)

Name [REDACTED] OCCUPANT

Address [REDACTED] Account Number [REDACTED]

Current Bill

[Click here for a printer friendly version](#)

Amount Due **\$22.86** Bill From **12/31/2025**

Due Date **02/27/2026** Bill To **01/30/2026**

Billing Item	Previous Amount	Current Amount	Penalties & Interest	Balance
FINAL BILL CHARGE	\$0.00	\$0.00	\$0.00	\$0.00
SEWER	\$0.00	\$8.40	\$0.00	\$8.40
SEWER SERVICE CHARGE	\$0.00	\$2.03	\$0.00	\$2.03
STATE MANDATED FEE	\$0.00	\$1.92	\$0.00	\$1.92
WATER	\$0.00	\$9.67	\$0.00	\$9.67
WATER SERVICE CHARGE	\$0.00	\$0.84	\$0.00	\$0.84
	\$0.00	\$22.86	\$0.00	\$22.86

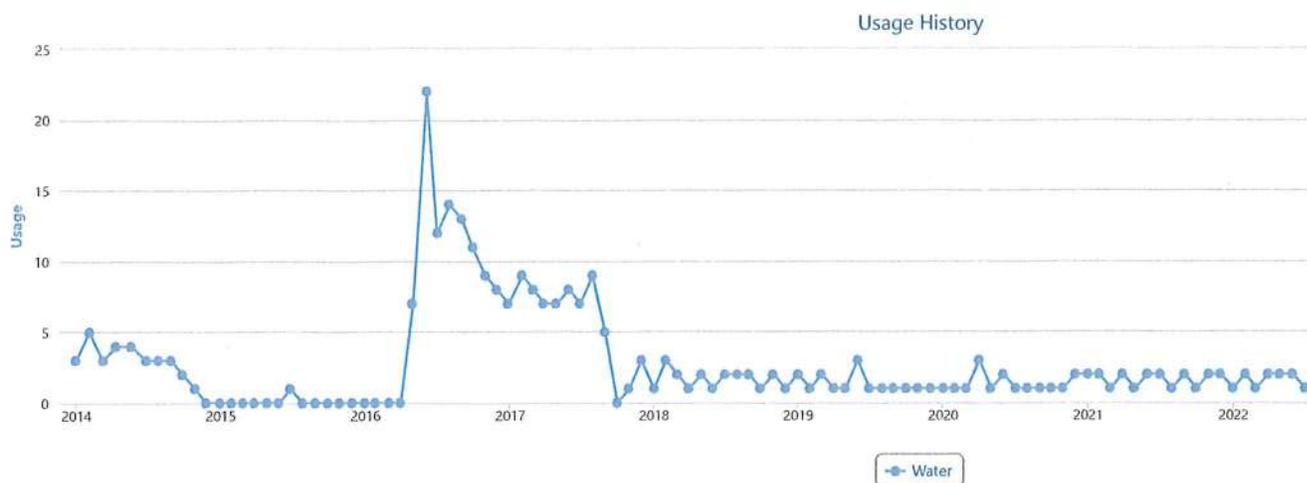
History (480 Items Found)

Starting Date Ending Date

[Click here for a printer friendly version](#)

Posted	Action	Other Info	Read Type	Read	Usage	Amount	Balance
2/11/2026	Bill Calculated	12/31/25-01/30/26		0.00	0.00	\$22.86	\$22.86
1/30/2026	Meter Read	Water		406.00	1.00	\$0.00	\$0.00
1/18/2026	Payment Posted	0005965995		0.00	0.00	(\$22.86)	\$0.00
1/13/2026	Bill Calculated	12/01/25-12/31/25		0.00	0.00	\$22.86	\$22.86
12/31/2025	Meter Read	Water		405.00	1.00	\$0.00	\$0.00
12/19/2025	Payment Posted	0005919030		0.00	0.00	(\$22.86)	\$0.00
12/11/2025	Bill Calculated	10/28/25-12/01/25		0.00	0.00	\$22.86	\$22.86
12/1/2025	Meter Read	Water		404.00	1.00	\$0.00	\$0.00
11/13/2025	Payment Posted	0005865786		0.00	0.00	(\$22.86)	\$0.00
11/7/2025	Bill Calculated	09/30/25-10/28/25		0.00	0.00	\$22.86	\$22.86
10/28/2025	Meter Read	Water		403.00	1.00	\$0.00	\$0.00
10/16/2025	Payment Posted	0005822444		0.00	0.00	(\$22.86)	\$0.00
10/15/2025	Bill Calculated	08/29/25-09/30/25		0.00	0.00	\$22.86	\$22.86

Usage History Chart



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MEMORANDUM

DATE: February 17, 2026

TO: Mindy Moore, Council Secretary

RE: Historical Commission Reappointment

City Council:

Pursuant to the Code of Ordinances, Chapter 2, Section 2-192 and the authority vested in me, I hereby notify you of the following reappointment:

Name	Date of Expiration
Christopher Werner	February 25, 2029

City Council approval is not required, however per City Charter Section 7.6, Council, at such meeting or at its next meeting, may disapprove such an appointment by a resolution which shall state the reasons for such disapproval.

Respectfully submitted,

Signed by:

Lori M Stone

F040B73E57F248E...

Lori M. Stone
Mayor

Cc: Clerk
Historical Commission



Outlook

New submission from City Commission / Board Application

From Web Master <webmaster@cityofwarren.org>

Date Tue 2/3/2026 1:36 AM

To Web Master <webmaster@cityofwarren.org>

Commission / Board applied for

Historical Commission

Name

Christopher Werner

Address

[REDACTED]
WARREN, Michigan 48093

[Map It](#)

Home Phone

[REDACTED]

Cell Phone

[REDACTED]

Email

[REDACTED]

Driver's License Number (for internal use ONLY)

[REDACTED]

Number of Years a Warren Resident

65

Warren Business Owner

No

Appointment Request

- Re-Appointment Request

Work Experience

Stockboy, Lathe Hand, Grinder, Electrical Panel Wireman, Industrial Control Designer, CAD Designer, Electrical Engineer, CAD Systems Administrator, IT Architect (Infrastructure and Security), Church Orchestra Conductor

Education

Graduate Electrical Engineer, [REDACTED] AASLH (American Association for State and Local History) Small Museum PRO! Certification, completed Historic District Commission training in 2018, Regularly attend Michigan Historic Preservation Network webinars

Affiliations (Clubs, Fraternal, Military, Church, etc.)

Deacon for 49 years [REDACTED] Member [REDACTED]
[REDACTED] Active participant in the [REDACTED] including presentations at conferences, Lead MMA Volunteer-Led [REDACTED] Vice-Chair Historical Society of [REDACTED] Treasurer Macomb County [REDACTED] Participated in online courses in Digital Asset Management (DAM) for Museums, AI and Copyright Litigation, Exhibit Design. Regularly attend [REDACTED] Meetings.

Please feel free to add any additional information

Life-long interest in history [REDACTED] Over 10 years on Historical Commission, Access to County Deed Database for research since 2015, Audited Architectural History lectures at [REDACTED] Enjoy Woodworking, Orchestral arrangement and instrumental performance, Historic radio broadcasts (OTR), modelmaking.

Please Note: Conviction of a crime will not necessarily preclude you from being appointed to a City of Warren Commission or Board.

Have you ever been convicted of a felony?

- No

(Property Address)

Parcel Number: [REDACTED] Account Number: [REDACTED]



Customer Name: WERNER CHRISTOPHER

Summary Information

- > Residential Building Summary
 - Year Built: 1959
 - Full Baths: 1
 - Sq. Feet: 1,452
 - Bedrooms: 0
 - Half Baths: 1
 - Acres: 0.185
- > Assessed Value: \$120,940 | Taxable Value: \$55,028
- > Property Tax information found
- > 9 Building Department records found
- > Utility Billing information found

Item 1 of 2 1 Image / 1 Sketch

Owner and Taxpayer Information

Owner: WERNER CHRISTOPHER Taxpayer: SEE OWNER INFORMATION

Legal Description

Recalculate amounts using a different Payment Date

You can change your anticipated payment date in order to recalculate amounts due as of the specified date for this property.

Enter a Payment Date:

Tax History

Year	Season	Total Amount	Total Paid	Last Paid	Total Due
2025	Winter	\$83.19	\$83.19	01/07/2026	\$0.00
2025	Summer	\$3,361.59	\$3,361.59	07/22/2025	\$0.00
2024	Winter	\$81.17	\$81.17	12/11/2024	\$0.00
2024	Summer	\$3,305.25	\$3,305.25	07/18/2024	\$0.00
2023	Winter	\$81.92	\$81.92	12/18/2023	\$0.00
2023	Summer	\$3,200.52	\$3,200.52	07/12/2023	\$0.00
2022	Winter	\$73.92	\$73.92	12/21/2022	\$0.00
2022	Summer	\$3,018.63	\$3,018.63	07/14/2022	\$0.00
2021	Winter	\$167.98	\$167.98	02/22/2022	\$0.00
2021	Summer	\$2,876.08	\$2,876.08	11/24/2021	\$0.00

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(Property Address)

Parcel Number [REDACTED] Account Number [REDACTED]

Customer Name: WERNER CHRISTOPHER **UB Customer Name:** [REDACTED] OCCUPANT



Summary Information

- > Residential Building Summary
 - Year Built: 1959
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- > 9 Building Department records found
- > Utility Billing information found

Item 1 of 2 [1 Image / 1 Sketch](#)

Customer Information

Amount Due

Total Amount Due **\$32.85**

[Pay Now](#)

Name [REDACTED] OCCUPANT

Address [REDACTED] Account Number [REDACTED]

Current Bill

[Click here for a printer friendly version](#)

Amount Due	\$32.85	Bill From	12/30/2025
Due Date	02/27/2026	Bill To	01/30/2026

Billing Item	Previous Amount	Current Amount	Penalties & Interest	Balance
SEWER	\$0.00	\$12.59	\$0.00	\$12.59
SEWER SERVICE CHARGE	\$0.00	\$2.03	\$0.00	\$2.03
STATE MANDATED FEE	\$0.00	\$2.88	\$0.00	\$2.88
WATER	\$0.00	\$14.51	\$0.00	\$14.51
WATER SERVICE CHARGE	\$0.00	\$0.84	\$0.00	\$0.84
	\$0.00	\$32.85	\$0.00	\$32.85

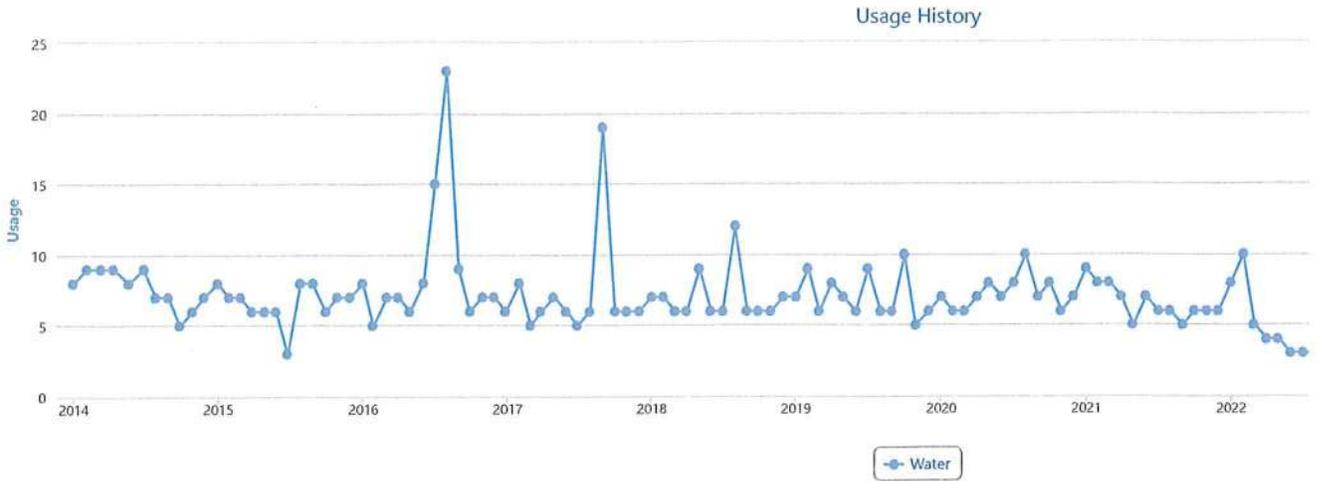
History (452 Items Found)

Starting Date Ending Date

[Click here for a printer friendly version](#)

Posted	Action	Other Info	Read Type	Read	Usage	Amount	Balance
2/11/2026	Bill Calculated	12/30/25-01/30/26		0.00	0.00	\$32.85	\$32.85 ▲
1/30/2026	Meter Read	Water		1049.00	3.00	\$0.00	\$0.00
1/22/2026	Payment Posted	0005971612		0.00	0.00	(\$42.85)	\$0.00
1/13/2026	Bill Calculated	12/01/25-12/30/25		0.00	0.00	\$42.85	\$42.85
12/30/2025	Meter Read	Water		1046.00	4.00	\$0.00	\$0.00
12/22/2025	Payment Posted	0005921644		0.00	0.00	(\$22.86)	\$0.00
12/11/2025	Bill Calculated	10/29/25-12/01/25		0.00	0.00	\$22.86	\$22.86
12/1/2025	Meter Read	Water		1042.00	2.00	\$0.00	\$0.00
11/14/2025	Payment Posted	0005866461		0.00	0.00	(\$22.86)	\$0.00
11/7/2025	Bill Calculated	09/30/25-10/29/25		0.00	0.00	\$22.86	\$22.86
10/29/2025	Meter Read	Water		1040.00	1.00	\$0.00	\$0.00
10/23/2025	Payment Posted	0005831520		0.00	0.00	(\$22.86)	\$0.00
10/15/2025	Bill Calculated	08/29/25-09/30/25		0.00	0.00	\$22.86	\$22.86 ▼

Usage History Chart



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(Property Address)

Parcel Number: [REDACTED] Account Number: [REDACTED]



Customer Name: WERNER CHRISTOPHER

Summary Information

- > Residential Building Summary
 - Year Built: 1959
 - Full Baths: 1
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- > Assessed Value: \$120,940 | Taxable Value: \$55,028
- > Property Tax information found
- > 9 Building Department records found

- > Utility Billing information found

Item 1 of 2 [1 Image / 1 Sketch](#)

Owner Information

WERNER CHRISTOPHER

[REDACTED]

Amount Due

Property Total **\$0.00**

Permits

To request an inspection or pay on a record, click View

Permit Type	Permit Number	Associated Project	Status	Date Issued	Last Inspection	Amount Due	
Building	PB138697		Closed	3/14/2000		\$0.00	View
Electrical	PE10-208215		Finald	6/29/2010	7/30/2010	\$0.00	View
Electrical	PE2003-195895		Closed	7/29/2003	8/1/2003	\$0.00	View
RES - ELECTRICAL	PE24-000560		Finald	4/24/2024	6/11/2024	\$0.00	View
Mechanical	PM10-097566		Finald	6/29/2010	7/30/2010	\$0.00	View
Mechanical	PM20-000769		Finald	6/26/2020	6/29/2022	\$0.00	View
Mechanical	PM2003-087719		Finald	9/8/2003	7/8/2004	\$0.00	View
RES - MECHANICAL	PM24-000676		Finald	4/24/2024	6/11/2024	\$0.00	View
Mechanical	PM-86117		Finald	7/30/2002	2/7/2003	\$0.00	View

1 Displaying items 1 - 9 of 9

[Apply for a Permit](#)

Attachments

Date Created	Title	Record
No records to display.		

Displaying items 0 - 0 of 0

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MEMORANDUM

DATE: February 17, 2026

TO: Mindy Moore, Council Secretary

RE: Historic District Commission Reappointment

City Council:

Pursuant to the Code of Ordinances, Chapter 2, Section 2-192 and the authority vested in me, I hereby notify you of the following reappointment:

Name	Date of Expiration
Jo Alter-Architect	March 31, 2029

City Council approval is not required, however per City Charter Section 7.6, Council, at such meeting or at its next meeting, may disapprove such an appointment by a resolution which shall state the reasons for such disapproval.

Respectfully submitted,

Signed by:

Lori M Stone

F040B73E57F248E...

Lori M. Stone
Mayor

Cc: Clerk
Historic District Commission



New submission from City Commission / Board Application

From Web Master <webmaster@cityofwarren.org>

Date Mon 1/26/2026 8:27 PM

To Web Master <webmaster@cityofwarren.org>

Commission / Board applied for

Historic District Commission

Name

Jo Alter

Address

[REDACTED]

[Map It](#)

Home Phone

[REDACTED]

Work Phone

[REDACTED]

Cell Phone

[REDACTED]

Email

[REDACTED]

Driver's License Number (for internal use ONLY)

[REDACTED]

Number of Years a Warren Resident

12

Warren Business Owner

No

Appointment Request

- Re-Appointment Request

Work Experience

[REDACTED] - Architectural Designer & Senior Project Manager
June 2017 to present

[REDACTED] Intern Architect & Project Engineer
July 2014 to June 2017

[REDACTED] Senior CADD Technician
March 2006 to July 2014

Education

Master of Architecture - [REDACTED] MI
Graduated November 2020 with Distinction

NCARB Architectural Experience Program (AXP)
Completed October 2018

Bachelor of Science in Architecture - [REDACTED] MI
Graduated July 2014
Academic Deans List
Received Presidential Scholar Award in April 2013 and again in April 2014

[REDACTED]
May 2009
Academic Dean's List
Received 3rd place in Habitat for Humanity Residential Design Competition

Affiliations (Clubs, Fraternal, Military, Church, etc.)

[REDACTED] Active Associate member since June 2015

[REDACTED] - Active Member since March 2016

[REDACTED] Advisory Committee - Active since March 2016

State of Michigan Notary Public, My commission expires [REDACTED]

Political Offices held, if any (Please include dates of service)

N/A

Please feel free to add any additional information

I currently serve as the architectural representative for the Historic District Commission. I have served since May of 2021 and enjoy working with the Village and the Historic District.

I volunteered as a student at [REDACTED] for the Village back in [REDACTED]. My designs led to the construction of the Beebe's corner park project at the corner of Mound and Chicago Roads.

I moved out of the City in [REDACTED] for the opportunity to build a new home in [REDACTED] however, I am currently closer to the Historic Village District now than I was when I lived within the boundaries of the City.

Both my husband and my son are employed by the [REDACTED]. I am proud to have come from the City of Warren.

Please Note: Conviction of a crime will not necessarily preclude you from being appointed to a City of Warren Commission or Board.

Have you ever been convicted of a felony?

- No



MEMORANDUM

DATE: February 17, 2026

TO: Mindy Moore, Council Secretary

RE: Reappointments to Commission on Disabilities

City Council:

Pursuant to the provision of Section 2-265 of the Warren Code of Ordinances and by the authority vested in me, I hereby notify you of the following reappointments:

Name	Date of Expiration
Rita Shutran	February 28, 2029
Aron Shutran	February 28, 2029

City Council approval is not required, however per City Charter Section 7.6, Council, at such meeting or at its next meeting, may disapprove such an appointment by a resolution which shall state the reasons for such disapproval.

Respectfully submitted,

Signed by:

Lori M Stone

F040B73E57F248E...

Lori M. Stone
Mayor

Cc: Clerk
Commission on Disabilities



New submission from City Commission / Board Application

From Web Master <webmaster@cityofwarren.org>

Date Wed 2/4/2026 6:18 PM

To Web Master <webmaster@cityofwarren.org>

Commission / Board applied for

Commission on Disabilities

Name

RITA R SHUTRAN

Address

[REDACTED]

[Map It](#)

Cell Phone

[REDACTED]

Email

[REDACTED]

Driver's License Number (for internal use ONLY)

[REDACTED]

Number of Years a Warren Resident

70

Warren Business Owner

No

Appointment Request

- Re-Appointment Request

Work Experience

I worked as an ACT Mental Health Advocate, a job coach, Autism advocae, and I currently work helping people navigate unemployment at [REDACTED]

Education

Associat Degree, Macomb Community College, Legal Assistant

Affiliations (Clubs, Fraternal, Military, Church, etc.)

[REDACTED] Church, Current Commission on Disabilities

Political Offices held, if any (Please include dates of service)

N/A

Please feel free to add any additional information

I have served on this commission for 25 years, I am excited to continue,

Please Note: Conviction of a crime will not necessarily preclude you from being appointed to a City of Warren Commission or Board.

Have you ever been convicted of a felony?

- No

(Property Address)

Parcel Number: [REDACTED] Account Number: [REDACTED]



Customer Name: SHUTRAN RITA R

Summary Information

- > Residential Building Summary
 - Year Built: 1951
 - Full Baths: 1
 - Sq. Feet: 903
 - Bedrooms: 3
 - Half Baths: 0
 - Acres: 0.119
- > Utility Billing Information found
- > Assessed Value: \$58,900 | Taxable Value: \$40,073
- > Property Tax information found
- > 9 Building Department records found

Item 1 of 2 1 Image / 1 Sketch

Owner Information

SHUTRAN RITA R

Amount Due

Property Total \$0.00

Permits

To request an inspection or pay on a record, click View

Permit Type	Permit Number	Associated Project	Status	Date Issued	Last Inspection	Amount Due	
Elec Reconnect	PER21-0022		Finald	1/22/2021	3/11/2021	\$0.00	View
Mechanical	PM21-00077		Finald	1/22/2021	3/8/2021	\$0.00	View
RES - MECHANICAL	PM24-001205		Expired	7/9/2024		\$0.00	View
RES - EXCAVATION SEWER	PSP25-00753		Finald	11/12/2025	11/14/2025	\$0.00	View

1

Displaying items 1 - 4 of 4

[Apply for a Permit](#)

Attachments

Date Created

Title

Record

No records to display.

Displaying items 0 - 0 of 0

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(Property Address)

Parcel Number [REDACTED] Account Number [REDACTED]



Customer Name: SHUTRAN RITA R

Summary Information

- > Residential Building Summary
 - Year Built: 1951
 - Full Baths: 1
 - Sq. Feet: 903
 - Bedrooms: 3
 - Half Baths: 0
 - Acres: 0.119
- > Assessed Value: \$58,900 | Taxable Value: \$40,073
- > Property Tax Information found
- > 9 Building Department records found
- > Utility Billing Information found

Item 1 of 2 1 Image / 1 Sketch

Owner and Taxpayer Information

Owner: SHUTRAN RITA R Taxpayer: SEE OWNER INFORMATION

Legal Description

Recalculate amounts using a different Payment Date

You can change your anticipated payment date in order to recalculate amounts due as of the specified date for this property.

Enter a Payment Date:

Tax History

Year	Season	Total Amount	Total Paid	Last Paid	Total Due
2025	Winter	\$60.56	\$60.56	12/31/2025	\$0.00
2025	Summer	\$2,079.57	\$2,079.57	12/31/2025	\$0.00
2024	Winter	\$59.10	\$59.10	12/31/2024	\$0.00
2024	Summer	\$2,029.15	\$2,029.15	12/31/2024	\$0.00
2023	Winter	\$59.65	\$59.65	01/03/2024	\$0.00
2023	Summer	\$1,917.28	\$1,917.28	01/03/2024	\$0.00
2022	Winter	\$53.82	\$53.82	12/27/2022	\$0.00
2022	Summer	\$1,826.03	\$1,826.03	12/28/2022	\$0.00
2021	Winter	\$122.33	\$122.33	12/28/2021	\$0.00
2021	Summer	\$1,722.27	\$1,722.27	12/31/2021	\$0.00

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(Property Address) [REDACTED]

Parcel Number: [REDACTED] Account Number: [REDACTED]



Customer Name: SHUTRAN RITA R UB Customer Name: [REDACTED] OCCUPANT

Summary Information

- > Residential Building Summary
 - Year Built: 1951
 - Full Baths: 1
 - Sq. Feet: 903
 - Bedrooms: 3
 - Half Baths: 0
 - Acres: 0.119
- > Assessed Value: \$58,900 | Taxable Value: \$40,073
- > Property Tax information found
- > 9 Building Department records found
- > Utility Billing information found

Item 1 of 2 1 Image / 1 Sketch

Customer Information

Name: [REDACTED] OCCUPANT
 Address: [REDACTED]
 Account Number: [REDACTED]

Amount Due
 Total Amount Due **\$0.00**
[Pay Now](#)

Current Bill

[Click here for a printer friendly version](#)

Amount Due Due Date	\$0.00 01/30/2026	Bill From Bill To	12/01/2025 12/30/2025	Previous Amount	Current Amount	Penalties & Interest	Balance
DELINQ NOTICE FEE				\$0.00	\$0.00	\$0.00	\$0.00
FINAL BILL CHARGE				\$0.00	\$0.00	\$0.00	\$0.00
SEWER				\$0.00	\$0.00	\$0.00	\$0.00
SEWER SERVICE CHARGE				\$0.00	\$0.00	\$0.00	\$0.00
STATE MANDATED FEE				\$0.00	\$0.00	\$0.00	\$0.00
WATER				\$0.00	\$0.00	\$0.00	\$0.00
WATER SERVICE CHARGE				\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00	\$0.00

History (480 Items Found)

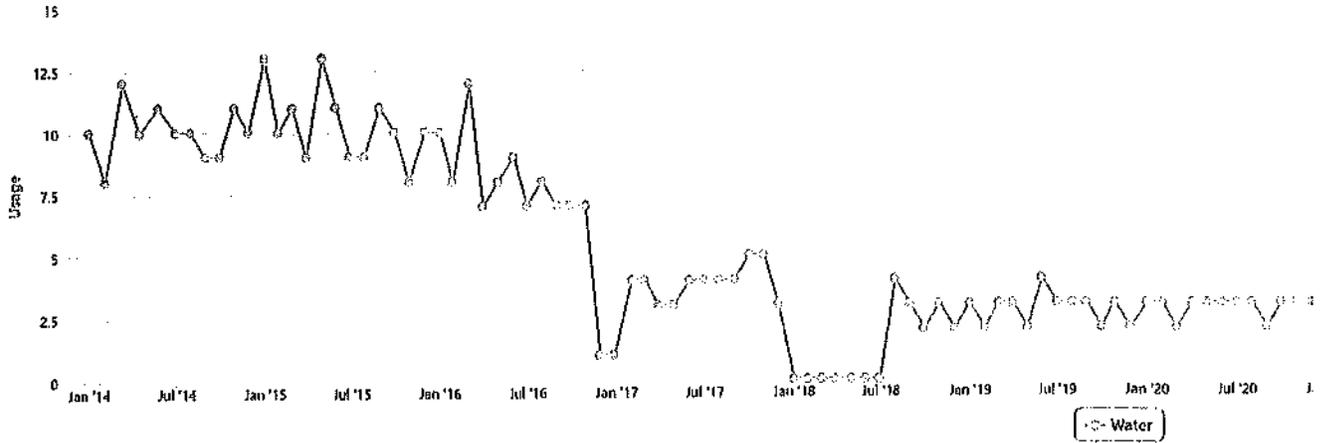
Starting Date: Ending Date:

[Click here for a printer friendly version](#)

Posted	Action	Other Info	Read Type	Read	Usage	Amount	Balance
1/30/2026	Payment Posted	0005997760		0.00	0.00	(\$22.86)	\$0.00
1/30/2026	Meter Read	Water		721.00	2.00	\$0.00	\$22.86
1/13/2026	Bill Calculated	12/01/25-12/30/25		0.00	0.00	\$22.86	\$22.86
12/30/2025	Meter Read	Water		719.00	2.00	\$0.00	\$0.00
12/27/2025	Payment Posted	0005930356		0.00	0.00	(\$32.85)	\$0.00
12/11/2025	Bill Calculated	10/28/25-12/01/25		0.00	0.00	\$32.85	\$32.85
12/1/2025	Meter Read	Water		717.00	3.00	\$0.00	\$0.00
11/30/2025	Payment Posted	0005895425		0.00	0.00	(\$22.86)	\$0.00
11/7/2025	Bill Calculated	09/30/25-10/28/25		0.00	0.00	\$22.86	\$22.86
11/1/2025	Payment Posted	0005853174		0.00	0.00	(\$22.86)	\$0.00
10/28/2025	Meter Read	Water		714.00	2.00	\$0.00	\$22.86
10/15/2025	Bill Calculated	08/30/25-09/30/25		0.00	0.00	\$22.86	\$22.86
9/30/2025	Meter Read	Water		712.00	2.00	\$0.00	\$0.00

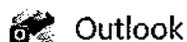
Usage History Chart

Usage History



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New submission from City Commission / Board Application

From Web Master <webmaster@cityofwarren.org>

Date Wed 2/4/2026 3:22 PM

To Web Master <webmaster@cityofwarren.org>

Commission / Board applied for

Commission of Disabilities

Name

Aron Shufran

Address

[REDACTED]

[Map It](#)

Home Phone

[REDACTED]

Email

[REDACTED]

Number of Years a Warren Resident

25

Warren Business Owner

No

Education

High school

Affiliations (Clubs, Fraternal, Military, Church, etc.)

[REDACTED] church

Please Note: Conviction of a crime will not necessarily preclude you from being appointed to a City of Warren Commission or Board.

Have you ever been convicted of a felony?

- No

(Property Address)

Parcel Number: [REDACTED] Account Number: [REDACTED]



Customer Name: SHUTRAN RITA R

Summary Information

- > Residential Building Summary
 - Year Built: 1951
 - Full Baths: 1
 - Sq. Feet: 903
 - Bedrooms: 3
 - Half Baths: 0
 - Acres: 0.119
- > Utility Billing Information found
- > Assessed Value: \$58,900 | Taxable Value: \$40,073
- > Property Tax Information found
- > 9 Building Department records found

Item 1 of 2 1 Image / 1 Sketch

Owner Information

SHUTRAN RITA R

[REDACTED]

Amount Due	
Property Total	\$0.00

Permits

To request an inspection or pay on a record, click View

Permit Type	Permit Number	Associated Project	Status	Date Issued	Last Inspection	Amount Due	
Elec Reconnect	PER21-0022		Finald	1/22/2021	3/11/2021	\$0.00	View
Mechanical	PM21-00077		Finald	1/22/2021	3/8/2021	\$0.00	View
RES - MECHANICAL	PM24-001205		Expired	7/9/2024		\$0.00	View
RES - EXCAVATION SEWER	PSP25-00753		Finald	11/12/2025	11/14/2025	\$0.00	View

1

Displaying items 1 - 4 of 4

[Apply for a Permit](#)

Attachments

Date Created

Title

Record

No records to display.

Displaying items 0 - 0 of 0

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(Property Address)

Parcel Number [REDACTED] Account Number [REDACTED]



Customer Name: SHUTRAN RITA R

Summary Information

- > Residential Building Summary
 - Year Built: 1951
 - Full Baths: 1
 - Sq. Feet: 903
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Item 1 of 2 1 Image / 1 Sketch

Owner and Taxpayer Information

Owner: SHUTRAN RITA R Taxpayer: SEE OWNER INFORMATION

Legal Description

[REDACTED]

Recalculate amounts using a different Payment Date

You can change your anticipated payment date in order to recalculate amounts due as of the specified date for this property.

Enter a Payment Date:

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2022	Summer	\$1,826.03	\$1,826.03	12/28/2022	\$0.00
2021	Winter	\$122.33	\$122.33	12/28/2021	\$0.00
2021	Summer	\$1,722.27	\$1,722.27	12/31/2021	\$0.00

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(Property Address) [REDACTED]

Parcel Number: [REDACTED] Account Number: [REDACTED]



Customer Name: SHUTRAN RITA R UB Customer Name: [REDACTED] OCCUPANT

Summary Information

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Item 1 of 2 1 Image / 1 Sketch

Customer Information

Name: [REDACTED] OCCUPANT
 Address: [REDACTED]
 Account Number: [REDACTED]

Amount Due
 Total Amount Due **\$0.00**
[Pay Now](#)

Current Bill

[Click here for a printer friendly version](#)

Amount Due Due Date	\$0.00 01/30/2026	Bill From Bill To	12/01/2025 12/30/2025	Previous Amount	Current Amount	Penalties & Interest	Balance
DELINQ NOTICE FEE				\$0.00	\$0.00	\$0.00	\$0.00
FINAL BILL CHARGE				\$0.00	\$0.00	\$0.00	\$0.00
SEWER				\$0.00	\$0.00	\$0.00	\$0.00
SEWER SERVICE CHARGE				\$0.00	\$0.00	\$0.00	\$0.00
STATE MANDATED FEE				\$0.00	\$0.00	\$0.00	\$0.00
WATER				\$0.00	\$0.00	\$0.00	\$0.00
WATER SERVICE CHARGE				\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00	\$0.00

History (480 Items Found)

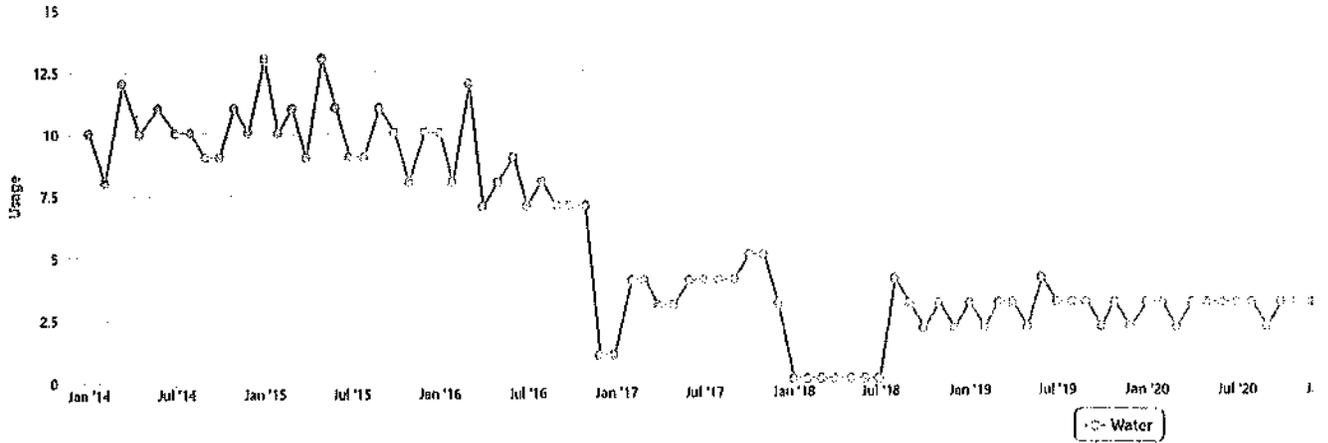
Starting Date: Ending Date:

[Click here for a printer friendly version](#)

Posted	Action	Other Info	Read Type	Read	Usage	Amount	Balance
1/30/2026	Payment Posted	0005997760		0.00	0.00	(\$22.86)	\$0.00
1/30/2026	Meter Read	Water		721.00	2.00	\$0.00	\$22.86
1/13/2026	Bill Calculated	12/01/25-12/30/25		0.00	0.00	\$22.86	\$22.86
12/30/2025	Meter Read	Water		719.00	2.00	\$0.00	\$0.00
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11/7/2025	Bill Calculated	09/30/25-10/28/25		0.00	0.00	\$22.86	\$22.86
11/1/2025	Payment Posted	0005853174		0.00	0.00	(\$22.86)	\$0.00
10/28/2025	Meter Read	Water		714.00	2.00	\$0.00	\$22.86
10/15/2025	Bill Calculated	08/30/25-09/30/25		0.00	0.00	\$22.86	\$22.86
9/30/2025	Meter Read	Water		712.00	2.00	\$0.00	\$0.00

Usage History Chart

Usage History



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CITY ATTORNEY'S OFFICE

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

January 20, 2026

Ms. Mindy Moore
Council Secretary
City of Warren

Re: Proposed Ordinance Amendment to the Cultural Commission Enabling Ordinance, Chapter 2, Article V, Division 5, Section 2-164

Dear Council Secretary Moore:

Attached is a proposed amendment to the City's Cultural Commission enabling ordinance. The proposed amendment changes the frequency of the Cultural Commission's meetings from once a month to quarterly, to reflect the Commission's current practice.

Please place this item on the next Council agenda and provide a copy of the ordinance to the councilmembers. If you need any further information, please call me at 586-574-4671.

Respectfully,

Signed by:
Candice Mayer

0287DD1C62614B3
Candice M. Mayer
Assistant City Attorney

ID 117209

Attachment

Read and Concur:

Signed by:
Mary Michaels

119806BF92344A1...
Mary Michaels
Acting City Attorney

Approved:

Signed by:
Lori M. Stone

F040B73E57F246E...
Lori M. Stone
Mayor

ORDINANCE NO. 80-_____

AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE V, DIVISION 5, SECTION 2-164 TO CHANGE THE FREQUENCY OF THE CULTURAL COMMISSION MEETINGS.

THE CITY OF WARREN ORDAINS:

SECTION 1. That Chapter 2, Article V, Division 5, Section 2-164 of the Code of Ordinances of the City of Warren, Michigan,

WHICH CURRENTLY READS AS FOLLOWS:

Sec. 2-164. - Meetings.

Meetings of the cultural commission will be held monthly, and as often as may be deemed necessary by the chairperson.

IS HEREBY AMENDED TO READ AS FOLLOWS:

Sec. 2-164. - Meetings.

Meetings of the cultural commission ~~will be held monthly, and as often as may be deemed necessary by the chairperson~~ shall be held at least four (4) times per year, at quarterly intervals.

SECTION 2. This Ordinance shall take effect on _____, 2026.

I HEREBY CERTIFY that the foregoing Ordinance No. 80-_____ was adopted by the Council of the City of Warren at its meeting held on _____, 2026.

SONJA BUFFA
City Clerk

Published: _____



CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: FEBRUARY 9, 2026
TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL
SUBJECT: ITB-W-1798; RECOMMENDATION OF AWARD TO FURNISH & DELIVER WASHINGTON BALL MIX FIELD MATERIAL

The Purchasing Division concurs with the Parks and Recreation Department and recommends that Bid ITB-W-1798; to Furnish and Deliver Washington Ball Mix Field Material, be awarded to the low, responsible, and cost-effective bidder, Hammond Farms, Inc., 5834 North Michigan Road, Dimondale, MI 48821, in a total amount not to exceed \$27,372.60.

On Wednesday, February 4, 2026 at 1:00 PM local time, electronic bids to Furnish and Deliver Washington Ball Mix Field Material were publicly opened. Bids were solicited to six-hundred eighty-four (684) vendors through the BidNet® (MITN) system. Two (2) vendors responded with a bid, which are detailed on the attached bid tabulation sheet for your review.

This purchase of Washington Ball Mix field material will support the City's ball field maintenance schedule for the 2026 season at Halmich Park. This material is an engineered, low-maintenance material, used primarily on the surfaces of ball diamonds.

Due to freezing temperatures, Hammond Farms, Inc. is unable to meet the delivery schedule in early March, specified in the bid specifications. The Washington Ball Mix field material, which is produced in Canada, requires no snow cover or freezing temperatures in order to produce the material. Once the weather breaks, the material can be produced within approximately ten (10) days, followed by prompt delivery to Halmich Park.

If approved by your honorable body, the Parks and Recreation staff will monitor the weather conditions and coordinate with the awarded vendor to finalize the delivery schedule.

Funds are available in the following Account: 208-9208-76000.

Respectfully Submitted,

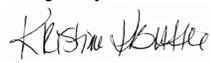
Signed by:

D3220749F3AC487...
Shanah Turner
Assistant Buyer

Read and Concur,

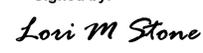
Signed by:

E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Signed by:

F6FDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:

CF2C773236C54C9...
Richard Fox
Controller

Signed by:

E040B73E57F248E...
Lori M. Stone
Mayor

AS-READ BID SUMMARY

City of Warren 1 City Square Warren MI 48093		BID: ITB-W-1798 Bid Opening Date: 2/4/2026 Department: PARKS & REC
Product or Service: FURNISH & DELIVER WASHINGTON BALL MIX FIELD MATERIAL		
BIDDER	GRAND TOTAL	
HAMMOND FARMS, INC.	\$	27,372.60
TECHNOLOGY INTERNATIONAL, INC.	\$	36,409.50



PARKS AND RECREATION

5460 Arden

Warren, MI 48092

(586) 268-8400

www.cityofwarren.org

February 6, 2026

Shanah Turner
Purchasing Agent
City of Warren

SUBJECT: Recommendation for Award – ITB-W-1798, Furnish & Deliver Washington Ball Mix Material – Parks & Recreation Department

After reviewing the bid submittals for ITB-W-1798, I am recommending that the City of Warren award the contract to Hammond Farm, LLC as the lowest qualified bidder for the furnishing and delivery of Washington Ball Mix Material for the Parks and Recreation Department.

Hammond Farm, LLC submitted a responsive bid that meets the majority of the specifications outlined in the bid documents and demonstrated the capability to furnish and deliver the Washington Red Ball Mix Material as required. Their proposal includes both the purchase and delivery of the material directly to Halmich Park.

The bid specified a delivery window of Monday, March 9 through Friday, March 13, 2026. After speaking with Hammond Farm, they noted that the Washington Red Ball Mix is produced in Canada and cannot be manufactured until weather conditions improve. Once the weather breaks—specifically, when there is no snow cover or freezing temperatures—the material can be produced within approximately 10 days, followed by prompt delivery. Parks staff will monitor weather

conditions and coordinate with Hammond Farm to finalize the delivery schedule. The total project cost is \$27,372.60.

The awarded services will support the City's ball field maintenance schedule for the 2026 season at Halmich Park. The vendor will be responsible for furnishing and delivering the Washington Red Ball Mix Material as directed by the Parks and Recreation Department.

Funds for this project are available in the Parks & Recreation account #208-9208-76000 (Playground & Athletic Supplies).

Sincerely,

Signed by:

50D775C484AE448...

Jason Spiller
Parks & Recreation Director
jspiller@cityofwarren.org
586-268-8400

RESOLUTION

Document No: ITB-W-1798

Product or Service: Furnish & Deliver Washington Ball Mix Field Material

Requesting Department: Parks & Recreation

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, February 4, 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 Hammond Farms, Inc., 5834 North Michigan Road, Dimondale, MI 48821, has been determined to be the low, responsible and cost-effective bidder to furnish and deliver Washington Ball Mix field material, in the total amount not to exceed \$27,372.60.

Funds are available in the following Account: 208-9208-76000.

IT IS RESOLVED, that the bid of Hammond Farms, Inc. is hereby accepted by City Council in a total amount not to exceed \$27,372.60.

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



CITY ATTORNEY'S OFFICE

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

February 13, 2026

Ms. Mindy Moore
Council Secretary
City of Warren

Re: Proposed Resolution Authorizing Application for Five-Year Blanket Maintenance Permit from the Macomb County Department of Roads

Dear Council Secretary Moore:

Attached please find a resolution to renew the City's blanket maintenance permit with Macomb County Department of Roads (County), for the period from February 1, 2026 to February 1, 2031. This permit authorizes the City to make emergency utility repairs within County of Macomb rights-of-ways and to install water service and sanitary leads, or to close a county road.

The resolution authorizes the City Engineer to submit the City's application and to represent the City in permit operations. Consistent with the County's requirements, the resolution also states that the City will hold harmless the Macomb County Department of Roads for claims arising out of our operations under the permit.

The County requires annual disclosure of City contractors that make service taps and repairs, and insurance naming Macomb County Department of Roads as an additional insured and certificate holder. Please be advised that the County's standard permit agreement would obligate the City to provide broad indemnification for our permit work. The proposed permit and application are attached for reference.

Please submit the proposed resolution to Council for the meeting on February 24, 2026.

Respectfully,

Mary Michaels
119806BF52344A1
Mary Michaels
Acting City Attorney

MM/j 117739
Attachment
cc: Christina Grusser, Risk Management

Approved by:
Tina Gapshes
FE042068B0764F1...
Tina Gapshes
City Engineer

Approved:
Dave Muzzarelli
A310AD08BBC84DD...
Dave Muzzarelli
Public Service Director

Signed by:
Lori M. Stone
E040B73E57F248E...
Lori M. Stone
Mayor



DEPARTMENT OF ROADS

Bryan E. Santo, P.E.
Director

Mark A. Hackel
County Executive

February 4, 2026

Sonja Buffa, Clerk
City of Warren
One City Square
Warren, MI 48093

Re: 2026 Blanket Maintenance Permit

Dear Ms. Buffa:

During a recent review of our records, it has been determined that the existing Blanket Maintenance Permit for service lead taps and emergency repairs to existing utilities has expired. This permit allows for your forces to make emergency repairs to your facilities within our right-of-way as well as install water service and sanitary leads.

To complete the update, we need a Resolution stating the following:

- Which persons are appointed to represent you by signature to the permit application, so that the permit requirements will be fulfilled as set forth on the Blanket Maintenance Permit.
- The Macomb County Department of Roads will be held harmless from claims that may arise because of this operation.

Enclosed you will find your Annual Maintenance Application for 2026. Please Sign the application where indicated, return the WHITE copy to us with a valid certificate of insurance listing the Macomb County Department of Roads as "Additional Insured" and "Certificate Holder" in the envelope provided. You may retain the pink and blue copies for your records. This permit will be issued for a period of five (5) years at which it will be re-issued.

Should you have any questions, please contact Nora Staelgraeve at (586)463-8671.

Sincerely,

Macomb County Department of Roads

Robert S Bush

Robert S. Bush

Permits & Local Road Department Manager

RSB/njs

*****PLEASE NOTE YOU DO NOT HAVE A CURRENT ANNUAL PERMIT ON FILE*****

Macomb County Department of Roads
117 South Groesbeck Highway, Mount Clemens, Michigan 48043
Phone 586-463-8671 | Fax 586-463-8682
macombgov.org/roads

RESOLUTION APPROVING FIVE-YEAR BLANKET MAINTENANCE PERMIT FROM THE MACOMB COUNTY DEPARTMENT OF ROADS

At a regular meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on February 24, 2026, at 7:00 p.m. Eastern Standard 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 _____.

The Macomb County Department of Roads ("County") offers communities within the Macomb County a blanket permit to perform emergency utility work and service lead taps within County rights-of-way, as well as install water service and sanitary leads.

The County has requested that the City of Warren submit an updated resolution with its Annual Maintenance Application for a Blanket Permit effective February 1, 2026 to February 1, 2031, containing certain representations.

The public interest would be served by continuous authorization to perform repairs or install facilities within the Macomb County Department of Roads right-of-way.

The Mayor, Director of Public Service and City Engineer are recommending the City renew the Blanket Maintenance permit with the Macomb County Department of Roads for a five-year period, effective February 1, 2026 to February 1, 2031.

THEREFORE, IT IS RESOLVED, by the Council of the City of Warren, Michigan:

1. Upon notice to the Macomb County Department of Roads that this Resolution is rescinded, or until the Macomb County Department of Roads sends notification in writing that this Resolution is no longer acceptable, the City Engineer of the City of Warren, or his or her designee, is authorized to execute and submit the Application and Permit to Construct, Operate, Use and/or maintain within the Right-of-Way; or to Close a County Road for the period from February 1, 2026 to February 1, 2031.

2. The City of Warren will hold harmless the Macomb County Department of Roads from any claims that may arise because of City of Warren operations under the permit.

3. The City of Warren shall provide to the Macomb County Department of Roads the name of a (yearly) contractor that will be performing service lead tap work or emergency repairs, and changes to information on an annual basis.

4. The City will provide an insurance certificate that names the Macomb County Department of Roads as an Additional Insured and Certificate Holder.

5. This Resolution is deemed severable should any provision, clause, sentence or word be deemed unenforceable, the remainder will be in full force and effect.

AYES: Councilpersons: _____

NAYS: Councilpersons: _____

RESOLUTION DECLARED ADOPTED this 24th day of February, 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 City Council of the City of Warren at its meeting held on February 24, 2026.

SONJA BUFFA
City Clerk

MACOMB COUNTY DEPARTMENT OF ROADS
117 S. GROESBECK HIGHWAY
MT. CLEMENS, MI 48043-0000
Phone: 586-463-8671
Fax: 586-463-8682

APPLICATION AND PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN WITHIN THE RIGHT-OF-WAY; OR TO CLOSE A COUNTY ROAD. If a contractor is to perform the construction entailed in this application and permit, and is supplying the deposit, and bond, he will fill out the information block provided, and thereby assumes responsibility, along with the applicant, for any provisions of this application and permit which apply to him.

Application No. 60941
Permit No. XXXXXXXXXX
Date

**A
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City of Warren
City Clerks Office
One City Square
Warren, MI 48093-5284

Phone(s): 586-574-4605
Fax: 586-574-4517 Email: 574-4600 Controllers Office

Signature X

Title _____ Date _____

**C
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BLANKET MAINTENANCE PERMIT
VARIOUS MACOMB COUNTY ROADS
CITY OF WARREN
00000-0000

Signature _____

Title _____ Date _____

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Receipt No.
To Be Billed
Letter/Credit
Work Order No.

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Plans No
Insurance Yes
Retainer Letter False
Attachments False
Bond No.
Bond Amt.
Job BLANKET PERMIT

**3 WORKING DAYS
BEFORE YOU DIG - DIAL
(MISS DIG)
(TOLL FREE)
(800-482-7171)
OR DIAL 811**

Applicant and/or Contractor request a Permit for the purpose indicated in the attached plans and specifications at the following location:

City/Township Warren
Name of Road Various
Between

Project Annual Maint
Roadside
and

For a Period Beginning 02/01/2026 and Ending 02/01/2031
and Agrees to the terms of this permit.

BLANKET MAINTENANCE PERMIT - To allow municipal personnel to make service lead taps and emergency repairs to the existing utilities that are owned and operated by the applicant and installed in the county right of way. To be made by bore method only. If municipality has a yearly contract for said work, the company name and phone number shall be provided to the Macomb County Department of Roads for their records and shall be updated on a yearly basis.

**Sidewalk maintenance also included. NOTE: IN SOME CASES, INSPECTION FEES COULD APPLY.

**Macomb County Department of Roads as the "Additional Insured" shall be on file, at all times (minimum coverage \$1,000,000).

Recommended For Issuance:

(Investigator) Date

(Project/Traffic Engineer) Date

By 

Robert S. Bush
Permits & Local Rd. Dept. Mgr.

SUPPLEMENTAL SPECIFICATIONS

1. **SPECIFICATIONS** - All work performed under this permit must be done in accordance with the plan specifications, maps and statements filed with the MCDOR and must comply with the MCDOR's current requirements and specifications and the current MDOT specifications.
2. **FEES AND COSTS** - Permit Holder shall be responsible for all fees incurred by the MCDOR in connection with this permit and shall deposit estimated fees and costs, as determined by the MCDOR, at the time the permit is issued.
3. **BOND** - Permit Holder shall provide a cash deposit and/or a bank letter of credit in a manner and amount acceptable to the MCDOR at the time permit is issued.
4. **INSURANCE** - Proof of insurance shall be provided as defined in MCDOR Policy.
5. **INDEMNIFICATION** - Permit Holder shall hold harmless and indemnify and keep indemnified the MCDOR, its officers and employees from all claims, suits and judgments which the MCDOR, its officers or employees may be subject to and for all costs and attorney fees which may be incurred on account of injury to persons or damage to property. This includes but is not limited to: property of the MCDOR, whether due to the negligence of the Permit Holder or the joint negligence of the Permit Holder and the MCDOR, arising out of work under this permit or in connection with work not authorized by this permit or resulting from failure to comply with the terms of this permit or arising out of the continued existence of the work product which is the subject of this permit.
6. **RESIDENTIAL/COMMERCIAL/INDUSTRIAL APPROACHES** - Permittee, its successors and assigns shall be responsible for installing and maintaining proper pavement separation through expansion joints or other means to accommodate shifting or movement in any pavement, installed or otherwise, under the jurisdiction of the MCDOR. Permittee, its successors and assigns shall indemnify and hold harmless the MCDOR, its agents and employees from any and all claims associated with any injury or property damage arising directly or indirectly from shifting or movement of any pavement, or other similar causes as a condition of being permitted to install improvements within the road right-of-way.
7. **MISS DIG** - The Permit Holder must comply with the requirements of Act 53 Public Acts of 1974, as amended. CALL MISS DIG (800) 482-7171 OR DIAL 811 AT LEAST 3 FULL WORKING DAYS BUT NOT MORE THAN 21 CALENDAR DAYS, BEFORE YOU START WORK. Permit Holder assumes all responsibility for damage to or interruption of underground utilities.
8. **SAFETY** - Permit Holder agrees to work under this permit in a safe manner and to keep the area affected by this permit in a safe condition until the work is complete. All work site conditions shall comply with the current edition of the Michigan Manual of Uniform Traffic Control Devices.
9. **RESTORATION AND REPAIR OF ROAD** - Permit Holder agrees to restore the road and right-of-way to a condition equal to or better than its condition before the work began, and to repair any damage to the road right-of-way.
10. **LIMITATIONS OF PERMIT** - This permit does not relieve Permit Holder from meeting other applicable laws and regulations of other agencies. Permit Holder is responsible for obtaining additional permits or releases which may be required in connection with this work from other governmental agencies, public utilities, corporations and individuals, including property owners. Permission may also be required from the adjoining property owners.
11. **REVOCAION OF PERMIT** - This permit may be suspended or revoked at will, and the Permit Holder shall surrender this permit and alter, relocate or remove its facilities at its expense at the request of the MCDOR.
12. **VIOLATION OF PERMIT** - This permit shall become null and void if Permit Holder violates the terms of this permit. The MCDOR may require immediate removal of Permit Holder's facilities, or the MCDOR may remove the facilities without notice at the Permit Holder's expense.
13. **TRAFFIC CONTROL SIGNS** - Traffic control signs that require relocation as part of permit activity within the road right-of-way shall not be removed without prior approval of the MCDOR Traffic Department. Removal and relocation of signs shall be by the MCDOR Sign Shop and the cost of same will be billed to the Permit Holder.
14. **RESIDENTIAL APPROACH SPECIFICATIONS** - Culvert shall be a minimum of 24 feet in length, plus end sections. A minimum of 12" diameter is required. If an area does not have an existing ditch, and a ditch is established in the future, a culvert will be required at the current property owner's expense. Gravel approaches are prohibited onto a paved roadway.
15. **TIME PERIOD** - The period applied for and granted in this application and permit covers activity within the road right-of-way. Failure of the applicant to begin work within 1 year from the date of issuance shall cancel this permit. Renewal may be obtained for an additional year upon payment of the permit fee. Failure to do so will result in forfeiture of the bonds accompanying this permit. The obligation to operate, use, and/or maintain the facility to the satisfaction of the MCDOR remains in force as long as the facility exists and is within an area under the jurisdiction of the MCDOR.
16. **NON-COMPLIANCE** - In all cases of non-compliance, all fees, escrow deposits and bonds shall be forfeited to the MCDOR.

1. **PERMIT** - The individual in charge of the work shall have the permit and the approved plans or sketches in their possession on the job at all times.
2. **EXCAVATION AND DISPOSAL OF EXCAVATED MATERIAL** - The Contractor and/or the Utility Company shall provide and place the necessary sheeting, shoring and bracing required to prevent caving, loss or settlement of foundation material supporting the pavement, or any other roadway installation such as sewer, culverts, etc. The Contractor and/or Utility Company shall assume the full responsibility for this protection. Excavated material shall be placed in such locations that do not obstruct vision on the traveled portion of the roadway and in such a manner that it will not interfere with the flow of traffic. The applicant shall dispose of all surplus and unsuitable material outside of the limits of the right-of-way unless the permit provides for disposal at an approved location within the right-of-way. In the latter case, the material shall be leveled and trimmed in an approved manner. **BERMS WILL NOT BE ALLOWED UNLESS SHOWN ON THE APPROVED PLAN.**
3. **BACKFILLING AND COMPACTING TRENCHES, HOLES, PITS, ETC.** - All trenches, holes and pits shall be filled with approved materials that shall be placed in successive layers no more than 9 inches in depth, loose measure and compacted to not less than 95% of the maximum unit weight. Gravel bases shall be compacted to no less than 98% of the maximum unit weight. Trenches, holes or pits that are outside the existing or proposed future road bed influence area shall be compacted to no less than 95% of the maximum compacted unit weight. The influence area is defined as the area under the existing or future road bed and a one on one slope line drawn outward and down from a point 3 feet outside and horizontal to the existing or proposed shoulder or curb and gutter.
When a water table is encountered or areas with water infiltration, the required backfill shall be granular material Class III (per MDOT Specifications - current edition) or better to a point 2 feet above the water table. All other backfill material shall have a moisture content no greater than 3% above optimum. The top 3 feet of backfill shall not exceed optimum by more than 2%. See the MDOT Standard Specifications (current edition). Sand backfill is required where existing soils are sand or sandy loams.
4. **GRAVEL ROAD CROSSING** - All trenches across the roadbed shall be backfilled to within 10 inches of the finished road surface. The top 10 inches shall be constructed with 21 AA Limestone.
5. **CROSSING ROADBED BY TUNNELING OR BORING AND JACKING** - When the pipe is installed by this method without cutting the existing pavement, all remaining voids around the installation shall be filled by a method approved by the MCDOR Inspector. Pressure grouting shall be required when deemed necessary. When the traveled portion of a road is tunneled or bored and jacked, the length of the pipe or casing shall extend 10 feet beyond the road influence as defined in the MDOT Standard Specifications (current edition). Special consideration will be granted when field conditions preclude these measurements.
6. **CONCRETE AND BITUMINOUS PAVEMENT CROSSINGS (Open Cut Method)** - When this method is approved by the MCDOR, the pavement shall be sawed so that the pavement area to be removed is a minimum of 1 foot wider on each side than the maximum width of the trench. In no case shall the remaining slab width be less than 6 feet from the patch to an existing joint. Pavements shall be saw cut full depth. Concrete patches shall be tied to the existing slab by drilling lane ties on 9 inch centers on all exposed faces of the existing pavement. The lane ties shall be located at 1/2 the pavement depth. Backfill shall be placed according to MDOT specifications. The pavement shall be replaced with new pavement of the original type and quality, unless at a season of the year when it is not feasible, in which case a temporary surface of bituminous material shall be placed and maintained, and later replaced with pavement of original type at the applicant's expense. Existing subbases shall be replaced in kind.
7. **DEPTH OF COVER MATERIAL** - Depth of cover for underground facilities shall be determined at the time of application for a permit. In no case shall there be less than 4 feet of cover between the surface of the traveled portion of the road and the facility being placed, and not less than 3 feet below the flow line of the ditches.
8. **TREE PROTECTION OR REMOVAL** - Secure written permission of the abutting property owner when required.
(a) **REMOVAL** - Dispose of all limbs, logs, stumps and litter in a manner acceptable to the MCDOR and local municipality or MDOT requirements.
(b) **PROTECTION** - Underground facilities that interfere with trees in the right-of-way shall be bored 6 inches for each inch of tree diameter in all directions from the base of the tree.
9. **RESTORATION AND FINAL CLEAN-UP** - Final clean-up shall be such that it will provide a condition equal to or better than the original condition.
10. **PROTECTION OF ESTABLISHED SURVEY POINTS AND DATUM** - The Permit Holder shall protect, preserve and/or restore at their expense any established survey points and datum within the limits of the work covered by this permit.
11. **TRAFFIC AND SAFETY** - When this permit allows the closing of a road, the use of one or more traffic lanes, or where construction is in proximity to the traveled portion of the road, signs, signals, lights, etc., traffic control shall be placed and maintained in accordance with the current edition of the Michigan Manual of Uniform Traffic Control Devices and/or current MCDOR specifications. The traffic control called for shall be minimum and the contractor shall erect and maintain, at their expense, all signs, signals, etc. for safety as directed by the Traffic Engineer and/or Inspector of the MCDOR.
12. Any operation in the right-of-way not covered by these specifications shall be done in accordance with the instructions of the Director of Roads and/or the Inspector assigned to the project.
13. Full compliance is required with any regulations of the Public Service Commission and Municipal or State regulations.
14. **THE FOLLOWING MUST BE ATTACHED TO THE APPLICATION WHEN APPLICABLE.**
 1. Deposit and/or Bond.
 2. Plans, specifications and location of facility.
 3. Copy of Resolution for local units of government.
 4. Traffic Plans.
 5. In cases of banner applications, a legend must be shown.



**PUBLIC SERVICE DEPARTMENT
ENGINEERING DIVISION**
One City Square, Suite 300
Warren, MI 48093-2390
(586) 759-9300
Fax (586) 759-9318
www.cityofwarren.org

January 27, 2026

Ms. Mindy Moore
City Council Secretary

RE: CONSIDERATION AND ADOPTION OF RESOLUTION to Approve Contract Modification No. 2 and Final increasing the City's portion of the cost sharing agreement with MDOT Contract 18-5427, 2018 HSIP Traffic Signal Improvements – Ryan Rd. at Martin Rd. and Common Rd. and Hoover Rd. at Common Rd. in the amount of \$15,475.04.

The City entered into a cost sharing agreement as per the attached MDOT Contract No. 18-5427. The City's cost sharing portion, which includes Contract Modification No. 1, is currently \$128,058 and the federal funding portion is \$464,900.

Final balancing of contract additional costs increases the City's portion of the cost sharing agreement with MDOT Contract No. 18-5427 by \$15,475.04 resulting in a final City's cost sharing amount of \$143,533.04.

It is the Engineering Division's recommendation that the Warren City Council approve the Contract Modification No. 2 and Final to the City's portion of the cost sharing agreement for MDOT Contract No. 18-5427 in the amount of \$15,475.04.

Funding is available in the Michigan Transportation Operating Fund, Major Roads, Traffic Signal Improvements account 202-2474-80120 upon concurrent budget amendment approval.

Please place this item on the next available City Council agenda for consideration. If you have any questions, I can be reached in my office at (586) 759-9302.

Sincerely,

Signed by:
Noel Y. Santos
608472E8CADE492...
Noel Santos, P.E.
Civil Engineer II

Read and Concurred:

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

Funding Approval:

Signed by:
Kristina Battle
F6FDC83AE16142B...
Kristina Battle
Budget Director

Approved as to Form:

Signed by:
Mary Michaels
119806BE52344A1...
Mary Micheals
Acting City Attorney

Recommended to Council:

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

Attach: MDOT Contract No. 18-5427 and Proposed Resolution

**RESOLUTION TO APPROVE CONTRACT MODIFICATION NO. 2 AND FINAL
INCREASING THE CITY'S PORTION OF THE COST SHARING AGREEMENT WITH
MDOT CONTRACT 18-5427, 2018 HSIP TRAFFIC SIGNAL IMPROVEMENTS - RYAN RD
AT MARTIN RD AND COMMON RD AND HOOVER RD AT COMMON RD IN THE AMOUNT
OF \$15,475.04**

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 Council Chambers located at Warren Community Center Auditorium, 5460 Arden Ave., Warren, Michigan.

PRESENT: Councilmembers _____

ABSENT: Councilmembers _____

The following preamble and resolution were offered by Councilmember _____, and supported by Councilmember _____.

The City of Warren has entered into cost sharing agreement as per the attached MDOT Contract No. 18-5427. Pursuant to the conditions contained within the Contract No. 18-5427, the City of Warren must reimburse MDOT for the City's portion of the contract construction work in the estimated amount of \$128,058 in order to receive funding which was approved by the Federal Aid Committee and SEMCOG in the amount of \$464,900.

Final balancing of contract additional costs increases the City's portion of the cost sharing agreement with MDOT Contract No. 18-5427 by \$15,475.04.

The Engineering Division recommends approval of Contract Modification No. 2 and Final increasing the City's portion of the cost sharing agreement with MDOT Contract No. 18-5427, HSIP Traffic Signal Improvements by \$15,475.04.

Funding for the additional City's portion of the contract construction costs of \$15,475.04 is available in the Michigan Transportation Operating Fund, Major Roads, Traffic Signal Improvements account 202-2474-80120.

THEREFORE, IT IS RESOLVED that the City of Warren approves Contract Modification No. 2 and Final increasing the City's portion of the cost sharing agreement with MDOT Contract No. 18-5427, 2018 HSIP Traffic Signal Improvements for additional work completed resulting in an increase of \$15,475.04 to the amended City's cost sharing portion of \$128,058, totaling \$143,533.04 for the City's cost sharing amount.

IT IS FURTHER RESOLVED that the Mayor and Clerk of the City of Warren are authorized to approve the budget amendment increasing the City's portion by \$15,475.04 to the City's portion of the cost sharing for MDOT Contract No. 18-5427, 2018 HSIP Traffic Signal Improvements project in such form that meets with the approval of the City Attorney.

IT IS FURTHER RESOLVED, that Payment No. 8 and Final in the amount of \$ 15,932.07 payable to the State of Michigan be issued three (3) days after the City Council's approval of Contract Modification No. 2 and Final.

AYES: Councilpersons _____

NAYES: 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, 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

MICHIGAN DEPARTMENT OF TRANSPORTATION
 FINANCIAL OPERATIONS DIVISION
 ACCOUNTING SECTION/PROJECT ACCOUNTING UNIT
 FINAL ACCOUNTING FOR:

FINAL ACCOUNTING

AF

Prepared by: Samantha Redman
 Phone Number redmans2@michigan.gov
 Date 4/2/2025

CITY OF WARREN

18-5427 11/8/2018 ACCOUNT # MDOT00334
 PROJECT # 1801078 JOB # 200238CON

LOCATION: Ryan Road at Martin Road and at Common Road, Hoover Road at Marling Road

TYPE OF WORK	NON-FEDERAL PART	FEDERAL PART	TOTAL EXPENDITURE	FEDERAL PAID	TO BE DISTRIBUTED	STATE SHARE	LOCAL SHARE
CONSTRUCTION CONTRACT	\$76,457.36	\$530,353.71	\$606,811.07	\$465,705.00	\$141,106.07		\$141,106.07
TOTAL	\$76,457.36	\$530,353.71	\$606,811.07	\$465,705.00	\$141,106.07	\$0.00	\$141,106.07
						LOCAL SHARE OF PROJECT	\$141,106.07
						LESS LOCAL DEPOSIT AND PAYMENTS	(\$125,174.00)
						LESS LOCAL SHARE OF LOCAL COSTS PRIOR TO FINAL ACCOUNTING	\$0.00
						BALANCE LOCAL OWES	\$15,932.07

Event Type	Dept	Unit	Fund	Appn	Dept Rev	Location	Program	Activity	Amount
AR01	591	591	4899	U24502	4320	1L01	200238CON	8888	15932.07

CITY OF WARREN
Office of the Council Secretary

Item 14d

INTER-OFFICE COMMUNICATION

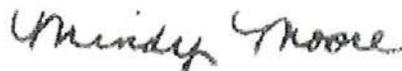
DATE: March 28, 2023

TO: James R. Fouts, Mayor

SUBJECT: CONSIDERATION AND ADOPTION OF A RESOLUTION to approve contract modification No.1 increasing the City's portion of the cost sharing agreement with MDOT Contract 18-5427, 2018 HSIP Traffic Signal Improvements-Ryan Road at Martin Road and Common Road, and Hoover Road at Common Road in the amount of \$76,458.00.

At a regular meeting of the City Council held Tuesday, March 28, 2023, Council made the formal motion to approve the above listed item.

Trusting this information to be of value.



Mindy Moore
Council Secretary

cc: Attorney
Clerk
Engineering

CITY OF WARREN
Office of the Council Secretary

Item 101

INTER-OFFICE COMMUNICATION

DATE: October 23, 2018

TO: James R. Fouts, Mayor

SUBJECT: CONSIDERATION AND ADOPTION OF A RESOLUTION approving a cost sharing agreement between the Michigan Department of Transportation (MDOT) and the City of Warren for the HSIP Traffic Signal Improvements at the intersections of Ryan Road at Martin Road and Common Road and Hoover Road at Martin Road. MDOT Contract #18-5427 in the amount of \$51,600.00 as the City's required portion.

At a regular meeting of the City Council held Tuesday, October 23, 2018, Council by formal motion approved the above listed item.

Trusting this information to be of value.



Robert Boccomino
Council Secretary

cc: Attorney
Clerk
Engineering



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

RICK SNYDER
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

September 27, 2018

Mr. Paul Wojno, City Clerk
City of Warren
One City Square, Suite 205
Warren, Michigan 48093-2393

Dear Mr. Wojno:

RE: Contract Number: 18-5427
Control Section: HSIP 50000
Job Number: 200238CON
Location: Ryan Road at Martin Road and at Common Road, Hoover Road at
Marting Road

Enclosed are the original and one copy of the above described contract between your organization and the Michigan Department of Transportation (MDOT). Please take time to read and understand this contract.

1. Do not date the contracts. MDOT will date the contracts when they are executed.
2. If this contract meets with your approval, secure the authorized signatures on the enclosed contracts.
3. Attach two (2) original certified resolutions. The resolution should specifically name the officials who are authorized to sign the contract and include the contract number. If you need an example of a resolution, please contact Kathy Fulton at fultonk@michigan.gov or (517) 335-4404.
4. Return signed contracts and resolutions for MDOT execution to:

Kathy J. Fulton, Contract Technician
MDOT – Development Services Division, 2nd Floor
425 West Ottawa Street, P.O. Box 30050
Lansing, MI 48909

To ensure that the work and payment for this project is not delayed, return the contracts within 35 days from the date of this letter. A copy of the executed contract will be returned to your organization.

If you have questions on the content of this contract, or revisions are required, please contact Monica Uribe, Local Government Contract Engineer at uribem1@michigan.gov or (517) 335-2266.

Enclosure

HSIP

DA

Control Section	HSIP 50000
Job Number	200238CON
Project	1801(078)
CFDA No.	20.205 (Highway Research Planning & Construction)
Contract No.	18-5427

PART I

THIS CONTRACT, consisting of PART I and PART II (Standard Agreement Provisions), is made and entered into this date of _____, by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT"; and the CITY OF WARREN, a Michigan municipal corporation, hereinafter referred to as the "REQUESTING PARTY"; for the purpose of fixing the rights and obligations of the parties in the City of Warren, Michigan, hereinafter referred to as the "PROJECT" and estimated in detail on EXHIBIT "I", dated August 28, 2018, attached hereto and made a part hereof:

Traffic signal modernization work along Ryan Road at Martin Road, Ryan Road at Common Road, and Hoover Road at Martin Road; including countdown pedestrian signal and dilemma zone detection work; and all together with necessary related work.

WITNESSETH:

WHEREAS, pursuant to Federal law, monies have been provided for the performance of certain improvements on public roads; and

WHEREAS, the reference "FHWA" in PART I and PART II refers to the United States Department of Transportation, Federal Highway Administration; and

WHEREAS, the PROJECT, or portions of the PROJECT, at the request of the REQUESTING PARTY, are being programmed with the FHWA, for implementation with the use of Federal Funds under the following Federal program(s) or funding:

HIGHWAY SAFETY IMPROVEMENT PROGRAM



**Engineering Division
Payment Request**

Date: January 27, 2026

To: Sara Karpuk, Budget Analyst, Controller's Office

From: Engineering Division

Re: Payment No. 8
 Contract: 18-5427
 Program # 200238CON
 Improvement: Traffic Signal Energy (HSIP)
Ryan Rd (at Martin Rd & Common Rd) and Hoover Rd (at Common Rd)

Payee: State of Michigan
 Attention: Finance Cashier
 P.O. Box 30648
 Lansing, MI 48909

Original Contract Amount (approved by City Council on 10/23/18)	\$ 51,600.00
Contract Modification No. 1 (Approved by City Council March 28, 2023)	\$ 76,458.00
Proposed Contract Modification No. 2 and Final	\$ 15,475.04
Final Amended Contract Amount	<u>\$ 143,533.04</u>

Amount this Billing:	\$ 15,932.07
Previously Approved Work to Date:	\$ 127,600.97
Total Work Billed as of: 01/06/23	<u>\$ 143,533.04</u>

Amount Due this Payment	<u>\$ 15,932.07</u>
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Chargeable to:	MTF, Major, Traffic Signal Improvements	2474-80120	\$ 15,932.07
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Prepared by:

Approved for Payment:

Signed by:

ACCD698732C34E6
 Ron Gayta
 Engineering Office Coordinator

Signed by:

608472E8CADF492...
 Noel Santos, P.E.
 Civil Engineer II

cc: Payee



CITY CONTROLLER'S OFFICE

ONE CITY SQUARE, SUITE 425

WARREN, MI 48093-5289

PHONE (586) 574-4600

FAX (586) 574-4614

www.cityofwarren.org

DATE: FEBRUARY 11, 2026
TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL
SUBJECT: RFP-W-0840; RECOMMENDATION OF AWARD EXTENSION FOR FURNISHING EMPLOYEE ASSISTANCE PROGRAM (EAP) SERVICES.

The Purchasing Division concurs with the Human Resources Department and recommends that the award for RFP-W-0840, for furnishing Employee Assistance Program (EAP) Services for the City, be extended for the first optional two (2) year period, for services May 1, 2026 through April 30, 2028, to CARE of Southeastern Michigan (CARE WorkLife Solutions), 31900 Utica Road, Fraser, MI 48026, at the current terms and conditions (\$1.42 per employee, per month), at a total estimated annual cost of \$16,988.88.

On April 25, 2023, City Council awarded Employee Assistance Program (EAP) Services to CARE of Southeastern Michigan (CARE WorkLife Solutions), for a three (3) year period, commencing on May 1, 2023, with the option to extend the agreement for three (3) additional two (2) year periods, followed by one (1) final year, with mutual consent of both parties, and with City Council approval.

CARE has been a reliable partner to both the Human Resources Department and the City employees by providing numerous services that include, but not limited to, training in areas such as sexual harassment and managing difficult situations as well as providing attention to employees regarding their mental and physical health.

This recommendation before your honorable body today is for the first optional two (2) year period, for services May 1, 2026 through April 30, 2028, at the current terms and conditions (\$1.42 per employee, per month), at a total estimated annual cost of \$16,988.88.

The City employee counts shall be adjusted each April, and the annual amount will be adjusted for the annual period, commencing in May of the same year, based on the actual employee count each April.

Funds are available in the following Account: 101-1220-80127.

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

Mr. Jared Gajos
Director of Human Resources
City of Warren

February 11, 2026

Mindy Moore
City Council Secretary
City of Warren

Re: CARE of Southeastern MI (CARE WorkLife Solutions)

City Council Secretary Moore,

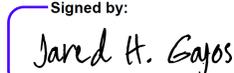
The City of Warren has contracted with CARE of Southeastern MI, our Employee Assistance Provider (EAP), since May 1, 2023. In the time since the award, CARE has provided numerous services for the employees of the City of Warren. These services have included trainings for the employees in areas such as sexual harassment and managing difficult situations, providing attention to employees in regards to their mental and physical health, as well as sending their own staff to help navigate crisis situations within our own ranks.

The initial award allowed for a three (3) year term, with the option to extend the award for three (3) additional two (2) year periods, as well as the option to renew for one (1) final year. I am requesting from the Honorable Body to proceed forward with the first optional two (2) year period, commencing on May 1, 2026 when the current term concludes on April 30, 2026.

CARE has proven themselves as a reliable partner to both the Human Resources Department and the employees of the city. Based on this information, I respectfully request City Council's approval to move forward with this extension. We have a designated line-item specifically for our EAP and have humbly requested it for the 2026 – 2027 fiscal year as well. At 997 eligible employees, with a cost of \$1.42 per employee per month, the estimated total cost for this continued service will be approximately \$16,988.88.

Cost: \$16,988.88 Term: 05/01/2026 – 04/30/2028 Account: 101-1220-80100

Thank you for consideration,

Signed by:

4879539F8E344BB...
Jared Gajos

Director of Human Resources

RESOLUTION

Document No: RFP-W-0840 Extension 1 of 4
Product or Service: Employee Assistant Program (EAP) Services
Requesting Department: Human Resources 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 April 25, 2023, City Council awarded Employee Assistance Program (EAP) Services to CARE of Southeastern Michigan (CARE WorkLife Solutions), 31900 Utica Road, Fraser, MI 48026, for a three (3) year period, commencing on May 1, 2023, with the option to extend the agreement for three (3) additional two (2) year periods, followed by one (1) final year, with mutual consent of both parties, and with City Council approval.

The Human Resources Department is seeking an extension for the first optional two (2) year period, for services May 1, 2026 through April 30, 2028, at the current terms and conditions (\$1.42 per employee, per month), at a total estimated annual cost of \$16,988.88.

Funds are available in the following Account: 101-1220-80127.

THEREFORE, IT IS RESOLVED, that the agreement with CARE of Southeastern Michigan (CARE WorkLife Solutions), has been extended for the first optional two (2) year period (May 1, 2026 through April 30, 2028), at the current terms and conditions (\$1.42 per employee, per month), at a total estimated annual cost of \$16,988.88.

IT IS FURTHER RESOLVED, that the City employee counts shall be adjusted each April, and the annual amount will be adjusted for the annual period, commencing in May of the same year, based on the actual employee count in April.

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



CITY ATTORNEY'S OFFICE

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

February 16, 2026

Ms. Mindy Moore
Council Secretary
City of Warren

Re: Proposed Resolution Authorizing 2026 Software Maintenance from i3-Imagesoft, LLC for 37th District Court, Attorney's Office and Other City Departments; and Request for Immediate Payment

Dear Council Secretary Moore:

Attached please find the proposed resolution to renew the software maintenance services with i3-ImageSoft, LLC ("ImageSoft") to provide licenses, technical assistance and upgrades to the electronic document management and integrated case management system for the 37th District Court, Attorney's Office, and various other departments.

Image has designed and programmed the system since 2014, and has the familiarity and technical expertise to provide cost-effective services. ImageSoft, LLC is recommended for treatment as a sole source provider under WCO 2-337.5(b), and as a cooperative purchase vendor under State of Michigan contract No. 171-240000000832.

The proposed software maintenance terms is from March 1, 2026 to February 28, 2027, in an amount not to exceed \$103,765.59. To avoid the 10 percent late fee, a waiver of the reconsideration period is requested to permit immediate payment to be issued.

Funding is available in Court Renovation Fund Account No. 9410-97400. If acceptable, please forward to Council for its meeting on February 24, 2026.

Respectfully,
Signed by:
Mary Michaels
Mary Michaels
Acting City Attorney

Approved for funding:

Signed by:
Kristina Battle
F6FDC83AE1C142B...
Kristina Battle
Budget Director

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Approved:

Signed by:
Annette Gattari-Ross
1AB150DECEDC466...
Annette Gattari Ross
Court Administrator/Magistrate

Signed by:
Lori M. Stone
F040B73E67F248E...
Lori M. Stone
Mayor

cc: Hon. John Chmura, Chief Judge
Shumon Hakim, IS Manager

RESOLUTION APPROVING RENEWAL OF SOFTWARE MAINTENANCE WITH i3-IMAGESOFT, LLC FOR ELECTRONIC CONTENT MANAGEMENT FOR 37TH JUDICIAL DISTRICT COURT, ATTORNEY, POLICE AND OTHER DEPARTMENTS

At a regular meeting of the City Council of the City of Warren, County of Macomb, State of Michigan, held on February 24, 2026, Eastern Standard Time, in the Council Chambers of the Warren Community Center, 5460 Arden, Warren, Michigan.

PRESENT: Councilpersons _____

ABSENT: Councilpersons _____

The following preamble and resolution were offered by Councilperson _____ and supported by Councilperson _____.

Since 2014, the City has utilized ImageSoft, Inc. to develop and provide ongoing maintenance and upgrades to an electronic content management and integrated case management system for the 37th District Court, Police Department, City Attorney's Office and other departments, pursuant to RFP-W-8553. The project involved ongoing system solutions that would be provided in accordance with standardized terms of a primary agreement through the State of Michigan Contract No. 171-24000000832.

The current system maintenance period ("SMA") expires on February 28, 2026.

The 37th Judicial District Court Administrator/Magistrate is recommending renewing the software maintenance services through February 28, 2027.

The 37th District Court has worked solely with ImageSoft for the past 10 years on the implementation and maintenance of the System. Due to its specialized knowledge and working design and familiarity with the system's programs, sole source treatment of ImageSoft, LLC is a cost-effective measure.

2/16/26, 12:06 PM

Mail - Mary Michaels - Outlook



Fw: Maintenance Renewal - Council Meeting February 24

From Annette Gattari-Ross <agattariross@37thdistrictcourt.org>

Date Thu 2/12/2026 3:03 PM

To Mary Michaels <mmichaels@cityofwarren.org>

Cc Katelynn Best <kbest@37thdistrictcourt.org>; Michelle Highfield <mhighfield@37thdistrictcourt.org>; Jennifer Decker <jdecker@cityofwarren.org>; Valerie Lyons Tack <vlyonstack@cityofwarren.org>

📎 1 attachment (205 KB)

I3 maintenance agreement Feb 0226 to Feb 0227.pdf;

Mary,

Attached please find the I3 Maintenance Agreement. **Approval is needed for the February 24, 2026 Council Meeting.**

As you will see below, I was disappointed the invoice was not sent earlier. Typically, it is sent at the very end of December or early January.

However, this year I3 sent it very late, due to its new billing system.

Although I3 claims we will not be hit with a late fee, we need to have it on the next council meeting in February.

Let me know if you have any questions or if you want me to prepare the resolution.

Respectfully,



Annette Gattari-Ross
Court Administrator/Magistrate
37th District Court (Warren/Center Line)
P: (586) 574-4078



MAINTENANCE INVOICE

i3-Imagesoft, LLC
 200 West 2nd Street
 #582
 Royal Oak, MI 48068

Date 02-02-2026
Invoice M-00003091
Start Date 03-01-2026
End Date 02-28-2027

es-maintenancerenewals@i3verticals.com

PO Number PROFORMA
Due Date 02-28-2026
Account Executive Tim Zarzycki

City of Warren
 One City Square
 Warren, MI 48093

i3 Verticals Software MAINTENANCE

Item	Description	Qty	End Date	Cost	Total	Billing Unit
IS-IDJCFW-ENT-M-R	ImageSoft Justice Tech DC Ent Foundation Bundle Maint	1	2027-02-28	\$13,435.45	\$13,435.45	Court
IS-TSIGN-CAL1-M-R	ImageSoft TrueSign (Integrated Electronic Signature) Maint.	20	2027-02-28	\$26.87	\$537.37	Court
IS-TSIGN-M-R	ImageSoft TrueSign Custom Signature Module Maintenance	1	2027-02-28	\$4,030.64	\$4,030.64	Shared

Subtotal **\$18,003.45**

ONBASE SOFTWARE MAINTENANCE

Item	Description	Qty	End Date	Cost	Total	Billing Unit
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OB-GV-B-MU2-CTMPN1-R	Local Government Named User Client Maintenance	9	2027-02-28	\$125.43	\$1,128.85	Attorney
OB-GV-B-MU2-CTMPN1-R	Local Government Named User Client Maintenance	51	2027-02-28	\$125.43	\$6,396.82	Court
OB-ARMP11-R	OnBase Archival API Maintenance	1	2027-02-28	\$0.00	\$0.00	Shared
OB-CLMPW1-R	OnBase COLD/ERM Module Maintenance	1	2027-02-28	\$3,135.79	\$3,135.79	Shared
OB-CMIP11	OnBase Configuration Migration Utility	1	2027-02-28	\$0.00	\$0.00	Shared
OB-DPMPW1-R	OnBase Document Import Processor Maintenance	1	2027-02-28	\$1,567.91	\$1,567.91	Shared
OB-GV-B-MU2-CTMPC1-R	OnBase Local Government Concurrent Client Maintenance	15	2027-02-28	\$203.84	\$3,057.59	Other
OB-GV-B-MU2-CTMPC1-R	OnBase Local Government Concurrent Client Maintenance	25	2027-02-28	\$203.84	\$5,095.98	Shared



OB-GV-B-MU2-CTMPC1-R	OnBase Local Government Concurrent Client Maintenance	5	2027-02-28	\$203.84	\$1,019.20	Shared
OB-GV-B-MU2-FTSMPI1-R	OnBase Local Government Full Text Search Maintenance	1	2027-02-28	\$4,049.15	\$4,049.15	Other
OB-GV-B-MU2-TIMPW1-R	OnBase Local Government Production Doc Imaging (TWAIN) Maint	1	2027-02-28	\$627.15	\$627.15	Court
OB-GV-B-MU2-TIMPW2-R	OnBase Local Government Production Doc Imaging (TWAIN) Maint	1	2027-02-28	\$250.86	\$250.86	Attorney
OB-GV-B-MU2-TIMPW2-R	OnBase Local Government Production Doc Imaging (TWAIN) Maint	1	2027-02-28	\$250.86	\$250.86	Other
OB-GV-B-MU2-TIMPW2-R	OnBase Local Government Production Doc Imaging (TWAIN) Maint	1	2027-02-28	\$250.86	\$250.86	Other



OB-GV-B-MU2-TIMPW2-R	OnBase Local Government Production Doc Imaging (TWAIN) Maint	1	2027-02-28	\$250.86	\$250.86	Other
OB-GV-B-MU2-TIMPW2-R	OnBase Local Government Production Doc Imaging (TWAIN) Maint	1	2027-02-28	\$250.86	\$250.86	Other
OB-GV-B-MU2-TIMPW2-R	OnBase Local Government Production Doc Imaging (TWAIN) Maint	1	2027-02-28	\$250.86	\$250.86	Other
OB-GV-B-MU2-TIMPW2-R	OnBase Local Government Production Doc Imaging (TWAIN) Maint	1	2027-02-28	\$250.86	\$250.86	Other
OB-GV-B-MU2-TIMPW2-R	OnBase Local Government Production Doc Imaging (TWAIN) Maint	4	2027-02-28	\$250.86	\$1,003.42	Court
OB-GV-B-MU2-WLMPC1-R	OnBase Local Government Workflow Concurrent Client SL Maint.	5	2027-02-28	\$313.59	\$1,567.94	Shared



OB-GV-B-MU2-DRMPI1-R	OnBase Local Govt Document Retention Maintenance	1	2027-02-28	\$1,254.31	\$1,254.31	Shared
OB-GV-B-MU2-WLMPN1-R	OnBase Local Govt Workflow Named User Client SL Maint.	9	2027-02-28	\$219.52	\$1,975.67	Attorney
OB-GV-B-MU2-WLMPN1-R	OnBase Local Govt Workflow Named User Client SL Maint.	51	2027-02-28	\$219.52	\$11,195.48	Court
OB-OMMPW1-IPAD-R	OnBase Mobile Access for iPad Maintenance	1	2027-02-28	\$1,567.91	\$1,567.91	Shared
OB-GV-B-MU1-M-R	OnBase Municipal Server Bundle Maintenance	1	2027-02-28	\$4,623.74	\$4,623.74	Shared
OB-PDFMPI1-R	OnBase PDF Framework Maintenance	1	2027-02-28	\$886.74	\$886.74	Shared
OB-PIMPW1-R	OnBase PDF Input Filter Maintenance	1	2027-02-28	\$2,351.85	\$2,351.85	Shared
OB-APMPQ3-R	OnBase Query API - Initial 500 Queries per Hour Core Client	1	2027-02-28	\$0.00	\$0.00	Shared



OB-RPMPI1-R	OnBase Report Services Maintenance	1	2027-02-28	\$1,567.91	\$1,567.91	Shared
OB-SNMPI1-R	OnBase Single Sign-On for Microsoft Active Directory Service	1	2027-02-28	\$0.00	\$0.00	Shared
OB-UIMPI1-R	OnBase Unity Integration Toolkit Maintenance	1	2027-02-28	\$0.00	\$0.00	Shared
OB-PTMPC1-R	OnBase Virtual Print Driver Maintenance	1	2027-02-28	\$1,567.91	\$1,567.91	Shared

Subtotal **\$57,397.33**

i3 Verticals SERVICES

Item	Description	Qty	End Date	Cost	Total	Billing Unit
IS-CUSTOMER CARE-R	ImageSoft Customer Care Package	1	2027-02-28	\$28,364.82	\$28,364.82	Court

Subtotal **\$28,364.82**

Sales Tax 0.00

TOTAL \$103,765.59

Sales Tax has been calculated based on rates current as of invoice date. Customer is responsible for any tax increases based on payment date and or for self-assessing any applicable taxes if none are collected.



Hyland Late Fee Policy

PLEASE NOTE: Per Hyland Software, there is no longer a grace period for software maintenance renewal payment. Any renewals not paid by the expiration date will incur a 10% late fee.



CITY CONTROLLER'S OFFICE

ONE CITY SQUARE, SUITE 425

WARREN, MI 48093-5289

PHONE (586) 574-4600

FAX (586) 574-4614

www.cityofwarren.org

DATE: FEBRUARY 10, 2026

TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL

SUBJECT: SOL-W-0714; RECOMMENDATION TO EXTEND THE AWARD FOR PROVIDING COMMERCIAL REAL ESTATE INFORMATION SERVICES

The Purchasing Division, in conjunction with the Assessing Department, recommends that City Council extend the award for providing Commercial Real Estate Information Services, to CoStar 501 S 5th Street, Richmond, VA 23219 in an amount not to exceed \$10,084.38.

On July 26, 2022, City Council awarded CoStar for providing commercial real estate information services for a three (3) year period commencing on August 1, 2022. This recommendation will extend the award from August 1, 2025 through February 28, 2026 in an amount not to exceed \$10,084.38.

The new City Assessor, after careful review, has determined that it is in the City's best interest to utilize a different vendor, Crexi, starting in March of 2026, which will result in substantial savings for the City. The annual cost for this service will be approximately \$3,000.00 compared to over \$15,000.00 that the City is currently paying to CoStar.

Funds are available in the following Account: 101-1209-80106.

Respectfully Submitted,

Signed by:

 E610E2D7FFE5449...
 Craig Treppa
 Purchasing Agent

Signed by:

 8EC3F4C28544486...
 James H. Elrod, MMAO
 City of Warren Assessor

Read and Concur,

Signed by:

 F6FDC83AE1C142B...
 Kris Battle
 Budget Director

DocuSigned by:

 CF2C773236C54C9...
 Richard Fox
 Controller

Signed by:

 F040B73E57F248E...
 Lori M. Stone
 Mayor

RESOLUTION

Document Number: SOL-W-0714 Extension of Award
Product or Service: Commercial Real Estate Information Services
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: _____

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.

On July 26, 2022, City Council approved an award to CoStar to furnish Commercial Real Estate Information Services for a three (3) year period, commencing on August 1, 2022.

The Assessing Department has determined that it is in the best interest of the City, that the award be extended through February 28, 2026 in an amount not to exceed \$10,084.38.

Funds are available in the following Account: 101-1209-80106.

IT IS RESOLVED, that the extension of award to CoStar, 501 S 5th Street, Richmond, VA 23219, is hereby accepted by City Council, for the period August 1, 2025 through February 28, 2026 in an amount not to exceed \$10,084.38.

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: _____

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



CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: FEBRUARY 13, 2026
TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL
SUBJECT: SOL-W-1620; RECOMMENDATION FOR AN INCREASE OF AWARD FOR THE PURCHASE OF GRAYKEY ADVANCED MOBILE FORENSIC TECHNOLOGY TRAINING

The Purchasing Division concurs with the Police Department and recommends that the award for the purchase of GrayKey Mobile Forensic Technology (SOL-W-1620), to Magnet Forensics, LLC., 931 Monroe Drive N.E., Suite A102-340, Atlanta, Georgia 30308, be increased from a total amount of \$37,494.50 to a total amount of \$44,489.50 (an increase of \$6,995.00).

On July 22, 2025, City Council awarded the purchase of GrayKey Advanced Mobile Forensics Technology, that provides proprietary, law enforcement-only access to iPhones and iPads that are otherwise inaccessible, to Magnet Forensics, LLC., in the total amount of \$37,494.50.

The Police Department is seeking an increase of award in the amount of \$6,995.00, for the purchase of Magnet Forensics Training Annual Pass, which includes training for the previously awarded GrayKey Mobile Forensics equipment and software, as well as universal cell phone forensics training. This training will allow the department's in-house Criminal Intelligence Officer to attend up to fifteen (15) courses in the annual period. Magnet Forensics, LLC. is the sole proprietor for GrayKey Mobile Forensics training (see attached).

If this increase is approved by your honorable body, pre-payment shall be authorized to be made immediately in the amount of \$6,995.00, for the Magnet Forensics Training Annual Pass.

Funds are available in the following Account: 101-1301-82401.

Respectfully Submitted,

Signed by:

D3220749F3AC487...

Shanah Turner
Assistant Buyer

Read and Concur,

Signed by:

E610E2D7FFE5449...

Craig Treppa
Purchasing Agent

Signed by:

F6FDC83AE1C142B...

Kris Battle
Budget Director

DocuSigned by:

CF2C773236C54C9...

Richard Fox
Controller

Signed by:

F040B73E57F248E...

Lori M. Stone
Mayor

MAGNET FORENSICS®

January 6, 2025

To Whom it May Concern,

RE: SOLE MANUFACTURER LETTER

This letter is to confirm that Magnet Forensics, LLC, together with its affiliated companies are the sole manufacturer of the following products:

- MAGNET ATLAS
- MAGNET AXIOM
- MAGNET AXIOM CYBER
- MAGNET REVIEW
- MAGNET OUTRIDER
- MAGNET AUTOMATE
- MAGNET IGNITE
- MAGNET SHIELD
- MAGNET WITNESS
- MAGNET GRAYKEY
- MAGNET GRAYKEY FASTRAK
- MAGNET VERAKEY
- MAGNET ARTIFACT IQ
- MAGNET DVR EXAMINER
- MAGNET GRIFFEYE
- MAGNET NEXUS
- MAGNET ONE
- MAGNET VERIFY

Should you require any additional information regarding our company products and services, please do not hesitate to contact your sales representative directly or by email at sales@magnetforensics.com.

Sincerely,

Peter Vreeswyk

000C1D4608F34DB...

Peter Vreeswyk
CFO
Magnet Forensics, LLC



February 6, 2025

Craig Treppa
Purchasing Department
Controller's Office
One City Square
Warren, MI 48093

RE: Request to increase award for Training- Magnet Forensics

Dear Mr. Treppa

The Police Department utilizes an in-house Criminal Intelligence Officer to conduct advanced analysis of electronic devices, primarily cellular phones, after obtaining appropriate legal authorization. Digital evidence extraction, review, and investigation require highly specialized and technical training that builds progressively, with courses designed to layer skills and competencies over time.

Magnet Forensics is a recognized leader in digital forensics training and offers an annual training pass at a fixed cost of \$6,995, allowing the Criminal Intelligence Officer to attend up to fifteen courses per year. These courses include a combination of asynchronous and instructor-led online instruction, providing both depth of content and flexibility in scheduling. The courses start one year from receipt of payment.

The department has evaluated available training options for digital evidence investigations and has determined that Magnet Forensics offers the most comprehensive and in-depth training aligned with operational needs. The course content is proprietary and are offered exclusively through Magnet Forensics, making this training unavailable from alternative vendors.

On July 22, 2025, Magnet Forensics was awarded as a sole source vendor for the purchase of forensic software in the amount of \$37,494.50 by City Council (SOL-W-1620). The department is requesting an increase to the award of \$6,995 to cover this training, for a total award amount of \$44,489.50. Funding for this training is available in GL# 101-1301-82401.

The vendor requires prepayment for this training.

Professionally,

Signed by:

Brent Chisolm

9203B4FAD4AC476...

Brent Chisolm

Captain, Police Administration

RESOLUTION

Document No: SOL-W-1620 Increase of Award
Product or Service: GrayKey Advanced Mobility Forensic Technology Training
Requesting Department: Police 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 July 22, 2025, City Council awarded the purchase of GrayKey Advanced Mobile Forensics Technology to Magnet Forensics, LLC., 931 Monroe Drive N.E., Suite A102-340, Atlanta, Georgia 30308, in the total amount of \$37,494.50.

The Police Department has determined, that in the best interest of the City, the award be increased from a total amount of \$37,494.50 to a total amount of \$44,489.50 (an increase of \$6,995.00) for the purchase of Magnet Forensics Training Annual Pass.

Funds are available in the following Account: 101-1301-82401.

THEREFORE IT IS RESOLVED, that an increase of award for SOL-W-1620 is hereby accepted by City Council for Magnet Forensics, LLC., from a total amount of \$37,494.50 to a total amount of \$44,489.50 (an increase of \$6,995.00).

IT IS FURTHER RESOLVED, that pre-payment shall be made immediately, in the amount of \$6,995.00, for the purchase of Magnet Forensics Training Annual Pass.

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



CITY CONTROLLER'S OFFICE

ONE CITY SQUARE, SUITE 425

WARREN, MI 48093-5289

PHONE (586) 574-4600

FAX (586) 574-4614

www.cityofwarren.org

DATE: JANUARY 23, 2026
TO: MINDY MOORE, SECRETARY, WARREN CITY COUNCIL
SUBJECT: SOL-W-1796; RECOMMENDATION TO AWARD CLOSE QUARTERS CONFLICT TRAINING

The Purchasing Division concurs with the Police Department and recommends that City Council waive the bid process and award Close Quarter Conflict Training courses to Third Excursion Group (TXG), 2328 Livernois Road, Suite 500, Troy, MI 48083, in the total amount of \$78,750.00 (\$350.00 per officer).

In order to meet the required annual 8-hour law enforcement officer training, mandated by the Michigan Commission on Law Enforcement Standards (MCOLES), the Police Department is seeking an award for Close Quarter Conflict Training courses through TXG.

TXG's training is a patrol-focused close quarters tactics course designed to establish baseline proficiency for officers responding to high-risk incidents inside structures. This training through TXG will be delivered through structured classroom instruction and hands-on practical application to ensure immediate operational relevance and utility for patrol personnel.

If approved by your honorable body, the total amount of \$78,750.00 (\$350.00 per officer) will cover 15-16 weeks of training, for a total of two-hundred twenty-five (225) officers, at TXG's location in Troy, Michigan, allowing for manageable staffing levels and continuity of patrol operations.

Funds are available in the following Account: 101-1301-82405.

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

Third Excursion Group

2328 Livernois Rd Ste 500
 Troy, MI 48083 USA
 +13133194217
 info@thirdexcursion.com
 thirdexcursion.com



Quote

BILL TO
 Warren Police Department
 29900 S Civic Center Blvd
 Warren, MI 48093 USA

QUOTE 1112
DATE 01/14/2026
TERMS Net 45

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Services	Close Quarters Conflict – Basic (CQC-B) 8 Hour Course 15 Students	15	350.00	5,250.00
	Services	Close Quarters Conflict – Basic (CQC-B) 8 Hour Course 15 Students	15	350.00	5,250.00
	Services	Close Quarters Conflict – Basic (CQC-B) 8 Hour Course 15 Students	15	350.00	5,250.00
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Services	Close Quarters Conflict – Basic (CQC-B) 8 Hour Course 15 Students	15	350.00	5,250.00
Services	Close Quarters Conflict – Basic (CQC-B) 8 Hour Course 15 Students	15	350.00	5,250.00
Services	Close Quarters Conflict – Basic (CQC-B) 8 Hour Course 15 Students	15	350.00	5,250.00
Services	Close Quarters Conflict – Basic (CQC-B) 8 Hour Course 15 Students MAKE UP SESSION	15	350.00	5,250.00

BALANCE DUE

\$78,750.00

Pay invoice

TXG | Critical Risk Solutions
2328 Livernois Rd, Ste 500
Troy, MI, 48083



MITN Agency Course Information

Course Title:

Close Quarters Conflict Basic (CQC-B)

Course Description

A foundational close-quarters tactics course built for patrol officers responding to high-threat incidents inside structures. It establishes baseline proficiency in solo and small-team building clearing, with an emphasis on practical, patrol-focused fundamentals for operating under stress in confined environments.

Instruction covers movement, communication, angles and thresholds, room clearing, hallways, stairwells, and limited-manpower problem solving. The course is led by subject matter experts with direct engagement experience from high-profile special operations units.

Completion Requirements

- Attend and actively participate in the full course duration
- Maintain strict adherence to all safety protocols throughout training
- Pass the Close Quarters Conflict (CQC) assessment demonstrating competency through academic evaluation and practical exercises.

Audience

Law Enforcement

Instructors

Matt J	Naval Special Warfare (SEAL) ST-10, ST-7, ST-6 (Augment) Naval Special Warfare CQC RSO Naval Special Warfare Lead Breacher
Jed L	Naval Special Warfare (SEAL) ST-10, ST- 6 Naval Special Warfare CQC RSO Naval Special Warfare Lead Breacher



January 19, 2025

Craig Treppa
Purchasing Department
Controller's Office
One City Square
Warren, MI 48093

RE: Purchase Request for Third Excursion Group Training

Dear Mr. Treppa

The Michigan Commission on Law Enforcement Standards (MCOLES) mandates required law enforcement officer training each calendar year. To meet the department's obligations under the 2026 Continuing Professional Education (CPE) requirements, the department must provide eight (8) hours of training in tactical operations.

Training through Third Excursion Group (TXG) will directly support the department's obligation to meet the 8-hour annual MCOLES CPE tactical operations requirement for licensed law enforcement officers and is an approved and eligible expenditure of MCOLES CPE grant funds. This training is covered 100% by grant funding.

TXG's training is a patrol-focused close quarters tactics course designed to establish baseline proficiency for officers responding to high risk incidents inside structures. The course emphasizes practical, patrol-aligned fundamentals for operating under stress in confined environments and includes instruction in movement and positioning, communication and coordination, angles and threshold management, room clearing fundamentals, hallway and stairwell considerations, and limited personnel problem solving. Training is delivered through structured classroom instruction and hands-on practical application to ensure immediate operational relevance and utility for patrol personnel.

The department evaluated available tactical training options and determined that TXG best meets the department's operational and instructional needs. The training will be conducted over 15-16 weeks at a facility located in Troy, Michigan, allowing for manageable staffing levels and continuity of patrol operations.

Utilizing a single vendor for this training ensures consistency in tactics, instruction, and expectations across the department. The use of multiple vendors or platforms would create operational inefficiencies and additional administrative burdens associated with coordinating department-wide training. Additionally, the primary instructors for this course—both military veterans—provide a proprietary training experience that is solely available through TXG. For these reasons, the Police Department is requesting that City Council waive the bid process and award TXG for this training.

Cost Summary:

225 employees × \$350.00 per employee = \$78,750.00

The training is registered in the MITN as required for CPE grant funds, and funding is available in GL# 101-1301-82405 (Police MCOLES CPE Training).

Professionally,

Signed by:
Brent Chisolm
9203B4FAD4AC476...

Brent Chisolm
Captain, Police Administration

RESOLUTION

Document No: SOL-W-1796
Product or Service: Close Quarters Conflict Training
Requesting Department: Police 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 _____.

Upon performing a diligent inquiry, the Police Department has determined that it is necessary in the interests of the Police Department and the City, to have Third Excursion Group (TXG), 2328 Livernois Road, Suite 500, Troy, MI 48083, furnish a Close Quarters Conflict Training Program, in a total amount of \$78,750.00 (\$350.00 per officer).

The Purchasing Agent has conducted a review and concurs with the sole procurement.

Funds are available annually in the following account: 101-1301-82405.

IT IS RESOLVED, that the sole source purchase through Third Excursion Group (TXG) is hereby accepted by City Council, in a total amount of \$78,750.00 (\$350.00 per officer).

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



CITY CONTROLLER'S OFFICE
 ONE CITY SQUARE, SUITE 425
 WARREN, MI 48093-5289
 PHONE (586) 574-4600
 FAX (586) 574-4614
 www.cityofwarren.org

DATE: JANUARY 29, 2026
 TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL
 SUBJECT: TRI-W-1381; INCREASE OF AWARD FOR GPS/FLEET TELEMATICS SOLUTION THROUGH SOURCEWELL COOPERATIVE CONTRACT #020221-NWF

The Purchasing Division concurs with the Department of Public Works (DPW) and recommends that the award for TRI-W-1381; to Furnish GPS/Fleet Telematics Solution, to Verizon Connect Fleet USA, LLC., 5055 North Point Pkwy, Alpharetta, GA 30022, utilizing the Sourcewell Cooperative Contract #020221-NWF, be increased by \$28,216.60, over a three (3) year period, per the table below.

VENDOR	PERIOD	CURRENT AWARD	ANNUAL INCREASE AMT.	REV. ANNUAL AWARD
Verizon Connect Fleet USA, LLC. 5055 North Point Pkwy Alpharetta, GA 30022	1/1/25 – 12/31/25	\$ 112,927.80	\$ 4,072.20	\$ 117,000.00
	1/1/26 – 12/31/26	\$ 112,927.80	\$ 12,072.20	\$ 125,000.00
	1/1/27 – 12/31/27	\$ 112,927.80	\$ 12,072.20	\$ 125,000.00
TOTAL:		\$ 338,783.40	\$ 28,216.60	\$ 367,000.00

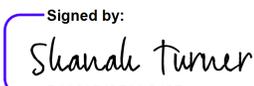
On December 10, 2024, City Council awarded an extension to Verizon Connect Fleet USA, LLC., for providing GPS and telematics for all City vehicles and equipment, utilizing the Sourcewell Cooperative Contract #020221-NWF, for a three (3) year period, in a total amount not to exceed \$338,783.40 (\$112,927.80 annually) from January 1, 2025 through December 31, 2027.

The Department of Public Works (DPW) is seeking an increase of award, in a three (3) year amount of \$28,216.60, due to an increase of the City's fleet of vehicles in the past several years, incurring higher monthly charges for these services.

If approved by your honorable body, each annual increase will be applied to the appropriate annual term.

Funds are available in the following Account: 101-1442-80100.

Respectfully Submitted,

Signed by:

 D3220749F3AC487...
 Shanah Turner
 Assistant Buyer

Read and Concur,

Signed by:

 E610E2D7FFE5449...
 Craig Treppa
 Purchasing Agent

Signed by:

 F8FDC83AE1C142B...
 Kris Battle
 Budget Director

DocuSigned by:

 CF2C773236C54C9...
 Richard Fox
 Controller

Signed by:

 E040B73E57F248E...
 Lori M. Stone
 Mayor

Date: January 28, 2026
To: Craig Treppa, purchasing Agent
From: Scott Raedel, DPW Superintendent
RE: Verizon Connect

Craig,

The Division of Public Works Fleet Maintenance Department is requesting an increase for Verizon Connect, GPS and telematics management, account #101-1442-80100.

The increase would be from \$112,927.80 to \$117,000 for 1/01/2025 – 12/31/2025 and \$125,000 annually for the next two years, from 1/01/2026 thru 12/31/2027.

The City currently installs Verizon Connect devices on all City vehicles providing GPS and telematics for the entire fleet and all departments, currently accommodating approximately 540 vehicles various other equipment. The reason for the increase is due to the rise in fleet vehicles in the past several years, incurring higher monthly charges for more vehicles. All GPS devices are recycled to the next vehicle when that vehicle is decommissioned and contracts canceled when a GPS device becomes inoperative.

I will be available for any questions you or the City Council may have in regards to this increase.

Sincerely

Signed by:

2848617D91374D2...

Scott Raedel
Superintendent
Division of Public Works

cc: file

RESOLUTION

Document No: TRI-W-1381

Product or Service: GPS/Fleet Telematics Solutions

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 _____.

On December 10, 2024, City Council awarded an extension to Verizon Conenct Fleet USA, LLC., 5055 North Point Pkwy, Alpharetta, GA 30022, for a three (3) year period, in a total amount not to exceed \$338,783.40 (\$112,927.80 per year), from January 1, 2025 through December 31, 2027.

The Department of Public Works (DPW) has determined, that in the best interest of the City, the award for furnishing GPS and telematics for all City vehicles and equipment, shall be increased by \$28,216.00 over a three (3) year period (see table below).

VENDOR	PERIOD	CURRENT AWARD	ANNUAL INCREASE AMT.	REV. ANNUAL AWARD
Verizon Connect Fleet USA, LLC. 5055 North Point Pkwy Alpharetta, GA 30022	1/1/25 – 12/31/25	\$ 112,927.80	\$ 4,072.20	\$ 117,000.00
	1/1/26 – 12/31/26	\$ 112,927.80	\$ 12,072.20	\$ 125,000.00
	1/1/27 – 12/31/27	\$ 112,927.80	\$ 12,072.20	\$ 125,000.00
TOTAL:		\$ 338,783.40	\$ 28,216.60	\$ 367,000.00

Funds are available in the following Account: 101-1442-80100.

THEREFORE, IT IS RESOLVED, that an increase of award for TRI-W-1381 in the amount of \$28,216.00, per the table above, is hereby accepted by City Council for Verizon Connect Fleet USA, LLC.

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



PLANNING DEPARTMENT

ONE CITY SQUARE, SUITE 315

WARREN, MI 48093-5283

(586) 574-4687

Fax (586) 574-4645

www.cityofwarren.org

February 11, 2026

TO: Lori M. Stone, Mayor

FROM: Ronald F. Wuerth, Planning Director

RE: REQUEST TO VACATE PUBLIC ALLEY; the existing east/west 20 ft. wide public alley abutting Lots 8-21, 58, and 59 of Heath's Fairview Subdivision; located 100 ft. north of Eight Mile Road between Wellington and Elroy Avenues; 14049 Eight Mile Road (also known as 14017, 14019, and 14033 Eight Mile Road), 20751 Elroy Avenue, and 20740 Wellington Avenue; Section 36; Fred Beghdadi/Fred's Unique Furniture (Anna Maria Roediger/Fred's Unique Furniture); PAV250001.

At a public hearing on January 26, 2026, 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 request to vacate public alley.

You will find attached herewith a copy of the resolution, petitioner's letter, staff findings and recommendation, map, minutes, and plans 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".

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

TO: Mindy Moore, Secretary
Warren City Council

FROM: Mayor, Planning Commission, and Planning Director

RE: REQUEST TO VACATE PUBLIC ALLEY; the existing east/west 20 ft. wide public alley abutting Lots 8-21, 58, and 59 of Heath's Fairview Subdivision; located 100 ft. north of Eight Mile Road between Wellington and Elroy Avenues; 14049 Eight Mile Road (also known as 14017, 14019, and 14033 Eight Mile Road), 20751 Elroy Avenue, and 20740 Wellington Avenue; Section 36; Fred Beghdadi/Fred's Unique Furniture (Anna Maria Roediger/Fred's Unique Furniture); PAV250001.

At a public hearing on January 26, 2026, 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 request to vacate public alley.

You will find attached herewith a copy of the resolution, petitioner's letter, staff findings and recommendation, map, minutes, and plans 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,

Read and Concur:

Mahmuda Mouri
Commission Secretary

Signed by:

Lori M. Stone

Mayor

MM/mzm

Attachments

RESOLUTION TO VACATE PUBLIC ALLEY

14049 Eight Mile Road (also known as 14017, 14019, and 14033 Eight Mile Road),
20751 Elroy Avenue, and 20740 Wellington Avenue
(PAV250001)

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 _____:

On January 26, 2026, the Planning Commission adopted the attached resolution, recommending to the Council of the City of Warren approval of the request to vacate the existing east/west 20 ft. wide public alley abutting Lots 8 through 21 and Lots 58 and 59 of Heath’s Fairview Subdivision, located 100 ft. north of Eight Mile Road between Wellington and Elroy Avenues, in accordance with Article II, Chapter 34 of the Code of Ordinances of the City of Warren subject to the petitioner complying with the conditions imposed as follows:

1. The Land Division Act includes various procedures pertaining to the amendment of plats, and the Petitioner is responsible for complying with any further procedures as may be necessary under Michigan Land Division Act (MCL 560.221 et. seq.) to complete the vacation.

2. Approval is obtained from City Council. The petitioner shall complete the conditions within two (2) years or the approval by City Council shall automatically be revoked.
3. A complaint shall be filed by the petitioner in Circuit Court to vacate the public alley. As part of the proceedings in Circuit Court, a new revised subdivision plat shall be prepared reflecting the changes. The revised plat shall be recorded with the Macomb County Register of Deeds. As an alternative, the petitioner may, by non-judicial process, relinquish the public alley by written agreement between certain affected parties. A copy of the court order or relinquishment and the recorded documents shall be provided to the Planning Department, Assessing Department, Department of Law, Building Division and City Clerk.
4. 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.

BE IT RESOLVED, the Council of the City of Warren hereby approves the request to vacate the existing east/west 20 ft. wide public alley abutting Lots 8 through 21 and Lots 58 and 59 of Heath's Fairview Subdivision, located 100 ft. north of Eight Mile Road between Wellington and Elroy Avenues for the above-mentioned properties of 14049 Eight Mile Road (also known as 14017, 14019, and 14033 Eight Mile Road), 20751 Elroy Avenue, and 20740 Wellington Avenue.

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

The Planning Commission of the City of Warren having published Notice of Public Hearing in accordance with the statutes and ordinances governing the same and having held a public hearing thereon on Monday, January 26, 2026, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden Avenue, Warren, Michigan 48092, and having considered the objections raised thereto, resolves to recommend for approval, and does so recommend to the Council of the City of Warren, that the existing east/west 20 ft. wide public alley abutting Lots 8 through 21 and Lots 58 and 59 of Heath's Fairview Subdivision, located 100 ft. north of Eight Mile Road between Wellington and Elroy Avenues (14049 Eight Mile Road (also known as 14017, 14019, and 14033 Eight Mile Road), 20751 Elroy Avenue, and 20740 Wellington Avenue) be vacated in accordance with Article II, Chapter 34 of the Code of Ordinances of the City of Warren subject to the petitioner complying with the conditions imposed as follows:

1. The Land Division Act includes various procedures pertaining to the amendment of plats, and the Petitioner is responsible for complying with any further procedures as may be necessary under Michigan Land Division Act (MCL 560.221 et. seq.) to complete the vacation.
2. Approval is obtained from City Council. The petitioner shall complete the conditions within two (2) years or the approval by City Council shall automatically be revoked.
3. A complaint shall be filed by the petitioner in Circuit Court to vacate the public alley. As part of the proceedings in Circuit Court, a new revised subdivision plat shall be prepared reflecting the changes. The revised plat shall be recorded with the Macomb County Register of Deeds. As an alternative, the petitioner may, by non-judicial process, relinquish the public alley by written agreement between certain affected parties. A copy of the court order or relinquishment and the recorded documents shall be provided to the Planning Department, Assessing Department, Department of Law, Building Division and City Clerk.

4. 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 January 26, 2026.

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

January 29, 2026

Anna Maria Roediger
Fred's Unique Furniture
14049 Eight Mile Road
Warren, MI 48089

RE: REQUEST TO VACATE PUBLIC ALLEY; the existing east/west 20 ft. wide public alley abutting Lots 8-21, 58, and 59 of Heath's Fairview Subdivision; located 100 ft. north of Eight Mile Road between Wellington and Elroy Avenues; 14049 Eight Mile Road (also known as 14017, 14019, and 14033 Eight Mile Road), 20751 Elroy Avenue, and 20740 Wellington Avenue; Section 36; Fred Beghdadi/Fred's Unique Furniture (Anna Maria Roediger/Fred's Unique Furniture); PAV250001.

Dear Ms. Roediger:

At its meeting of January 26, 2026, the City of Warren Planning Commission voted to recommend for **APPROVAL** the above-described public alley vacation, subject to the petitioner complying with the conditions imposed as follows:

1. The Land Division Act includes various procedures pertaining to the amendment of plats, and the Petitioner is responsible for complying with any further procedures as may be necessary under Michigan Land Division Act (MCL 560.221 et. seq.) to complete the vacation.
2. Approval is obtained from City Council. The petitioner shall complete the conditions within two (2) years or the approval by City Council shall automatically be revoked.
3. A complaint shall be filed by the petitioner in Circuit Court to vacate the public alley. As part of the proceedings in Circuit Court, a new revised subdivision plat shall be prepared reflecting the changes. The revised plat shall be recorded with the Macomb County Register of Deeds. As an alternative, the petitioner may, by non-judicial process, relinquish the public alley by written agreement between certain affected parties. A copy of the court order or relinquishment and the recorded documents shall be provided to the Planning Department, Assessing Department, Department of Law, Building Division and City Clerk.

4. 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 divisions and departments to notify the petitioner that these items will be addressed during the Building Division permit process:

TAXES: Current

ASSESSING: The Assessing Department does not see any issues with the alley vacation located on Eight Mile and Elroy streets. If you need any additional information please feel free to contact the Assessing Office.

BUILDING: Building Department has no exceptions.

ENGINEERING: Preliminary review of this site indicates no difficulty in development.

POLICE: The Warren Police Dept. does not foresee any problems with Vacating the Public Alley.

AT&T: AT&T does not object to the vacation as long as a full-width utility easement is reserved.

COMCAST: In response to your utility request for the above project, please refer to the attached map for the location of Comcast CATV/FIBER facilities. 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.

DTE: DTE Electric Company has received and reviewed REQUEST TO VACATE PUBLIC ALLEY. DTE Electric Company has NO OBJECTION to the REQUEST TO VACATE PUBLIC ALLEY; impacting 14049 Eight Mile Road (also known as 14017, 14019, and 14033 Eight Mile Road), 20751 Elroy Avenue, and 20740 Wellington Avenue; Section 36; per the site plan provided, as long as the existing utilities are not impacted. If you have any questions, please do not hesitate to contact me at 586-783-1978.

MDOT: The site is not on a MDOT ROW. Any work (driveway modification, sidewalk work, watermain tap, sanitary tap, drainage, etc. ...) on MDOT ROW or changes to the drainage system that may impact MDOT's system will require a permit.

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
Fred Beghdadi, Fred's Unique Furniture
Amer Baghdadi, Fred's Unique Furniture

- 6.c) REQUEST TO VACATE PUBLIC ALLEY; the existing east/west 20 ft. wide public alley abutting Lots 8-21, 58, and 59 of Heath's Fairview Subdivision; located 100 ft. north of Eight Mile Road between Wellington and Elroy Avenues
14049 Eight Mile Road (also known as 14017, 14019, and 14033 Eight Mile Road), 20740 Wellington Avenue, and 20751 Elroy Avenue
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Fred Beghdadi/Fred's Unique Furniture (Anna Maria Roediger/Fred's Unique Furniture)
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FINDINGS

1. The petitioner is requesting to vacate the existing east/west 20 ft. wide public alley abutting Lots 8 through 21 and Lots 58 and 59 of Heath's Fairview Subdivision, located 100 ft. north of Eight Mile Road between Wellington and Elroy Avenues.
2. **CHARACTERISTICS OF THE 20 FT. WIDE PUBLIC ALLEY IN QUESTION CAN BE SUMMARIZED AS FOLLOWS:**
 - a) The public alley has a total width of 20 ft. and a length of 282 ft. The alley is surfaced with hard surfacing (asphalt) and grass along the edge.
 - b) The public alley is abutting Lots 8 through 21 and Lots 58 and 59 of Heath's Fairview Subdivision.

The abutting property owners of Lots 8 through 14 and Lot 59 of Heath's Fairview Subdivision would receive half ownership of the vacated alley. The abutting property owner would have full ownership between Lots 15 through 21 and Lot 58 of Heath's Fairview Subdivision.
 - c) The petitioner's purpose for the proposed alley vacation request is safety. According to the letter of intent, they are seeking to eliminate traffic through the alley.
3. **CURRENT STATUS OF APPLICATION:**
 - a) The present hearing will be the initial formal review of this application by the Planning Commission.
 - b) Chapter 34 Streets, Sidewalks and other Public Places, Article II, Vacating Public Ways of the Code of Ordinances require the Planning Commission to review the proposed vacation at the request of the City Council or when a petition has been duly executed by sixty (60) percent of all owners of record of land contiguous and adjoining the public way. The Planning Commission shall then make its report and recommendations to City Council: A publication of notice of public hearing is required. A total of 75% of the abutting property owners signed the petition to close the public alley.

6.c) REQUEST TO VACATE PUBLIC ALLEY; the existing east/west 20 ft. wide public alley abutting Lots 8-21, 58, and 59 of Heath's Fairview Subdivision; located 100 ft. north of Eight Mile Road between Wellington and Elroy Avenues
14049 Eight Mile Road (also known as 14017, 14019, and 14033 Eight Mile Road), 20740 Wellington Avenue, and 20751 Elroy Avenue
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- c) The Land Division Act provides that "permanent structures may not be erected within easement limits by the owner of the fee but the owner shall have the right to make any other use of the land not inconsistent with the rights of public utilities or the other uses as noted on the plat".
- d) On December 17, 2025, notice was given in the Warren Weekly for the January 26, 2026 hearing before the Planning Commission.
- e) On March 22, 2017, the Zoning Board of Appeals GRANTED the petitioner (14019 Eight Mile Road) permission to: Retain a building (formerly legal non-conforming) to the south property line along Eight Mile Road for 41 feet from the west property line.
- f) On May 13, 2013, the Planning Commission APPROVED plans for a cold storage furniture building addition, metal canopy for trucks and a new parking area (14091/14017 Eight Mile Road).

NOTE: The Planning Commission retains a cash bond in the amount of \$13,800 as a guarantee for the work.

- g) On September 26, 2012, the Zoning Board of Appeals GRANTED the petitioner (14017, 19, 21, 23, 25, 29, 31, 33, 35, 39 Eight Mile Road and 20751 & 20753 Elroy Avenue) permission to:
 - 1) Continue a non-conforming building that was built to the west property lines with the front lot being Elroy Avenue and remove 5 ft. from the south elevation for a 5 ft. setback from the Eight Mile Road property side yard. Lots 8-21 are to be combined with Elroy Avenue being the front property line.
 - 2) Waive 27 required hard surfaced off-street parking spaces in conjunction with a cold storage furniture facility.
 - 3) Hard surface to no less than fifteen (15) ft. of the front (Elroy Avenue) property line and allow a fence on the north property line of Elroy Avenue. This is the 20781 Elroy Avenue parking lot.
 - 4) Waive the required 8 ft. greenbelt or wall along the north property line and northerly 70 ft. of the west property line as per plan on Lot 57. Note: Front of the building on Elroy Avenue and the side property line.

6.c) REQUEST TO VACATE PUBLIC ALLEY; the existing east/west 20 ft. wide public alley abutting Lots 8-21, 58, and 59 of Heath's Fairview Subdivision; located 100 ft. north of Eight Mile Road between Wellington and Elroy Avenues
14049 Eight Mile Road (also known as 14017, 14019, and 14033 Eight Mile Road), 20740 Wellington Avenue, and 20751 Elroy Avenue
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- h) On January 24, 2005, the Planning Commission APPROVED plans for a two-story furniture warehouse measuring 39.25 ft. x 80 ft. and containing 6,400 sq. ft. (20751 Elroy Avenue).
- i) On June 10, 2003, the City Council by formal motion REZONED the property in question (measuring 70 ft. x 141 ft.) from R-1-P to M-1 as amended by Zoning Map No. 30-941.
- j) On May 3, 1995, the Zoning Board of Appeals GRANTED the petitioner (14033-14035 Eight Mile Road) permission to:
 - 1) Erect a 40.5 ft. x 50 ft. (2,025 sq. ft.) addition to an existing 2,980 sq. ft. building, for a total of 5,005 sq. ft., to no less than 2 ft. off the Eight Mile Road property line.
 - 2) Waive 780 sq. ft. of required off-street parking.
 - 3) Waive the greenbelt and/or masonry wall along the north property line.
- k) On September 20, 1967, the Zoning Board of Appeals GRANTED the petitioner (14049 Eight Mile Road) permission to:

Construct a 20 ft. x 70 ft. (1,400 sq. ft.) building addition to within 2 ft. of the front lot line in line with the existing building and to within 1 ft. of the side street line.
- l) On April 13, 1953, the Planning Commission APPROVED plans for a commercial building addition measuring 20 ft. x 50 ft. and containing 1,000 sq. ft. (14017 Eight Mile Road).
- m) On July 19, 1945, the Building Division issued Building Permit No. 3381 for a commercial building addition measuring 21 ft. x 50 ft. and containing 1,050 sq. ft. (14017 Eight Mile Road).
- n) On June 4, 1945, the Building Division issued Building Permit No. 16513 for a commercial building measuring 70 ft. x 70 ft. and containing 1,400 sq. ft (14049 Eight Mile Road).

- 6.c) REQUEST TO VACATE PUBLIC ALLEY; the existing east/west 20 ft. wide public alley abutting Lots 8-21, 58, and 59 of Heath's Fairview Subdivision; located 100 ft. north of Eight Mile Road between Wellington and Elroy Avenues
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4. GENERAL DESCRIPTION OF ABUTTING PROPERTIES IS AS FOLLOWS:

- a) The properties to the north, across a 20 ft. wide public alley, are zoned R-1-P and contain single-family dwellings.
 - b) The properties to the east, across Elroy Avenue, are zoned R-1-P and M-1 and contain a furniture store, Fred's Unique Furniture & Antiques (petitioner), parking lot and single-family dwelling.
 - c) The property to the south is zoned M-1 and contains industrial buildings, warehouses, and petitioner property.
 - d) The property to the west, across Wellington Avenue, is zoned M-1 and contains a furniture store.
5. Notice letters were sent to the local school district, all City of Warren departments and divisions and affected utilities. Letters have been received from the Building Division, Engineering Division, Police Department, AT&T, Comcast, DTE, and MDOT.

There were no objections, written to the alley vacation providing the following conditions are complied with:

From AT&T: AT&T does not object to the vacation as long as a full-width utility easement is reserved.

6. A review by the Planning Staff of the area in question indicates that there are overhead utility poles and wires in the public alley. The alleys to the east and west have already been vacated, therefore the vacation of the alley in question, would not affect access from the adjacent alleyways.

The public alley is surrounded by one property owner (the applicant) with the exception of the home located on the northwest side of the alley (20740 Wellington Avenue). In this portion of the alley, half of it (10 ft.) would be split between owners, the rest, located abutting Lots 15 through 21 and 58, would go to the applicant. The easement is not proposed to be vacated, therefore an easement for the utilities would remain. No structures can be built in the easement without an easement vacation.

- 6.c) REQUEST TO VACATE PUBLIC ALLEY; the existing east/west 20 ft. wide public alley abutting Lots 8-21, 58, and 59 of Heath's Fairview Subdivision; located 100 ft. north of Eight Mile Road between Wellington and Elroy Avenues
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RECOMENTATION

It is recommended that the existing east/west 20 ft. wide public alley abutting Lots 8 through 21 and Lots 58 and 59 of Heath's Fairview Subdivision, located 100 ft. north of Eight Mile Road between Wellington and Elroy Avenues, be VACATED subject to the petitioner complying with the conditions imposed as follows:

1. The Land Division Act includes various procedures pertaining to the amendment of plats, and the Petitioner is responsible for complying with any further procedures as may be necessary under Michigan Land Division Act (MCL 560.221 et. seq.) to complete the vacation.
2. Approval is obtained from City Council. The petitioner shall complete the conditions within two (2) years or the approval by City Council shall automatically be revoked.
3. A complaint shall be filed by the petitioner in Circuit Court to vacate the public alley. As part of the proceedings in Circuit Court, a new revised subdivision plat shall be prepared reflecting the changes. The revised plat shall be recorded with the Macomb County Register of Deeds. As an alternative, the petitioner may, by non-judicial process, relinquish the public alley by written agreement between certain affected parties. A copy of the court order or relinquishment and the recorded documents shall be provided to the Planning Department, Assessing Department, Department of Law, Building Division and City Clerk.
4. 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 divisions and departments to notify the petitioner that these items will be addressed during the Building Division permit process:

TAXES: Current

ASSESSING: The Assessing Department does not see any issues with the alley vacation located on Eight Mile and Elroy streets. If you need any additional information please feel free to contact the Assessing Office.

BUILDING: Building Department has no exceptions.

6.c) REQUEST TO VACATE PUBLIC ALLEY; the existing east/west 20 ft. wide public alley abutting Lots 8-21, 58, and 59 of Heath's Fairview Subdivision; located 100 ft. north of Eight Mile Road between Wellington and Elroy Avenues
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ENGINEERING: Preliminary review of this site indicates no difficulty in development.

POLICE: The Warren Police Dept. does not foresee any problems with Vacating the Public Alley.

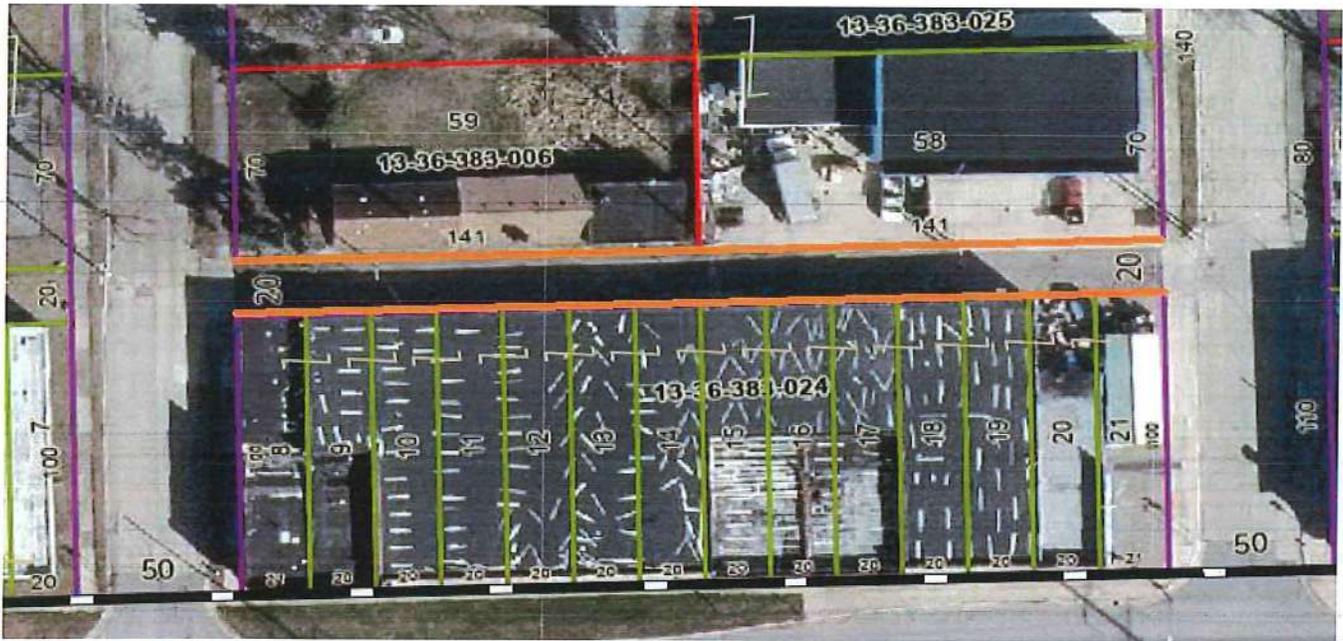
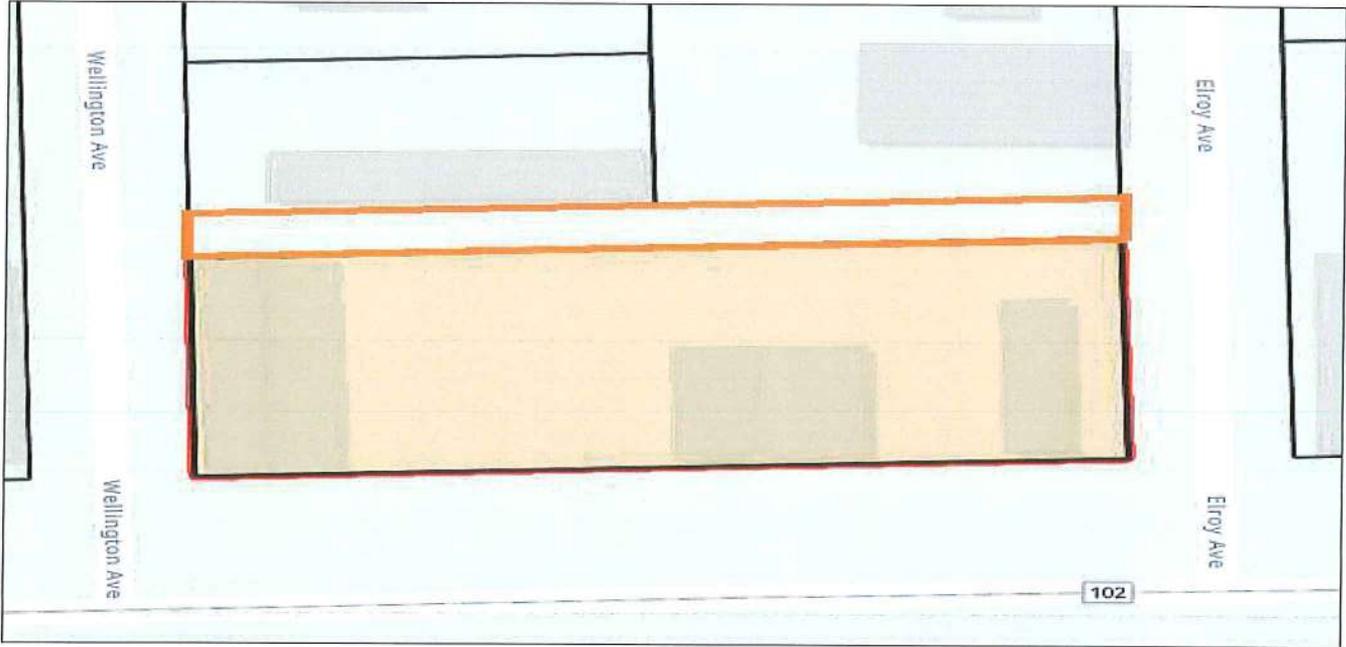
AT&T: AT&T does not object to the vacation as long as a full-width utility easement is reserved.

COMCAST: In response to your utility request for the above project, please refer to the attached map for the location of Comcast CATV/FIBER facilities. 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.

DTE: DTE Electric Company has received and reviewed REQUEST TO VACATE PUBLIC ALLEY. DTE Electric Company has NO OBJECTION to the REQUEST TO VACATE PUBLIC ALLEY; impacting 14049 Eight Mile Road (also known as 14017, 14019, and 14033 Eight Mile Road), 20751 Elroy Avenue, and 20740 Wellington Avenue; Section 36; per the site plan provided, as long as the existing utilities are not impacted. If you have any questions, please do not hesitate to contact me at 586-783-1978.

MDOT: The site is not on a MDOT ROW. Any work (driveway modification, sidewalk work, watermain tap, sanitary tap, drainage, etc. ...) on MDOT ROW or changes to the drainage system that may impact MDOT's system will require a permit.

REQUEST TO VACATE PUBLIC ALLEY; vacate the existing east/west 20 ft. public alley abutting Lots 8-21, 58, and 59 of the Heath's Fairview Subdivision; located 100 ft. north of Eight Mile Road between Wellington and Elroy Avenues; 14049 Eight Mile Road (also known as 14017, 14019, and 14033 Eight Mile Road), 20751 Elroy Avenue, and 20740 Wellington Avenue; Section 36; Fred Beghdadi/Fred's Unique Furniture (Anna Maria Roediger/Fred's Unique Furniture); PAV250001.



Warren Planning Department
One City Square, Suite 315
Warren, MI 48093
Office: 586-574-4687
CityofWarren.org

MOTION:

A motion was made by Assistant Secretary Duzyj to postpone until February 9, 2026, supported by Commissioner Ansar.

ROLL CALL:

The motion carried as follows:

Assistant Secretary Duzyj.....	Yes
Commissioner Ansar.....	Yes
Commissioner Holowaty.....	Yes
Commissioner Hoque.....	Yes
Secretary Mouri.....	Yes
Vice Chair Boniecki.....	Yes
Chair Smith.....	Yes

- C. REQUEST TO VACATE PUBLIC ALLEY; the existing east/west 20 ft. wide public alley abutting Lots 8-21, 58, and 59 of Heath's Fairview Subdivision; located 100 ft. north of Eight Mile Road between Wellington and Elroy Avenues; 14049 Eight Mile Road (also known as 14017, 14019, and 14033 Eight Mile Road), 20751 Elroy Avenue, and 20740 Wellington Avenue; Section 36; Fred Beghdadi/Fred's Unique Furniture (Anna Maria Roediger/Fred's Unique Furniture); PAV250001.

PETITIONERS PORTION:

Mr. Fred Beghdadi – I'm the owner of Fred's Unique Furniture, 14091 E. Eight Mile Road. Thank you for your time and me being here today. I started my business in 1982; the nature of the business is we buy and sell furniture; we would put the stuff outside to display. They've closed the Salvation Army and people have been dropping off furniture at my store knowing that it's going to go to a good home. I'm not in control of it anymore; it has been a problem for me with the City, so closing the alley will benefit everybody. People stay behind the alley and they dump furniture, it's too much. I'm having problems with the City, the Fire Department, and Zoning Department so we want to be able to close the alley and clean it up.

Secretary Mouri reads the following correspondence:

TAXES: Current.

ASSESSING: The Assessing Department does not see any issues with the alley vacation located on Eight Mile and Elroy Streets. If you need any additional information, please feel free to contact the Assessing Office.

BUILDING: Building Department has no exceptions.

ENGINEERING: Preliminary review of this site indicates no difficulty in development.

POLICE: The Warren Police Department does not foresee any problems with vacating the public alley.

AT&T: AT&T does not object to the vacation as long as a full width utility easement is reserved.

COMCAST: In response to your utility request for the above project, please refer to the attached map for the location of Comcast CATV/FIBER facilities. 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.

DTE: DTE Electric Company has received and reviewed REQUEST TO VACATE PUBLIC ALLEY. DTE Electric Company has no objection to the REQUEST TO VACATE PUBLIC ALLEY; impacting 14049 Eight Mile Road (also known as 14017, 14019, and 14033 Eight Mile Road), 20751 Elroy Avenue, and 20740 Wellington Avenue; Section 36; per the site plan provided, as long as the existing utilities are not impacted. If you have any questions, please do not hesitate to contact me at 586-783-1978.

MDOT: The site is not on a MDOT ROW. Any work (driveway modification, sidewalk work, watermain tap, sanitary tap, drainage, etc. ...) on MDOT ROW or changes to the drainage system that may impact MDOT's system will require a permit.

Mr. Ron Wuerth reads the recommendations of the Staff:

PUBLIC HEARING:

Ms. Georgina Makram – Thank you for asking for our thoughts and opinions, I'm speaking on behalf of my dad, he owns that 59 Wilton (sic) and if they close that public alley or goes vacant it will block the garage way so that was his concern and he won't be able to enter it into the garage.

MOTION:

A motion was made by Commissioner Holowaty to approve, supported by Assistant Secretary Duzyj.

Mary Clark CER-6819
January 26th, 2026

COMMISSIONERS PORTION:

Commissioner Holowaty – Have you discussed this with the neighbor behind you with the garage, is there something that maybe you can work out between the two of you?

Mr. Fred Beghdadi – Yes, absolutely. He really doesn't live there, it's a rental property. I've been watching the whole section of the east side of the property where there are cars, he never saw how many problems that we can have in the alley if we don't close it. I was willing to pay for it myself and put a gate and he's welcome to have the key for the gate to open and close it as much as he likes. It's better for him, better for the City of Warren, Police Department, and better for me, I'm paying for it. We don't want people sleeping in the alley, there's so much going on with Eight Mile. My neighbor does not live there, it's a rental property, but in the long run it's going to be better for him, me, and the neighborhood.

Assistant Secretary Duzyj – The request is between Wellington and Elroy Street and the drawing is Walter Street and Raymond Street, which one is it?

Ms. Michelle Katopodes – The names over time have changed, you're looking at the historic plat map and many plat maps have a different street name than they are today, they've changed over time. This is the plat map as it was originally platted and the current street names are what you see in the recommendations and the finding, Wellington and Elroy, so that's the current street names.

Assistant Secretary Duzyj – I was trying to get down there and I was not that successful going around and around in the snow. Will half of the alley belong to him and half the alley belong to 58 and 59?

Ms. Michelle Katopodes – He owns the majority of this, he owns around 58, all the south building, the only property owned by somebody else is 59, so that's the only area that would go half to that owner if this gets approved; he would get the full width of it on the east side and then half of the south side.

Assistant Secretary Duzyj – Thank you very much.

Commissioner Ansar – As you mentioned in your speech, that you would agree with a gate and you will give them a key.

Mr. Fred Beghdadi – I would definitely do whatever it takes to make my neighbor comfortable, and we can both look out for each other, but he really does not know what's going on in the middle of the night in that alley. If we close the alley, it will be much better for him.

Commissioner Ansar – As you already heard, half of the alley is your alley and half of the alley goes to them because they own this property. At the same time, you are talking about safety, yes, we agree, but at the same time we have to see about the property that he owns.

Mr. Fred Beghdadi – If he's got any ideas, I'm willing to work with him. Like I said, he's going to have a gate to get in and out, it's a rental property so I'm not sure how he's going to work it with the rental. The reason I ended up buying all these properties is for protection and safety and now we are to the point where you have a rental property, and problems with people on drugs, that's why we end up with all this. It's a neighborhood watch, we all watch for each other.

Commissioner Ansar – Thank you. Mr. Wuerth, is there any way we can do some kind of gate and give the key to the resident so he can get access to his garage?

Mr. Ron Wuerth – What we can do is make it a condition, as Fred has indicated that's exactly what he'd do, gate lock and key. This has been done at a couple of other places in town, and it seems to work just fine as long as the other owner accepts it.

Commissioner Ansar – I think that would be the best thing if we can add this condition.

Mr. Ron Wuerth – We can put it in the recommendation.

Secretary Mouri – Before we add this in the recommendation, I glanced in the audience and I think the other owner had something to say, and how do we make sure he's on board with it.

Mr. Ron Wuerth – How?

Secretary Mouri – Do we get his yes or no approval or call him up to the podium right now and ask him?

Mr. Ron Wuerth – You should bring him forward, if he's not prepared to answer or say anything about it at this time, then table it until the next meeting.

Secretary Mouri – Mr. Chair, if we can call him up.

Chair Smith – The audience participation has been closed, and I don't know if these are the owners or not.

Secretary Mouri – Can we get confirmation if they are the owner, if I'm not mistaken, they said something about closing up their garage. If they are renters, then we should contact them.

Chair Smith – It may be closing up their garage, if they close off the whole alley, but they are still going to have half of the alley to get into the garage.

Secretary Mouri – But it's going to be going through the whole alley.

Chair Smith – No, they can enter it from the other side, they are not going to come through the alley just to get to the garage, they are right there by the street.

Secretary Mouri – Where would the gate be if the gate was to go up?

Mr. Fred Beghdadi – On the side of Wellington and the side of Elroy.

Secretary Mouri – So both sides, without a key they won't have access to their garage. What I'm trying to say is, when we add this as a recommendation, we should also get the approval of the owner before we add it as a recommendation, right?

Ms. Mary Michaels – The owner will be notified, when a court action is filed the owner will be notified of a proceeding.

Secretary Mouri – Okay, so we are able to make that change and add it as a recommendation even without speaking with the owner first?

Ms. Mary Michaels – Absolutely, because it's for the benefit of a neighbor.

Secretary Mouri – Okay.

Mr. Fred Beghdadi – If I could only show you how many videos we got of what's going on in the alley most of the time. I don't know what the solution would be except for closing the alley. When he needs to use the garage, he can pull right in he will have a key. It's going to be a simple gate opening. It's not going to be a problem at all, and plus it's a rental property that's my concern really.

Ms. Georgina Makram – So, he doesn't want a gate by the door because then he has to go through the gate to get to the garage, which is inconvenient to that area. Every time he needs to go in the house or the garage, he has to go through that gate to get to the house, that's what he's saying. So, he doesn't agree with the idea.

Mr. Fred Beghdadi – It's not like going into the house, it's just the alley that's going to be shut down not the front of the house.

Chair Smith – He's closing off half of the alley; he can probably make it so the fence to where he can have access without where the gate is for the rest of the alley.

Ms. Georgina Makram – So you're saying the gate wouldn't be in the house area?

Chair Smith – Until we get the drawing on how the gate will be constructed, we don't know exactly where the gate is going to be. All we know is that the owner of that lot has half of that alley to do what he wants to do with it. He can't build anything in it but he can have access to that half of the alley to get to what he has to.

Secretary Mouri – I think we need to have a conversation with the petitioner.

Chair Smith – Hello, hello, excuse me. As far as details about the gate, has to be discussed with the owner that owns the other property. You guys can get together and make a decision where the gate is going to go. Right now, he's trying to get the alley vacated and that's all we are concerned about right now. As far as where the fence is going to go, the owner of the property at 59 has half of that alley, so however they decide to do it, so he has half the alley, that's the way it will have to be done. Thank you.

Ms. Georgina Makram – Okay, thank you.

Assistant Secretary Duzyj – Is this blue that was just done, I guess, if that signifies how it's going to be, that's fine. Then he doesn't have a gate and it's opened up to his garage, but he's got 10 feet of the alley.

Commissioner Ansar – I just want to confirm, are we adding this in our recommendation that a gate is going to be added with a key?

Chair Smith – We will add that the owner have a key for that particular gate, yes, but if they don't close it in, he doesn't get a key to the gate.

Commissioner Ansar – All I'm trying to clear is are we approving this with the recommendation gate?

Chair Smith – All we are approving is the vacation of the alley; the alley gets vacated, as far as fences, we are not dealing with that right now, just the vacation of the alley.

Ms. Mary Michaels – There are two more proceedings after this recommendation, it will go to Council, it will go to Court. My recommendation is if there's a condition that access be provided to 59 so they can access the garage, we don't know exactly the details of how that access will look because it might change along the way, and it sounds like it may. That's my recommendation, just that if there's a condition, that access be provided to the neighboring lots.

Chair Smith – So do we want to add that condition to the recommendation?

Mr. Ron Wuerth – If I may talk about this a little bit. If we say nothing, then it's up to Fred to put a gate at the east end that's his property that he owns on both sides and fence on both sides. Then coming down to this man's property he could fence down the middle of the alley providing that man a 10-foot way to the garage. Fred is going to put a gate on his side of the 10-foot area and then the other side will be opened because this gentleman may not want a gate, that was one of the things he didn't want, to keep opening and closing the gate. If it's open all the time, sort of defeats the security part of this because somebody could then get down that 10-foot strip half way, but that's besides the point. Maybe we leave this the way it is and they can work it out by the time they get to City Council.

Commissioner Ansar – I think that's fair.

Mr. Ron Wuerth – So right now maybe just leave it alone.

Chair Smith – That a was a motion by Commissioner Holowaty, supported by Assistant Secretary Duzyj, roll call.

ROLL CALL:

The motion carried as follows:

Commissioner Holowaty.....	Yes
Assistant Secretary Duzyj.....	Yes
Commissioner Ansar.....	Yes
Commissioner Hoque.....	Yes
Secretary Mouri.....	Yes
Vice Chair Boniecki.....	Yes
Chair Smith.....	Yes

~~D. SITE PLAN FOR A BUILDING ADDITION AND ADDITIONAL PARKING; located on the northwest corner of Mound Road and Murthum Avenue; 32211 & 32251 Mound Road; Section 5; Charles Tamou/Gabtam Properties 2 LLC; PSP250053.~~

PETITIONERS PORTION:

~~Mr. Charles Tamou – Good evening, this is my partner, Ray. We recently purchased the building; I think it sat vacant for a while. It was built in early 2000 and then we acquired the land right next to it, and there was some recommendations as well, because we’ve been submitting drawings. We want to extended the parking lot out into that north corner there on Mound Road where the dirt is and add a nice glass enclosed area next to what used to be a restaurant. We were thinking about bringing some nice brunch place and when the people are sitting down eating, they can get some light coming in, just bringing it back to life. Do you have the drawings of the renderings that our designers made?~~

~~Chair Smith – Yes, we’ve got a copy of the blueprints, and we had questions on those.~~

~~Mr. Charles Tamou – Just so you know some of the recommendations that were sent to us our designers have already adjusted to meet the criteria that you were looking for.~~

~~Secretary Mouri reads the following correspondence:~~

~~**TAXES:** Current.~~



HUMAN RESOURCES
ONE CITY SQUARE, SUITE 410
WARREN, MI 48093-6726
(586) 574-4670
FAX (586) 574-0770
www.cityofwarren.org

February 10, 2026

Ms. Mindy Moore, Council Secretary
Warren City Council

Re: **Request for approval of consulting services agreement with Willis Towers Watson, for calculation of actuarially required reserves for City's self-insured, no-fault automobile liability.**

Dear Council Secretary Moore:

The City is required to submit a renewal application for self-insurance under Michigan's No-fault Automobile insurance Law by May 30, 2026. The City's current self-insurance certificate expires on June 30, 2026. One of the items that must be submitted with the application is a "written estimate of loss reserves" prepared by a qualified actuary. The City has utilized the services of Willis Towers Watson to perform this actuarial evaluation in connection with past applications. Willis Towers Watson is familiar with the City of Warren's self-insured status and they already have much of our data to complete the required reports in a timely manner for submission to the State of Michigan. Willis Towers Watson is also recommended by our liability insurance broker, Hylant Insurance, as an organization that can properly prepare the reports required for the self-insurance application.

A copy of the proposed agreement is included. The services and fees resemble the agreement from 2025 with a slight inflation increase in their fee. This Administration requests that City Council approve the attached agreement. If you have questions, please do not hesitate to contact the undersigned.

Sincerely,
Signed by:

Jared H. Gajos

4879539F8E344BB
Jared Gajos, Director of Human Resources

Read and concur,
Signed by:

Lori M. Stone

F040B73E57F448E
Mayor Lori L. Stone



CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: FEBRUARY 18, 2026
TO: MINDY MOORE, SECRETARY, WARREN CITY COUNCIL
FROM: RFP-W-1733 REVIEW PANEL
SUBJECT: RFP REVIEW PANEL RECOMMENDATION TO AWARD A CONTRACT
TO FURNISH AN UPDATED FIVE (5) YEAR RECREATION MASTER PLAN FOR THE CITY
OF WARREN

RECOMMENDATION:

The RFP-W-1733 Review Panel unanimously recommends that RFP-W-1733; To Furnish an Updated Five (5) Year Recreation Master Plan, be awarded to Spalding DeDecker Associates, Inc., 905 South Blvd. East, Rochester Hills, MI 48307 in an amount not to exceed \$78,351.00.

OVERVIEW:

The City of Warren solicited electronic proposals from qualified firms to update the current 2021 Recreation Master Plan with an updated five (5) year Recreation Master Plan.

The proposal required, in part, that firms provide the following information;

- Experience of firm;
- Location of office where work will be conducted;
- Ability to meet the City's Insurance Requirements;
- Ability to meet the MDNR Requirements;
- Project approach to updating the Recreation Plan;
- Firm's understanding of the work to be completed;
- A detailed work plan for structuring the process;
- A meeting schedule identifying the types, quantity, and frequency of meetings that will be conducted;
- Description of firm's public participation process;
- Qualifications of personnel who will be working on project;
- Overall cost to the City;
- The length of time to deliver the Updated Recreation Master Plan to the City.

The updated Recreation Master Plan will drive City long range planning efforts, direct decision making and the redevelopment of Parks, facilities, open spaces, and our recreation system over the next five (5) years. The new updated plan will provide a vision, goals, and objectives to guide the City's elected officials, residents and staff on future needs as they relate to parks, trails and recreation.

The plan will create a roadmap for ensuring just and fair quantity, proximity and connections to quality parks and green space, recreation facilities and programs throughout the community now and into the future.

RFP PROCESS:

A Review Panel with representation from the City Council, Parks & Recreation Department, Planning Department, Controller's Office, Attorney's Office, Public Service Department, Human Resources Department, and the Purchasing Division, was established to oversee the creation of a proposal document that would seek qualified firms to submit proposals for furnishing a five (5) year updated to the City's Recreation Master Plan. The review panel was also responsible for reviewing the proposals received and to make an award recommendation to your honorable body.

On January 8, 2026, the Purchasing Division published the proposal document (RFP-W-1733) on the BidNet® (MITN) system. On January 28, 2026, electronic proposals were publicly opened for RFP-W-1733. Seven (7) firms responded with proposals. They were;

- Carlisle/Wortman Associates
- DesignTeam Plus, LLC. and Giffels Webster
- JIMA Studio, PLLC.
- The Mannik & Smith Group, LLC.
- McKenna Associates, Inc.
- M.C. Smith Associates and Architectural Grp, Inc. (MCSA Group, Inc.)
- Spalding DeDecker Associates, Inc.

A summary of the proposal pricing is attached for your review.

EVALUATION PROCEDURE:

Six (6) proposal responses were sent to the review panel members and, subsequently, the review panel met to evaluate the merits of each proposal. (The proposal from JIMA Studio, PLLC. was not considered due to the fact that their proposal did not meet the requirements of the City.)

Once the review panel received the six (6) proposals, each was evaluated. The review panel met after reviewing each proposal and decided that they would like narrow the field and interview two (2) firms to gain a greater understanding of their philosophy and approach to the project.

On February 17th, 2026 the review panel met with members from McKenna Associates, Inc. (McKenna) and Spalding DeDecker Associates, Inc. (Spalding DeDecker) to discuss their proposals.

During the interview process, both firms answered detailed questions from the review panel. These questions ranged from their qualifications and experience, to their proposed timeline to complete the project, to their philosophy of approaching the project, along with a wide range of other topics.

The RFP Review Panel met immediately following the interview sessions to further discuss the results of the interviews. After careful discussions, the review panel unanimously recommended that Spalding DeDecker be selected to provide a five (5) year update to the City's Recreation Plan.

RECOMMENDATION:***Spalding DeDecker Associates, Inc.***

Spalding DeDecker was established in 1954 and has its corporate headquarters in Rochester Hills, Michigan, with the project team being assembled from their Rochester Hills, Detroit, and Lansing locations.

Spalding DeDecker demonstrated a very comprehensive and success-driven approach, especially in the area of community engagement. Their proposal outlined in-depth, hands-on strategies that bring residents directly into the planning process through park tours, interactive conversations, and targeted stakeholder outreach. This immersive engagement model ensures meaningful input and builds public ownership of the final plan.

In addition, Spalding DeDecker provided a detailed and structured explanation of how deliverables would be produced, including clear methodology, timelines, and implementation strategies. Their proposal demonstrated a strong understanding of producing a practical, implementation-ready master plan—not simply a conceptual document.

CONTINGENCY ALLOWANCE:

The review panel is requesting that the proposal price include a \$10,000.00 contingency allowance that will be available to be used to cover additional materials or meetings requested by the City that was not included in the original proposal from Spalding DeDecker (i.e. printing of additional plans, additional meetings, etc.). This figure has been included in the total "Not to Exceed" proposal fee figure of \$78,351.00.

DELIVERY TIMELINE:

Spalding DeDecker will commence work as soon as a contract has been executed. They have made a commitment to meet all deadlines to ensure that the final plan will be submitted and accepted by MDNR through MiGrants prior to the February 1, 2027 deadline.

Funds for this purchase are available in the following Account dependent upon concurrent resolution of budget amendment: 208-9208-80100.

Respectfully Submitted,

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Signed by:
Jason Spiller
50D775C484AE448...
Jason Spiller
Parks and Recreation Director

Read and Concur,

Signed by:
Kris Battle
F6FDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:
Richard Fox
GF2C773238C54C9...
Richard Fox
Controller

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

The attached contract has been prepared by the Acting City Attorney, Mary Michaels.

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

REVIEW PANEL MEMBERS:

Jonathan Lafferty, City Councilman
Mark Knapp, Assistant City Controller
Mary Michaels, Chief City Attorney
Jason Spiller, Parks & Recreation Director
David Muzzarelli, Public Service Director
Ron Wuerth, Planning Director
Jared Gajos, Human Resource Director
Craig Treppa, Purchasing Agent

ACKNOWLEDGEMENT

City of Warren 1 City Square Warren MI 48093	BID: RFP-W-1733 Bid Opening Date: 1/28/2026 Department: PARKS & REC
Product or Service: FURNISH UPDATED RECREATION MASTER PLAN	

PROPOSER	ADDENDA ACKNOWLEDGED (2)	SIGNED	PRICING
CARLISLE/WORTMAN ASSOCIATES, INC.	X	X	\$ 82,125.00
GIFFELS WEBSTER	X	X	\$ 89,107.50
JIMA STUDIO PLLC	DID NOT ACKNOWLEDGE ADDENDA, THEREFORE, NOT CONSIDERED FOR AWARD		
MANNIK & SMITH GROUP, LLC.	X	X	\$ 34,160.00
MCSA GROUP, INC.	X	X	\$ 72,124.00
McKENNA ASSOCIATES, INC.	X	X	\$ 75,000.00
SPALDING DeDECKER	X	X	\$ 68,351.00

IT IS RESOLVED, that the proposal of the Spalding DeDecker Associates, Inc. is hereby accepted by City Council to furnish a five (5) year update to the City's Recreation Plan in an amount not to exceed \$78,351.00. This \$78,351.00 fee includes a contingency allowance of \$10,000.00 that may be used to cover unforeseen work that is not included in the initial scope of work (i.e. printing of additional copies (above fourteen (14)) of the plan, additional meetings, etc.). The use of contingency funds must be pre-approved by the City.

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:

- X Proposal Documents
- X Contract
- X 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

**AGREEMENT FOR PROFESSIONAL PLANNING SERVICES
BETWEEN SPALDING DEDECKER AND CITY OF WARREN**

This Agreement is made on _____, 2026 between the City of Warren, a Michigan municipal corporation, whose address is One City Square, Warren, Michigan and Spalding DeDecker, a Michigan _____, (“Consultant”), whose address is 905 South Blvd. East, Rochester Hills, Michigan 48307.

RECITALS

1. On October 12, 2021, the City of Warren adopted a Five-Year Recreation Plan and made it a part of the City’s Master Plan.
2. This Plan is being updated, which will be made a part of the City’s Master Plan, and must be in a form to support the City’s eligibility for grant funding opportunities.
3. The City recognizes the benefit of engaging a qualified consultant to develop the Updated Plan.
4. The City solicited proposals under the MITN system, under Request for Proposals: RFP-W-1733 for a firm qualified to Furnish Updated Five-Year Recreation Master Plan (Updated Plan).
5. Spalding DeDecker demonstrated the necessary experience and expertise to furnish the updated plan in its proposal submitted in response to RFP-W-1733.
6. The City of Warren wishes to accept the proposal of and engage Spalding DeDecker to furnish an updated Recreation Park Plan, on terms of this Agreement.

THEREFORE, in consideration of the mutual promises of the parties as stated below, the City of Warren (City) and Spalding DeDecker agree follows:

SECTION 1. SCOPE OF SERVICES.

Spalding DeDecker (“Consultant”) shall:

1. Develop an update to the City of Warren Five-Year Recreation Master Plan that meets all requirements of the Michigan Department of Natural Resources (MDNR) Grants Management Division. Consultant shall be responsible for assembling and submitting the plan to the MDNR, and all submittals, changes or other measures necessary to achieve MDNR approval or acceptance of the plan.
2. Perform all tasks, and furnish all deliverables and services in accordance with this Agreement and the Proposal, The Proposal as referred to this Agreement includes the City’s RFP-W-1733 (“RFP”), Spalding DeDecker’s proposal in response to the RFP, and all addenda, clarifications, supplemental responses in connection thereto, all of which are collectively referred to as the “Proposal” and are incorporated by reference into this Agreement. The services and Deliverables will be performed and produced to achieve the standards of quality and expertise set forth in its Proposal and this Agreement. The terms of the Proposal and Agreement are intended to be supplemental, except in the event of a direct conflict in which case the Agreement will control.

3. Develop an Updated Plan in manner to reflect City demographics, recreation trends, community interests, budget, and barrier-free goals. Consultant will conduct an in-person inventory of all parks, including their pathway, access areas, amenities and accessibility levels and programs, and recreational structures and facilities.
4. In addition to the services and Deliverables in the Proposal, Consultant shall assist the City with pricing for amenities and programs, and with identifying new programs to meet trends and community interests.
5. The Updated Plan will also address recreational upgrades within the City's special districts such as the Downtown Development Authority District, City Square Park, Tax Increment Finance Authority District and otherwise be compatible with the mission, goals and prior zoning plans approved for such districts.
6. The community engagement activities will include a separate survey specific to disabled persons to ascertain interest in barrier-free improvements.
7. The Updated Plan will account for all updated legal standards, statutory changes and judicial rulings affecting the City of Warren, Michigan.
8. Furnish, at its expense, all personnel, equipment, transportation incidental to the performance of this Agreement. The Compensation will include all such meetings, renderings, computerized, native and print copies as identified in the Proposal. In addition to the meetings included in the Proposal, the Contract Amount will include all meetings provided in Proposal. In addition, no additional fee shall be incurred for a one tabled meeting per City body.

SECTION 2. TIME OF PERFORMANCE/PROJECT ADMINISTRATION.

Within 30 days of this Agreement, the parties shall schedule the Kick-off meeting to be held in-person at City's Offices. At the meeting, the parties will agree upon a schedule for all tasks and deliverables, and such schedule shall be documented and routed via DocuSign for agreement by the party representatives via their e-mail addresses in Section 11. Upon completion of signatures, such schedule shall become a part of this Agreement.

The City's primary representative will be the City's Director of Parks and Recreation ("the Director"). Consultant will coordinate its activities, tasks and progress of the Services with the Director. The notices, signs, community notices and surveys and Updated Plan will be referred for advance review of the Director, and the Updated Plan will be provided for advance review of the City's administrative team. Any reasonable additions or changes requested by the City, will be accommodated prior to posting, mailing or submitting. The Updated Plan shall not be submitted to the MDNR until in form that meets with approval of the Mayor and City Council.

This Agreement contemplates the personal services and oversight of Angela Fortino, on all major tasks, or if unavailable, John Ford. Their services may be replaced by another Principal of Consultant with prior knowledge and consent of the Director.

The Director will make available to Consultant such plans, records, personnel contact information or any other records necessary for performance of services. Such records or maps shall be used

for internal purposes of performing the services for the City, and they shall not be reproduced or disseminated to a third party without the City's permission. Each party shall keep confidential proprietary or sensitive information shared under this Agreement and shall not be disclosed to third parties, except to the extent required by law.

Consultant shall implement reasonable safeguards to protect any data provided by the City and shall return or destroy such data upon termination of this Agreement.

SECTION 3. COMPENSATION

Except as provided below, the total compensation under this Agreement will be up to \$68,351, which includes travel, meetings, mileage, yard signs, printed bound Updated Plans, tasks, personnel, graphics, maps, public notices, community engagement, surveys, analysis and delivery of studies, reports and all finished and proposed renderings.

Extra bound, color printed Updated Plans may be available at cost.

Continuing Services, post-Plan approval by MDNR, related to Action Plan implementation, detail to drawings, Master Plan incorporation or amendment, may be available to the hourly rates set forth in the Proposal. Such rates shall held firm for a period of one year following MDNR approval of the Updated Plan. All such hourly rates include travel, mileage, reasonable graphics, notice preparation, and reasonable materials preparation.

Contingency costs may be allowed up to an additional total amount not to exceed \$10,000, for expenses approved in advance by the Director, for additional services including continuing services, additional Updated Plans, or additional meetings beyond the RFP scope. Hourly rates in the RFP will apply to professional services, and includes mileage, notice or material preparation, or graphics.

Monthly invoices will be submitted to:

City of Warren
Attn: Purchasing Division
One City Square, Suite 425
Warren, Michigan 48093

Invoice shall include an itemized record of work performed and the cost. Payment shall be issued 45 days of an invoice. If any cost or work product is in dispute, the amount attributed to the dispute may be withheld pending resolution. In the event of a dispute, each party agrees to diligently proceed to resolve the matter in a cooperative and prompt manner.

SECTION 5. DOCUMENTS, CONFIDENTIALITY, COPYRIGHTS.

1. Consultant warrants that all Deliverables shall be Spalding DeDecker's original work, and that Consultant shall have acquired all rights necessary to fulfill its obligations under this Agreement and each Scope; and have full authority or ownership to reproduce and disseminate all photos, graphics, text, maps and other elements of the Deliverables.

2. All of the finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs graphics, reports, surveys prepared, used or assembled by the Consultant

in the course of all activities under this Agreement shall become the property of the City, upon payment for the portion of work performed. They shall not be made available to any individual or organization without prior written approval of the City. No reports, plans, data or other documents produced in the whole or in part under this Contract shall be the subject of an application for copyright by or on behalf of the Consultant.

3. Consultant will assign any copyright or intellectual property rights to the City for work-product produced for the City under this Agreement, including the Updated Plan and all renderings, studies, written analysis, reports, or maps or ordinances plans produced in accordance with the Proposal. Upon the payment of all amounts owed to the Consultant for each part of a Deliverable, the City will own the paid-for Deliverable or portion of Deliverable, and may copy, use, modify, adapt, translate or distribute all such Deliverable within its organization or to third parties without restriction. Nothing herein shall be construed to restrict or constitute an assignment of any of Consultant's rights or proprietary interests in its methodologies, techniques, or technology. Consultant may use the Deliverables for marketing purposes, with advance consent of the City.

Nothing herein shall be construed to restrict or constitute an assignment of any of Consultant's proprietary interests in its methodologies or technology.

SECTION 6. PERSONNEL.

1. Consultant has secured, or will secure, at its own expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the City and will be fully qualified and certified by recognized planners' associations, and be authorized or permitted under state, federal or local law to perform such services.
2. It is understood Consultant and its principals, employees, agents are not entitled to any fringe benefits, worker's compensation, pension rights, or insurance rights from the City of Warren. It is understood and agreed by the parties that the status of Consultant and its employees, officers, subcontractors and agents, shall be that of independent contractors retained on a contractual basis to perform professional or technical services for limited periods of times, and it is not intended, nor shall it be construed, that the consultant or any of its employees, officers, contractors and agents is an employee or officer of the City of Warren.
3. Consultant covenants that it, its officers, employees, contractors and agents have no interest and shall not acquire any interest, direct or indirect, which would conflict with the performance of services required to be performed under this contract.

SECTION 7. INDEMNITY.

Spalding DeDecker, for itself, its principals, officers, members, employees and agents, agrees to hold harmless, and indemnify the City, to the extent liable, or its officers, directors, commissions, employees and agents, and/or any other agency, person or entity providing assistance to the City of Warren, from liability, suits, demands, judgments, attorney fees, and claims for damages for any injury to person or property arising out of or related to errors or omissions in the performance of services under this Agreement; including activities conducted on premises of City; acts or omissions of Spalding DeDecker, or its officers, principals, members, employees, subcontractors or agents; or any violation or claim or action alleging violation or infringement of an intellectual property right, violation of law, code or statute. Spalding Dedecker, for itself, its principals, offices,

members, employees, affiliate entities, or their families or heirs, shall also, save, hold harmless and defend the City, its officers, directors, committees, employees and agents from any employment claim for worker's compensation, insurance rights, pension rights, fringe benefits, or unemployment compensation. Consultant will hold the City harmless for or from any data or security breach or theft attributed to a third party security breach of the City's network. The indemnification or hold harmless provisions are addition to any indemnity obligations in the Proposal shall survive termination, and all such obligations shall survive termination.

SECTION 8. INSURANCE.

Prior to its execution, Consultant shall provide evidence of insurance demonstrating the types and limits of insurance coverage in the Proposal, and shall include Employer's Liability and Employer Practices Liability in the amount of \$1,000,000. All such insurances shall remain in effect for one year following the MDNR approval, and shall name as an Additional Insured the City of Warren and the City of Warren Downtown Development Authority, City of Warren Tax Increment Finance Authority, and their officers, employees, boards and commissions. The insurance shall include a waiver of subrogation, and certificates of insurance shall be submitted to the City prior to the execution of this Contract and thirty (30) days prior to the expiration dates. Said policies may not be canceled or materially changed without thirty (30) days prior notice to the City.

SECTION 9. TRANSFERS, ASSIGNMENTS, SUBCONTRACTS.

Consultant shall not assign, sublet, transfer, or sell any interest in this Agreement without the prior written consent of the City's local governing body. Any work assigned, sublet or transferred shall be subject to the provisions of this Agreement, execution of an assignment and assumption undertaking, in form satisfactory to the City, and shall not relieve Consultant of its obligations hereunder.

SECTION 10. TERMINATION.

Either party may terminate this Agreement upon thirty (30) days' advance written notice to the other party by certified mail if the other party breaches a material provision of this Agreement, if after 30 days' notice of the breach, the breaching party fails to cure the breach.

The termination shall take effect immediately upon notice, and Consultant will be compensated for all work performed up to the termination notice, upon submission of materials prepared or used by Consultant in the performance of this Agreement, including the unfinished Updated Plan.

Upon termination or expiration of this Agreement, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, report or any other work product prepared by Consultant shall, at the option of the City, become the property of the City and Spalding Dedecker shall not retain any proprietary right in any such item. Unfinished work, if so requested by the City will be compensated at the hourly rate unless the parties otherwise agree to another arrangement.

SECTION 11. NOTICES.

Except for notices of default, termination or notices of a legal nature, notices and communications under this Contract may be given by personal delivery or first-class or certified mail or to address of the respective party, as follows:

Spalding DeDecker:

Angela Fortino
Project Manager
905 South Blvd. East
Rochester Hills, MI 48307
e-mail: afortino@sda-eng.com

To City of Warren:

Jason Spiller
Parks and Recreation Director
City of Warren
Warren, MI 48093
E-mail: jspiller@cityofwarren.org
Phone: (586) 574-4682

Notices of an administrative nature, such as scheduling, draft exchange, may be made by e-mail to the addresses listed for each respective party.

Changes to the contacts may be sent by e-mail, or for legal notice, by first-class mail or certified mail

SECTION 12. HEADINGS AND SEVERABILITY.

The headings of the sections in this Contract are for convenience only and shall not be used to construe or interpret the scope or intent of the Contract or in any way affect the same. If any section or provision shall be found invalid, that provision shall be severable, and the remainder shall have full force and effect.

SECTION 13. COMPLIANCE WITH LOCAL LAWS.

Consultant shall comply with all applicable laws, ordinances and codes of the Federal, State and Local governments at all times when carrying out the terms of this contract.

SECTION 14. NONDISCRIMINATION.

During the performance of this Contract, the Consultant and its subcontractors agree that they will not discriminate against any employee or applicant for employment because of race, religion, sex, color, national origin, age, height, weight, marital status, or handicap that is unrelated to the individual's ability to perform the particular job.

15. 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) delivered by e-mail or 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.

WITNESSED BY:

SPALDING DEDECKER, a Michigan corporation:

By: _____
Jeremy J. Schrot, PE

Its: Sr. Vice President

CITY OF WARREN, a Michigan municipal corporation:

By: _____
Lori M. Stone
Its: Mayor

By: _____
Sonja Buffa
Its: City Clerk

ID



February 18, 2026

Ms. Mindy Moore
Council Secretary
City of Warren, Michigan

Re: Request for Additional Appropriations – Parks and Recreation

Dear Council Secretary Moore:

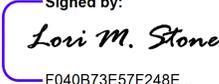
The Director of Parks and Recreation, with the concurrence of the Mayor and City Controller, is requesting an additional appropriation of funds in the amount of \$78,351.00 to cover the cost of updating the Parks and Recreation Master Plan.

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

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

Lori M. Stone, Mayor

cc: Rick Fox
J. Spiller

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 Director of Parks and Recreation, with the concurrence of the Mayor and City Controller, is requesting an additional appropriation of funds in the amount of \$78,351.00 to cover the cost of updating the Parks and Recreation Master Plan,

NOW, THEREFORE, BE IT RESOLVED, that the City Council by amending the original General Appropriation Resolution for the Fiscal 2026 Budget, approves the additional appropriation of funds to the following budget line items in the Parks and Recreation Special Revenue Fund in the amount of \$78,351.00.

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
<u>Transfer to:</u> 208-9208-80100	Contractual Services	\$ 78,351
 <u>Transfer from:</u> 208-0000-39001	Fund Balance Adjustment	 \$ 78,351

BE IT FURTHER RESOLVED, that the City Council hereby revises the appropriations for the Parks and Recreation Special Revenue Fund Budget for fiscal 2026 in the amount of \$78,351.00.

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 CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: FEBRUARY 18, 2026
TO: MINDY MOORE, SECRETARY, WARREN CITY COUNCIL
FROM: RFP-W-1733 REVIEW PANEL
SUBJECT: RFP REVIEW PANEL RECOMMENDATION TO AWARD A CONTRACT
TO FURNISH AN UPDATED FIVE (5) YEAR RECREATION MASTER PLAN FOR THE CITY
OF WARREN

RECOMMENDATION:

The RFP-W-1733 Review Panel unanimously recommends that RFP-W-1733; To Furnish an Updated Five (5) Year Recreation Master Plan, be awarded to Spalding DeDecker Associates, Inc., 905 South Blvd. East, Rochester Hills, MI 48307 in an amount not to exceed \$78,351.00.

OVERVIEW:

The City of Warren solicited electronic proposals from qualified firms to update the current 2021 Recreation Master Plan with an updated five (5) year Recreation Master Plan.

The proposal required, in part, that firms provide the following information;

- Experience of firm;
- Location of office where work will be conducted;
- Ability to meet the City's Insurance Requirements;
- Ability to meet the MDNR Requirements;
- Project approach to updating the Recreation Plan;
- Firm's understanding of the work to be completed;
- A detailed work plan for structuring the process;
- A meeting schedule identifying the types, quantity, and frequency of meetings that will be conducted;
- Description of firm's public participation process;
- Qualifications of personnel who will be working on project;
- Overall cost to the City;
- The length of time to deliver the Updated Recreation Master Plan to the City.

The updated Recreation Master Plan will drive City long range planning efforts, direct decision making and the redevelopment of Parks, facilities, open spaces, and our recreation system over the next five (5) years. The new updated plan will provide a vision, goals, and objectives to guide the City's elected officials, residents and staff on future needs as they relate to parks, trails and recreation.

The plan will create a roadmap for ensuring just and fair quantity, proximity and connections to quality parks and green space, recreation facilities and programs throughout the community now and into the future.

RFP PROCESS:

A Review Panel with representation from the City Council, Parks & Recreation Department, Planning Department, Controller's Office, Attorney's Office, Public Service Department, Human Resources Department, and the Purchasing Division, was established to oversee the creation of a proposal document that would seek qualified firms to submit proposals for furnishing a five (5) year updated to the City's Recreation Master Plan. The review panel was also responsible for reviewing the proposals received and to make an award recommendation to your honorable body.

On January 8, 2026, the Purchasing Division published the proposal document (RFP-W-1733) on the BidNet® (MITN) system. On January 28, 2026, electronic proposals were publicly opened for RFP-W-1733. Seven (7) firms responded with proposals. They were;

- Carlisle/Wortman Associates
- DesignTeam Plus, LLC. and Giffels Webster
- JIMA Studio, PLLC.
- The Mannik & Smith Group, LLC.
- McKenna Associates, Inc.
- M.C. Smith Associates and Architectural Grp, Inc. (MCSA Group, Inc.)
- Spalding DeDecker Associates, Inc.

A summary of the proposal pricing is attached for your review.

EVALUATION PROCEDURE:

Six (6) proposal responses were sent to the review panel members and, subsequently, the review panel met to evaluate the merits of each proposal. (The proposal from JIMA Studio, PLLC. was not considered due to the fact that their proposal did not meet the requirements of the City.)

Once the review panel received the six (6) proposals, each was evaluated. The review panel met after reviewing each proposal and decided that they would like narrow the field and interview two (2) firms to gain a greater understanding of their philosophy and approach to the project.

On February 17th, 2026 the review panel met with members from McKenna Associates, Inc. (McKenna) and Spalding DeDecker Associates, Inc. (Spalding DeDecker) to discuss their proposals.

During the interview process, both firms answered detailed questions from the review panel. These questions ranged from their qualifications and experience, to their proposed timeline to complete the project, to their philosophy of approaching the project, along with a wide range of other topics.

The RFP Review Panel met immediately following the interview sessions to further discuss the results of the interviews. After careful discussions, the review panel unanimously recommended that Spalding DeDecker be selected to provide a five (5) year update to the City's Recreation Plan.

RECOMMENDATION:***Spalding DeDecker Associates, Inc.***

Spalding DeDecker was established in 1954 and has its corporate headquarters in Rochester Hills, Michigan, with the project team being assembled from their Rochester Hills, Detroit, and Lansing locations.

Spalding DeDecker demonstrated a very comprehensive and success-driven approach, especially in the area of community engagement. Their proposal outlined in-depth, hands-on strategies that bring residents directly into the planning process through park tours, interactive conversations, and targeted stakeholder outreach. This immersive engagement model ensures meaningful input and builds public ownership of the final plan.

In addition, Spalding DeDecker provided a detailed and structured explanation of how deliverables would be produced, including clear methodology, timelines, and implementation strategies. Their proposal demonstrated a strong understanding of producing a practical, implementation-ready master plan—not simply a conceptual document.

CONTINGENCY ALLOWANCE:

The review panel is requesting that the proposal price include a \$10,000.00 contingency allowance that will be available to be used to cover additional materials or meetings requested by the City that was not included in the original proposal from Spalding DeDecker (i.e. printing of additional plans, additional meetings, etc.). This figure has been included in the total "Not to Exceed" proposal fee figure of \$78,351.00.

DELIVERY TIMELINE:

Spalding DeDecker will commence work as soon as a contract has been executed. They have made a commitment to meet all deadlines to ensure that the final plan will be submitted and accepted by MDNR through MiGrants prior to the February 1, 2027 deadline.

Funds for this purchase are available in the following Account dependent upon concurrent resolution of budget amendment: 208-9208-80100.

Respectfully Submitted,

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Signed by:
Jason Spiller
50D775C484AE448...
Jason Spiller
Parks and Recreation Director

Read and Concur,

Signed by:
Kris Battle
F6FDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:
Richard Fox
GF2C773238C54C9...
Richard Fox
Controller

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

The attached contract has been prepared by the Acting City Attorney, Mary Michaels.

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

REVIEW PANEL MEMBERS:

Jonathan Lafferty, City Councilman
Mark Knapp, Assistant City Controller
Mary Michaels, Chief City Attorney
Jason Spiller, Parks & Recreation Director
David Muzzarelli, Public Service Director
Ron Wuerth, Planning Director
Jared Gajos, Human Resource Director
Craig Treppa, Purchasing Agent

ACKNOWLEDGEMENT

City of Warren 1 City Square Warren MI 48093	BID: RFP-W-1733 Bid Opening Date: 1/28/2026 Department: PARKS & REC
Product or Service: FURNISH UPDATED RECREATION MASTER PLAN	

PROPOSER	ADDENDA ACKNOWLEDGED (2)	SIGNED	PRICING
CARLISLE/WORTMAN ASSOCIATES, INC.	X	X	\$ 82,125.00
GIFFELS WEBSTER	X	X	\$ 89,107.50
JIMA STUDIO PLLC	DID NOT ACKNOWLEDGE ADDENDA, THEREFORE, NOT CONSIDERED FOR AWARD		
MANNIK & SMITH GROUP, LLC.	X	X	\$ 34,160.00
MCSA GROUP, INC.	X	X	\$ 72,124.00
McKENNA ASSOCIATES, INC.	X	X	\$ 75,000.00
SPALDING DeDECKER	X	X	\$ 68,351.00

IT IS RESOLVED, that the proposal of the Spalding DeDecker Associates, Inc. is hereby accepted by City Council to furnish a five (5) year update to the City's Recreation Plan in an amount not to exceed \$78,351.00. This \$78,351.00 fee includes a contingency allowance of \$10,000.00 that may be used to cover unforeseen work that is not included in the initial scope of work (i.e. printing of additional copies (above fourteen (14)) of the plan, additional meetings, etc.). The use of contingency funds must be pre-approved by the City.

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:

- X Proposal Documents
- X Contract
- X 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

**AGREEMENT FOR PROFESSIONAL PLANNING SERVICES
BETWEEN SPALDING DEDECKER AND CITY OF WARREN**

This Agreement is made on _____, 2026 between the City of Warren, a Michigan municipal corporation, whose address is One City Square, Warren, Michigan and Spalding DeDecker, a Michigan _____, (“Consultant”), whose address is 905 South Blvd. East, Rochester Hills, Michigan 48307.

RECITALS

1. On October 12, 2021, the City of Warren adopted a Five-Year Recreation Plan and made it a part of the City’s Master Plan.
2. This Plan is being updated, which will be made a part of the City’s Master Plan, and must be in a form to support the City’s eligibility for grant funding opportunities.
3. The City recognizes the benefit of engaging a qualified consultant to develop the Updated Plan.
4. The City solicited proposals under the MITN system, under Request for Proposals: RFP-W-1733 for a firm qualified to Furnish Updated Five-Year Recreation Master Plan (Updated Plan).
5. Spalding DeDecker demonstrated the necessary experience and expertise to furnish the updated plan in its proposal submitted in response to RFP-W-1733.
6. The City of Warren wishes to accept the proposal of and engage Spalding DeDecker to furnish an updated Recreation Park Plan, on terms of this Agreement.

THEREFORE, in consideration of the mutual promises of the parties as stated below, the City of Warren (City) and Spalding DeDecker agree follows:

SECTION 1. SCOPE OF SERVICES.

Spalding DeDecker (“Consultant”) shall:

1. Develop an update to the City of Warren Five-Year Recreation Master Plan that meets all requirements of the Michigan Department of Natural Resources (MDNR) Grants Management Division. Consultant shall be responsible for assembling and submitting the plan to the MDNR, and all submittals, changes or other measures necessary to achieve MDNR approval or acceptance of the plan.
2. Perform all tasks, and furnish all deliverables and services in accordance with this Agreement and the Proposal, The Proposal as referred to this Agreement includes the City’s RFP-W-1733 (“RFP”), Spalding DeDecker’s proposal in response to the RFP, and all addenda, clarifications, supplemental responses in connection thereto, all of which are collectively referred to as the “Proposal” and are incorporated by reference into this Agreement. The services and Deliverables will be performed and produced to achieve the standards of quality and expertise set forth in its Proposal and this Agreement. The terms of the Proposal and Agreement are intended to be supplemental, except in the event of a direct conflict in which case the Agreement will control.

3. Develop an Updated Plan in manner to reflect City demographics, recreation trends, community interests, budget, and barrier-free goals. Consultant will conduct an in-person inventory of all parks, including their pathway, access areas, amenities and accessibility levels and programs, and recreational structures and facilities.
4. In addition to the services and Deliverables in the Proposal, Consultant shall assist the City with pricing for amenities and programs, and with identifying new programs to meet trends and community interests.
5. The Updated Plan will also address recreational upgrades within the City's special districts such as the Downtown Development Authority District, City Square Park, Tax Increment Finance Authority District and otherwise be compatible with the mission, goals and prior zoning plans approved for such districts.
6. The community engagement activities will include a separate survey specific to disabled persons to ascertain interest in barrier-free improvements.
7. The Updated Plan will account for all updated legal standards, statutory changes and judicial rulings affecting the City of Warren, Michigan.
8. Furnish, at its expense, all personnel, equipment, transportation incidental to the performance of this Agreement. The Compensation will include all such meetings, renderings, computerized, native and print copies as identified in the Proposal. In addition to the meetings included in the Proposal, the Contract Amount will include all meetings provided in Proposal. In addition, no additional fee shall be incurred for a one tabled meeting per City body.

SECTION 2. TIME OF PERFORMANCE/PROJECT ADMINISTRATION.

Within 30 days of this Agreement, the parties shall schedule the Kick-off meeting to be held in-person at City's Offices. At the meeting, the parties will agree upon a schedule for all tasks and deliverables, and such schedule shall be documented and routed via DocuSign for agreement by the party representatives via their e-mail addresses in Section 11. Upon completion of signatures, such schedule shall become a part of this Agreement.

The City's primary representative will be the City's Director of Parks and Recreation ("the Director"). Consultant will coordinate its activities, tasks and progress of the Services with the Director. The notices, signs, community notices and surveys and Updated Plan will be referred for advance review of the Director, and the Updated Plan will be provided for advance review of the City's administrative team. Any reasonable additions or changes requested by the City, will be accommodated prior to posting, mailing or submitting. The Updated Plan shall not be submitted to the MDNR until in form that meets with approval of the Mayor and City Council.

This Agreement contemplates the personal services and oversight of Angela Fortino, on all major tasks, or if unavailable, John Ford. Their services may be replaced by another Principal of Consultant with prior knowledge and consent of the Director.

The Director will make available to Consultant such plans, records, personnel contact information or any other records necessary for performance of services. Such records or maps shall be used

for internal purposes of performing the services for the City, and they shall not be reproduced or disseminated to a third party without the City's permission. Each party shall keep confidential proprietary or sensitive information shared under this Agreement and shall not be disclosed to third parties, except to the extent required by law.

Consultant shall implement reasonable safeguards to protect any data provided by the City and shall return or destroy such data upon termination of this Agreement.

SECTION 3. COMPENSATION

Except as provided below, the total compensation under this Agreement will be up to \$68,351, which includes travel, meetings, mileage, yard signs, printed bound Updated Plans, tasks, personnel, graphics, maps, public notices, community engagement, surveys, analysis and delivery of studies, reports and all finished and proposed renderings.

Extra bound, color printed Updated Plans may be available at cost.

Continuing Services, post-Plan approval by MDNR, related to Action Plan implementation, detail to drawings, Master Plan incorporation or amendment, may be available to the hourly rates set forth in the Proposal. Such rates shall held firm for a period of one year following MDNR approval of the Updated Plan. All such hourly rates include travel, mileage, reasonable graphics, notice preparation, and reasonable materials preparation.

Contingency costs may be allowed up to an additional total amount not to exceed \$10,000, for expenses approved in advance by the Director, for additional services including continuing services, additional Updated Plans, or additional meetings beyond the RFP scope. Hourly rates in the RFP will apply to professional services, and includes mileage, notice or material preparation, or graphics.

Monthly invoices will be submitted to:

City of Warren
Attn: Purchasing Division
One City Square, Suite 425
Warren, Michigan 48093

Invoice shall include an itemized record of work performed and the cost. Payment shall be issued 45 days of an invoice. If any cost or work product is in dispute, the amount attributed to the dispute may be withheld pending resolution. In the event of a dispute, each party agrees to diligently proceed to resolve the matter in a cooperative and prompt manner.

SECTION 5. DOCUMENTS, CONFIDENTIALITY, COPYRIGHTS.

1. Consultant warrants that all Deliverables shall be Spalding DeDecker's original work, and that Consultant shall have acquired all rights necessary to fulfill its obligations under this Agreement and each Scope; and have full authority or ownership to reproduce and disseminate all photos, graphics, text, maps and other elements of the Deliverables.

2. All of the finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs graphics, reports, surveys prepared, used or assembled by the Consultant

in the course of all activities under this Agreement shall become the property of the City, upon payment for the portion of work performed. They shall not be made available to any individual or organization without prior written approval of the City. No reports, plans, data or other documents produced in the whole or in part under this Contract shall be the subject of an application for copyright by or on behalf of the Consultant.

3. Consultant will assign any copyright or intellectual property rights to the City for work-product produced for the City under this Agreement, including the Updated Plan and all renderings, studies, written analysis, reports, or maps or ordinances plans produced in accordance with the Proposal. Upon the payment of all amounts owed to the Consultant for each part of a Deliverable, the City will own the paid-for Deliverable or portion of Deliverable, and may copy, use, modify, adapt, translate or distribute all such Deliverable within its organization or to third parties without restriction. Nothing herein shall be construed to restrict or constitute an assignment of any of Consultant's rights or proprietary interests in its methodologies, techniques, or technology. Consultant may use the Deliverables for marketing purposes, with advance consent of the City.

Nothing herein shall be construed to restrict or constitute an assignment of any of Consultant's proprietary interests in its methodologies or technology.

SECTION 6. PERSONNEL.

1. Consultant has secured, or will secure, at its own expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the City and will be fully qualified and certified by recognized planners' associations, and be authorized or permitted under state, federal or local law to perform such services.
2. It is understood Consultant and its principals, employees, agents are not entitled to any fringe benefits, worker's compensation, pension rights, or insurance rights from the City of Warren. It is understood and agreed by the parties that the status of Consultant and its employees, officers, subcontractors and agents, shall be that of independent contractors retained on a contractual basis to perform professional or technical services for limited periods of times, and it is not intended, nor shall it be construed, that the consultant or any of its employees, officers, contractors and agents is an employee or officer of the City of Warren.
3. Consultant covenants that it, its officers, employees, contractors and agents have no interest and shall not acquire any interest, direct or indirect, which would conflict with the performance of services required to be performed under this contract.

SECTION 7. INDEMNITY.

Spalding DeDecker, for itself, its principals, officers, members, employees and agents, agrees to hold harmless, and indemnify the City, to the extent liable, or its officers, directors, commissions, employees and agents, and/or any other agency, person or entity providing assistance to the City of Warren, from liability, suits, demands, judgments, attorney fees, and claims for damages for any injury to person or property arising out of or related to errors or omissions in the performance of services under this Agreement; including activities conducted on premises of City; acts or omissions of Spalding DeDecker, or its officers, principals, members, employees, subcontractors or agents; or any violation or claim or action alleging violation or infringement of an intellectual property right, violation of law, code or statute. Spalding Dedecker, for itself, its principals, offices,

members, employees, affiliate entities, or their families or heirs, shall also, save, hold harmless and defend the City, its officers, directors, committees, employees and agents from any employment claim for worker's compensation, insurance rights, pension rights, fringe benefits, or unemployment compensation. Consultant will hold the City harmless for or from any data or security breach or theft attributed to a third party security breach of the City's network. The indemnification or hold harmless provisions are addition to any indemnity obligations in the Proposal shall survive termination, and all such obligations shall survive termination.

SECTION 8. INSURANCE.

Prior to its execution, Consultant shall provide evidence of insurance demonstrating the types and limits of insurance coverage in the Proposal, and shall include Employer's Liability and Employer Practices Liability in the amount of \$1,000,000. All such insurances shall remain in effect for one year following the MDNR approval, and shall name as an Additional Insured the City of Warren and the City of Warren Downtown Development Authority, City of Warren Tax Increment Finance Authority, and their officers, employees, boards and commissions. The insurance shall include a waiver of subrogation, and certificates of insurance shall be submitted to the City prior to the execution of this Contract and thirty (30) days prior to the expiration dates. Said policies may not be canceled or materially changed without thirty (30) days prior notice to the City.

SECTION 9. TRANSFERS, ASSIGNMENTS, SUBCONTRACTS.

Consultant shall not assign, sublet, transfer, or sell any interest in this Agreement without the prior written consent of the City's local governing body. Any work assigned, sublet or transferred shall be subject to the provisions of this Agreement, execution of an assignment and assumption undertaking, in form satisfactory to the City, and shall not relieve Consultant of its obligations hereunder.

SECTION 10. TERMINATION.

Either party may terminate this Agreement upon thirty (30) days' advance written notice to the other party by certified mail if the other party breaches a material provision of this Agreement, if after 30 days' notice of the breach, the breaching party fails to cure the breach.

The termination shall take effect immediately upon notice, and Consultant will be compensated for all work performed up to the termination notice, upon submission of materials prepared or used by Consultant in the performance of this Agreement, including the unfinished Updated Plan.

Upon termination or expiration of this Agreement, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, report or any other work product prepared by Consultant shall, at the option of the City, become the property of the City and Spalding Dedecker shall not retain any proprietary right in any such item. Unfinished work, if so requested by the City will be compensated at the hourly rate unless the parties otherwise agree to another arrangement.

SECTION 11. NOTICES.

Except for notices of default, termination or notices of a legal nature, notices and communications under this Contract may be given by personal delivery or first-class or certified mail or to address of the respective party, as follows:

Spalding DeDecker:

Angela Fortino
Project Manager
905 South Blvd. East
Rochester Hills, MI 48307
e-mail: afortino@sda-eng.com

To City of Warren:

Jason Spiller
Parks and Recreation Director
City of Warren
Warren, MI 48093
E-mail: jspiller@cityofwarren.org
Phone: (586) 574-4682

Notices of an administrative nature, such as scheduling, draft exchange, may be made by e-mail to the addresses listed for each respective party.

Changes to the contacts may be sent by e-mail, or for legal notice, by first-class mail or certified mail

SECTION 12. HEADINGS AND SEVERABILITY.

The headings of the sections in this Contract are for convenience only and shall not be used to construe or interpret the scope or intent of the Contract or in any way affect the same. If any section or provision shall be found invalid, that provision shall be severable, and the remainder shall have full force and effect.

SECTION 13. COMPLIANCE WITH LOCAL LAWS.

Consultant shall comply with all applicable laws, ordinances and codes of the Federal, State and Local governments at all times when carrying out the terms of this contract.

SECTION 14. NONDISCRIMINATION.

During the performance of this Contract, the Consultant and its subcontractors agree that they will not discriminate against any employee or applicant for employment because of race, religion, sex, color, national origin, age, height, weight, marital status, or handicap that is unrelated to the individual's ability to perform the particular job.

15. 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) delivered by e-mail or 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.

WITNESSED BY:

SPALDING DEDECKER, a Michigan corporation:

By: _____
Jeremy J. Schrot, PE

Its: Sr. Vice President

CITY OF WARREN, a Michigan municipal corporation:

By: _____
Lori M. Stone
Its: Mayor

By: _____
Sonja Buffa
Its: City Clerk

ID



February 18, 2026

Ms. Mindy Moore
Council Secretary
City of Warren, Michigan

Re: Request for Additional Appropriations – Parks and Recreation

Dear Council Secretary Moore:

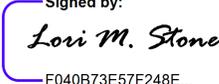
The Director of Parks and Recreation, with the concurrence of the Mayor and City Controller, is requesting an additional appropriation of funds in the amount of \$78,351.00 to cover the cost of updating the Parks and Recreation Master Plan.

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

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

Lori M. Stone, Mayor

cc: Rick Fox
J. Spiller

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 Director of Parks and Recreation, with the concurrence of the Mayor and City Controller, is requesting an additional appropriation of funds in the amount of \$78,351.00 to cover the cost of updating the Parks and Recreation Master Plan,

NOW, THEREFORE, BE IT RESOLVED, that the City Council by amending the original General Appropriation Resolution for the Fiscal 2026 Budget, approves the additional appropriation of funds to the following budget line items in the Parks and Recreation Special Revenue Fund in the amount of \$78,351.00.

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
<u>Transfer to:</u> 208-9208-80100	Contractual Services	\$ 78,351
 <u>Transfer from:</u> 208-0000-39001	Fund Balance Adjustment	 \$ 78,351

BE IT FURTHER RESOLVED, that the City Council hereby revises the appropriations for the Parks and Recreation Special Revenue Fund Budget for fiscal 2026 in the amount of \$78,351.00.

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