



**CITY OF ROMULUS – CITY COUNCIL
REGULAR MEETING AGENDA
December 8, 2025
7:30 PM**

Members of the public can view the Regular City Council Meetings live via the Romulus Public Access Channel 12 and YouTube at www.youtube.com/cityofromulus. Public comments can also be emailed to publiccomment@romulusgov.com

Pledge of Allegiance

Roll Call

1. Agenda

- A. Approval of Agenda

2. Minutes

- A. Approval of Minutes from the Regular Meeting held on November 24, 2025, at 7:30 p.m.
- B. There were no special meeting(s) held on Monday, November 24, 2025.**

3. Petitioner

4. Chairperson's Report, Tina Talley, Mayor Pro-Tem

- A. Approval of the Chairperson's Report

5. Mayor's Report – Robert A. McCraight, Mayor

- A. Welch Packaging fka Packaging Specialties Brownfield Reimbursement and Suspension of Capture
- B. Wayne County Sub-Recipient Agreement for HUD Community Development Block Grant (CDBG) program with Wayne County for Special Funding from Year 2023
- C. City Council Re-Appointment and Appointment to the Planning Commission
- D. City Council Appointment to the Library Board
- E. Construction Board of Appeals Appointment
- F. Request for Approval of Change Order No. 1 to Contract with The Summit Company, Inc. for East Ramp at City Hall
- G. Piggyback on MiDeal Contract for Purchase of one (1) 2026 Ford Bronco Sport - Ordinance
- H. Piggyback on MiDeal Contract to Purchase two (2) TruNarc Handheld Narcotics Analyzers
- I. Introduction of Budget Amendment 25/26-11
- J. ITB 25/26-06 - 2026 & 2027 Official Newspaper

6. Clerk's Report – Ellen L. Craig-Bragg, Clerk

- A. Appointments to the Executive Advisory Committee
- B. Appointment to the Cemetery Board of Trustees
- C. Appointment to the Public Employee Health Care Trust Administration Board of Trustees
- D. Appointment to the Pension Plan Committee
- E. Appointments to the Romulus Board of Zoning Appeals
- F. Public Hearing Request for Monday, January 26, 2026, at 6:45 p.m.
- G. Study Session Request for Monday, January 12, 2026, at 6:00 p.m.

H. Local Officers Compensation Commission Report/Determination

No action is necessary unless the determination by the commission is rejected by a 2/3 vote of the Council-elect (MCL 117.5c(c))

7. Treasurer's Report – Stacy Paige, Treasurer

8. Public Comment - Citizens are to limit their comments to three (3) minutes. All citizens wishing to speak will be heard.

9. Unfinished Business

10. New Business

11. Warrant

A. Approval of Warrant #: 25-23 for checks presented in the amount of \$1,351,059.80.

12. Communication

13. Adjournment



RULES REGARDING THE PUBLIC ADDRESSING A CITY MEETING

Any member of the public shall have the right to address the City Council, Board or Commission on any item on the agenda under the following conditions:

1. Individuals requesting to address City Council, a Board or Commission on an agenda item or under public comment must fill out a “*Request to Address*” card provided – listing name, address, phone number and agenda item on which comments are desired to be made and present it to the Clerk or recording secretary.
2. When the agenda item is reached, the clerk or recording secretary shall call upon the person or persons who filed the request to speak. A member of the public shall not be permitted to enter into debate with a petitioner.
3. Individuals that would like to address City Council under the public comment portion of the agenda, must raise their hand and when recognized by the chair, the person shall approach the microphone and state their name and address.
4. Remarks shall be limited to three (3) minutes, subject to being extended an additional three (3) minutes by consent of the chair. There shall be no personal attacks. Remarks shall not contain any profanity, racial, ethnic, religious, sexual or national origin slurs or overtones. Anyone making such remarks shall lose his/her right to address the City Council, Board or Commission.
5. No person shall be permitted to address the group on any item more than once at any one meeting without the approval of a majority of the quorum present.
6. All of the foregoing does not apply to a person previously granted a hearing at the meeting in question.
7. This rule does not permit members of the public to join in debate or discussion with petitioners, members of the body or with other members of the public present at such meeting.
8. Once a motion is on the floor, discussion from the public shall no longer be permitted on that agenda item.
9. The public may make a request to the Chairperson of the Council on a form provided by the Clerk, to be added to the agenda of a future Council meeting to address a subject that Council would have authority to address. If the Chairperson denies the request, the request may be made to the entire Council under the Public Comment section of the Council’s agenda. If the request is granted by a majority of the Council, it will be added as an agenda item at the next regular meeting of the Council.

The meeting will be held in the City Council Chambers, Romulus City Hall, 11111 South Wayne Road, Romulus, MI 48174. NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA), is asked to contact the Clerk’s Office (734-942-7540) 48 hours prior to the meeting – the staff will be pleased to make the necessary arrangements.



City of Romulus

Agenda

Council Meeting Held: **December 8, 2025**

Item No. A.

General Description: Approval of Agenda

Resolution No. _____

<i>Moved by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Seconded by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

<i>Ayes:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Nays:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Abstain:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Minutes

Council Meeting Held: **December 8, 2025**

Item No. A.

General Description: Approval of Minutes from the Regular Meeting held on November 24, 2025, at 7:30 p.m.

Resolution No. _____

<i>Moved by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Seconded by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

<i>Ayes:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Nays:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Abstain:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



MINUTES OF THE REGULAR ROMULUS CITY COUNCIL MEETING

November 24, 2025

Romulus City Hall Council Chambers, 11111 Wayne Rd, Romulus, MI 48174

Mayor Pro Tem Tina Talley called the meeting to order at 7:30 p.m.

Pledge of Allegiance

Roll Call

Present: Kathy Abdo, James Bullock, David Jones, Celeste Roscoe, Tina Talley, William Wadsworth, Mark Wilhide

Absent / Excused:

Administrative Officials in Attendance:

Robert McCraight, Mayor

Ellen L. Craig-Bragg, Clerk

Stacy Paige, Treasurer

Administrative Staff in Attendance:

Julie Wojtylko - Chief of Staff; Stephen Hitchcock - City Attorney; D'Sjonaun Hockenhull - Deputy Clerk;

Patty Braden - Library Director

1. Agenda

- A. Moved by **Kathy Abdo**, seconded by **David Jones** to accept the agenda as presented.

Roll Call Vote: Ayes - Abdo, Bullock, Jones, Roscoe, Talley, Wadsworth, Wilhide

Nays - None

Motion Carried Unanimously

2. Minutes

- A. **Res. #25-336** Moved by **William Wadsworth**, seconded by **Kathy Abdo** to approve the Minutes from the Regular Meeting held on Monday, November 10, 2025, at 7:30 p.m.

Roll Call Vote: Ayes - Abdo, Bullock, Jones, Roscoe, Talley, Wadsworth, Wilhide

Nays - None

Motion Carried Unanimously

- B. **There were no special meeting(s) held on Monday, November 10, 2025.**

3. Petitioner - None

4. Chairperson's Report, Tina Talley, Mayor Pro-Tem

All elected officials gave brief remarks thanking the residents for electing them to office.

Res. #25-337 Moved by **Celeste Roscoe**, seconded by **David Jones** to adopt a memorial resolution for the family of Dennis Davidson.

Roll Call Vote: Ayes - Abdo, Bullock, Jones, Roscoe, Talley, Wadsworth, Wilhide

Nays - None

Motion Carried Unanimously

- A. Moved by **Celeste Roscoe**, seconded by **David Jones** to accept the Chairperson's Report.

Roll Call Vote: Ayes - Abdo, Bullock, Jones, Roscoe, Talley, Wadsworth, Wilhide

Nays - None

Motion Carried Unanimously

5. **Mayor's Report – Robert A. McCraight, Mayor**

Upcoming events were announced via video by Vanessa Toliver.

The Mayor gave an update on a public safety issue brought up at the 11/10/25 Council Meeting.

He concluded his report by wishing everyone a safe and happy Thanksgiving.

6. **Clerk's Report – Ellen L. Craig-Bragg, Clerk**

Res. #25-338 Moved by **William Wadsworth**, seconded by **Kathy Abdo** to adopt a resolution in recognition of Sandy Tenney for her service on the Recreation Commission.

Roll Call Vote: Ayes - Abdo, Bullock, Jones, Roscoe, Talley, Wadsworth, Wilhide

Nays - None

Motion Carried Unanimously

- A. **Res. #25-339** Moved by **William Wadsworth**, seconded by **Celeste Roscoe** to adopt a resolution to hold its Regular Meetings on the second (2nd) and fourth (4th) Mondays of each month at 7:30 p.m. and approve the 2026 Regular City Council Meeting calendar.

Roll Call Vote: Ayes - Abdo, Bullock, Jones, Roscoe, Talley, Wadsworth, Wilhide

Nays - None

Motion Carried Unanimously

- B. **Res. #25-340** Moved by **David Jones**, seconded by **Kathy Abdo** to adopt a resolution establishing Robert's Rules of Order as its governing parliamentary procedure.

Roll Call Vote: Ayes - Abdo, Bullock, Jones, Roscoe, Talley, Wadsworth, Wilhide

Nays - None

Motion Carried Unanimously

- C. **Res. #25-341** Moved by **David Jones**, seconded by **Kathy Abdo** to adopt a resolution selecting Celeste Roscoe as Chair Pro Tem, in accordance with Chapter 6, Section 6.3(c) of the Romulus City Charter.

Roll Call Vote: Ayes - Abdo, Bullock, Jones, Roscoe, Talley, Wadsworth, Wilhide

Nays - None

Motion Carried Unanimously

- D. **Res. #25-342** Moved by **Celeste Roscoe**, seconded by **David Jones** to acknowledge and affirm the appointment of D'Sjonaun Hockenhull as Deputy Clerk, who shall possess all powers and authority granted to the City Clerk and shall perform all associated duties under the direction and supervision of the Clerk.

Roll Call Vote: Ayes - Abdo, Bullock, Jones, Roscoe, Talley, Wadsworth, Wilhide

Nays - None

Motion Carried Unanimously

- E. Res. #25-343** Moved by **Celeste Roscoe**, seconded by **David Jones** to approve the Study Session Request for Monday, December 8, 2025, at 5:30 p.m. to review a presentation from Cantella Capital Group for the purpose of considering their addition to the City's approved list of depositories in which City funds may be deposited.

Roll Call Vote: Ayes - Abdo, Bullock, Jones, Roscoe, Talley, Wadsworth, Wilhide

Nays - None

Motion Carried Unanimously

- F. Res. #25-344** Moved by **Kathy Abdo**, seconded by **William Wadsworth** to approve the Study Session Request for Monday, December 22, 2025, at 6:15 p.m. to discuss the Council Vacancy Procedure Ordinance.

Roll Call Vote: Ayes - Abdo, Bullock, Jones, Roscoe, Talley, Wadsworth, Wilhide

Nays - None

Motion Carried Unanimously

- G. Res. #25-345** Moved by **Celeste Roscoe**, seconded by **Kathy Abdo** to approve the Study Session Request for Monday, January 12, 2026, at 6:00 p.m. to discuss the creation of bylaws for the City Council and amendments to Regular Meeting Agenda and Rules.

Roll Call Vote: Ayes - Abdo, Bullock, Jones, Roscoe, Talley, Wadsworth, Wilhide

Nays - None

Motion Carried Unanimously

7. Treasurer's Report – Stacy Paige, Treasurer

Treasurer Paige reminded taxpayers that tax bill should be received by December 1st. She commented on the Veteran's Event hosted by the Wayne County Treasurer and wished everyone a happy Thanksgiving.

- A. Res. #25-346** Moved by **Kathy Abdo**, seconded by **William Wadsworth** to acknowledge and affirm the anointment of Tracy Leininger as Deputy City Treasurer, who shall assume all powers and authority of the City Treasurer and will carry out all related duties under the direction and oversight of the Treasurer.

Roll Call Vote: Ayes - Abdo, Bullock, Jones, Roscoe, Talley, Wadsworth, Wilhide

Nays - None

Motion Carried Unanimously

8. Public Comment -

A resident congratulated all the newly elected and reelected council members.

A resident addressed the City Council regarding the Housing Commission response and treatment of the Beyond the Bell Preschool.

A resident addressed the City Council regarding the Beyond the Bell Preschool and renovations at a school playground that limits access to disabled children.

9. Unfinished Business

The Mayor addressed comments made regarding playground renovations and the Beyond the Bell preschool and will gather more information from speakers so that the issues can be addressed or directed to the proper authorities.

10. New Business - None

11. Warrant

- A. **Res. #25-347** Moved by **Kathy Abdo**, seconded by **David Jones** to approve Warrant #: 25-22 for checks presented in the amount of \$1,093,932.93.

Roll Call Vote: Ayes - Abdo, Bullock, Jones, Roscoe, Talley, Wadsworth, Wilhide

Nays - None

Motion Carried Unanimously

12. Communication

Councilperson Talley wished everyone a happy Thanksgiving.

13. Adjournment

Moved by **William Wadsworth**, seconded by **David Jones** to adjourn the meeting at 8:32 p.m.

Roll Call Vote: Ayes - Abdo, Bullock, Jones, Roscoe, Talley, Wadsworth, Wilhide

Nays - None

Motion Carried Unanimously

I, Ellen L. Craig-Bragg, Clerk for the City of Romulus, Michigan do hereby certify the foregoing to be a true copy of the minutes of the regular meeting of the Romulus City Council held on November 24, 2025.



Ellen L. Craig-Bragg, City Clerk
City of Romulus, Michigan



City of Romulus

Petitioner

Council Meeting Held:

December 8, 2025

Item No. 3

General Description: _____

Resolution No. _____

<i>Moved by:</i>	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide
<i>Seconded by:</i>	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide

Ayes:	All	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide
Nays:	All	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide
Abstain:	All	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Chairperson's Report, Tina Talley, Mayor Pro-Tem

Council Meeting Held: **December 8, 2025**

Item No. A.

General Description: Approval of the Chairperson's Report

Resolution No. _____

<i>Moved by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Seconded by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

<i>Ayes:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Nays:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Abstain:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: December 8, 2025

Item No. A.

General Description: Welch Packaging fka Packaging Specialties Brownfield Reimbursement and Suspension of Capture

Resolution No. _____

<i>Moved by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Seconded by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

<i>Ayes:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Nays:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Abstain:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: Welch Packaging fka Packaging Specialties Brownfield Reimbursement and Suspension of Capture
DATE: December 2, 2025

I concur with the recommendation of Julie Albert, City Assessor, and Brownfield Redevelopment Authority, and respectfully request City Council approve reimbursement to Welch Packaging in the amount of \$200,327.31.

Further, I concur with Julie Albert and the Brownfield Redevelopment Authority and respectfully request City Council approve the suspension of capture for the Welch Packaging fka Packaging Specialties Brownfield Plan.

Two motions are required:

Motion by _____, supported by _____, to concur with the administration and approve reimbursement to Welch Packaging in the amount of \$200,327.31.

Motion by _____, supported by _____, to concur with the administration and approve the suspension of capture for the Welch Packaging fka Packaging Specialties Brownfield Plan.



Memorandum

To: Mayor Robert McCraight
From: Julie Albert, Director of Assessing & Financial Services *Julie Albert*
cc: Jessica Hobbs, Grant Administrator and Economic Development Liaison
Date: October 20, 2025
Subject: City Council Agenda December 08, 2025 - Welch Packaging fka Packaging Specialties Brownfield Reimbursement and Suspension of Capture

In 2015 City Council approved the adoption of the Brownfield Redevelopment Plan for Packaging Specialties, 8111 Middlebelt under PA 381 of 1996 – Brownfield Redevelopment Financing Act.

The premise of the Brownfield Tax Increment Financing is that when vacant, blight, or contaminated property is redeveloped it becomes more valuable. The increase in value results in an increase in property taxes. The additional taxes are captured by the Brownfield Redevelopment Authority and used to reimburse the developer for the cost of addressing brownfield conditions on the property.

The Brownfield Development Reimbursement Agreement (enclosed) states that tax increment revenues for “eligible activities” would not be available until after the PA 198 of 1974 abatement period. The PA 198 abatement period expired in 2023.

Welch Packaging has submitted receipts/paid invoices for activities related to the demolition and reconstruction of their industrial packaging facility. The receipts/paid invoices have been reviewed by AKT Peerless Environmental Services to determine which activities meet the criteria of eligible activity costs as defined in the Act. AKT Peerless recommends a total of \$200,327.31 is eligible activity cost incurred for the Project under the approved plan.

On October 8, 2025 the Brownfield Redevelopment Authority approved disbursement of funds for eligible activities pursuant to the authority granted under MCL125.2657 (Brownfield Redevelopment Financing Act). Therefore, I respectfully request that the Romulus City Council concur with the Brownfield Redevelopment Authority to approve reimbursement to Welch Packaging in the amount of \$200,327.31.

Further, I respectfully request that the Romulus City Council concur with the Brownfield Redevelopment Authority to approve the suspension of capture for the Welch Packaging fka Packaging Specialties Brownfield Plan.

BROWNFIELD REDEVELOPMENT AUTHORITY

Wednesday, October 08, 2025 at 12:30 P.M.

Romulus City Hall Council Chambers

Regular Meeting

AGENDA

1. Call to Order and Roll Call.
2. Approval of Agenda.
3. New Business:
 - A. Motion to approve the reimbursement to Welch Packaging fka Packaging Specialties in the amount of \$200,327.31.
 - B. Motion to approve the suspension of capture for the Brownfield Plan for Welch Packaging fka Packaging Specialties at 8111 Middlebelt Rd.
4. Director's Report
5. FYI
6. Other and Public Comments.
7. Adjournment.

Meeting

1. The Meeting of the Brownfield Redevelopment Authority was called to order by Chairperson, Dean Trudeau at 12:30 p.m.

Present: Michael Hoffman, Emery Long, and Randy Moffat. Also present was: Jessica Hobbs, Assessor Julie Albert, Director Kevin Krause and Recording Secretary Katrina Basinger.

Absent: Yolanda Brown-Ali

Excused: Yolanda Brown-Ali

25-BRA-032

2. Motion by Moffat, supported by Trudeau to approve the agenda as presented. Motion carried.

25-BRA-033

3. Motion by Moffat, supported by Long, to approve the reimbursement to Welch Packaging fka Packaging Specialties in the amount of \$200,327.31. Motion carried.

25-BRA-034

- 3B. Motion by Hoffman, supported by Long, to approve the suspension of capture for the Brownfield Plan for Welch Packaging, fka Packaging Specialties, at 8111 Middlebelt Rd. Motion carried.

4. Director report – Introduction to Jessica Hobbs as the new BRA contact. Also working with Mayor to fill the vacancy on the board.
5. FYI- None
6. Other and Public Comment - No discussion.
- 25-BRA-035
7. Motion by Long, supported by Hoffman, to adjourn the meeting at 12:54 p.m. Motion carried.

Randy Moffat, Secretary

August 27, 2025

Julie Albert
City Of Romulus
11111 Wayne Rd.
Romulus, Michigan 48174

Subject: PackSpec Redevelopment Project – Review of Eligible Activity Costs for TIF Reimbursement

Dear Ms. Albert,

The City of Romulus (“City”) contracted AKT Peerless to review eligible activity costs associated with an approved Brownfield Plan for the site located at 8111 Middlebelt, Romulus, Michigan, known as the PackSpec Redevelopment Project (“Project”). AKT Peerless (AKT) reviewed the costs provided and compared them against the Brownfield Plan (approved August 24, 2015), the Act 381 Work Plan (approved November 24, 2015), and the Reimbursement Agreement (executed October 6th, 2015) in order to determine costs eligible for tax increment financing (TIF) reimbursement. Below we present our findings and recommendations.

Findings & Recommendations

Upon our review, AKT found that the total of verified costs for eligible activities equals **\$200,327.31**. The table below compares the eligible activities approved in the Brownfield Plan and Act 381 Work Plan (“Plans”) with costs verified as eligible activity under this review:

Eligible Activity (EA) Category	Approved in Plan(s)	Verified Costs (this letter)
Baseline Environmental Assessment (BEA) Activities	\$ 49,675.00	\$ 44,675.00
Due Care Activities	\$ 6,500.00	\$ 5,000.00
Additional Response Activities	\$ 25,000.00	\$ -
Environmental Insurance	\$ 5,000.00	\$ -
TOTAL ENVIRONMENTAL ELIGIBLE ACTIVITIES	\$ 86,175.00	\$ 49,675.00
Demolition	\$ 1,021,440.00	\$ 128,625.00
Lead & Asbestos Abatement	\$ 79,075.00	\$ 8,650.00
TOTAL NON-ENVIRONMENTAL ELIGIBLE ACTIVITIES	\$ 1,100,515.00	\$ 137,275.00
Brownfield/Act 381 Work Plan Preparation	\$ 25,500.00	\$ 13,377.31
Contingency on Eligible Activities	\$ 167,166.00	\$ -
GRAND TOTAL OF ELIGIBLE ACTIVITY COSTS	\$ 1,212,190.00	\$ 200,327.31

Corresponding expense documentation related to the activities listed above are included as Attachment B. All expense documentation reviewed is available upon request.

Additionally, AKT found the following:

Review of Executed Reimbursement Agreement

1. The Reimbursement Agreement, included as Attachment C, identifies Packaging Specialties Inc. as the developer and a party to the agreement (Developer).

2. Welch Packaging Group has purchased the Developer's company and now has ownership of the Project site (Owner).
3. It is recommended that the City of Romulus Brownfield Redevelopment Authority (RBRA) determine whether an amendment to the Reimbursement Agreement is necessary to assign the TIF to Welch Packaging before any reimbursement of eligible activities is issued.

Review of Documentation for Eligible Activity Costs

JB Donaldson Company (General Contractor)

The documentation reviewed includes Application and Certificate for Payment No. 8 (Pay App #8), submitted by JB Donaldson Company, the Project's general contractor (GC), to Ktab LLC – PackSpec, a Developer-related entity.

1. The "Completed and Stored to Date" total is \$5,495,957.75, representing the cumulative amount billed to the Developer by the General Contractor as of the date of Pay App #8.
2. All line items are reported as 100% complete, confirming fulfillment of the contract obligations and completion of general construction activities.
3. AKT identified two (2) line items corresponding to eligible activities under the approved Plans—**Office & Shop Demolition** and **Asbestos Testing**—with a combined total of **\$128,775**, included within the overall "Completed and Stored to Date" amount.
 - a. These items are listed as fully charged under the "Previous Application" column, demonstrating they were paid through an earlier application.
4. A Full Conditional Waiver in the amount of \$471,695.46 (the balance owed under Pay App #8) confirms that costs incurred prior to this application have been paid in full.
5. Based upon these findings, AKT Peerless recommends that the documentation verifies both the completion and payment of eligible activities at the Project site.

AKT Peerless (Consultant)

AKT Peerless served as the Developer's environmental and brownfield services consultant for the Project. The approved plans identify these services under BEA & Due Care Activities, and Brownfield Plan and Act 381 Work Plan Preparation.

1. AKT records show total costs of **\$49,675** in BEA & Due Care Activities and **\$13,377.31** for Brownfield Plan and Act 381 Work Plan Preparation.
2. As these are costs related to eligible activities included in the plans, AKT recommends these are eligible activities costs incurred for the Project.

Other Potential Costs

In reviewing all expense documentation available, it appears additional demolition work may have been performed by subcontractors. However, without subcontractor invoices or payment applications, these costs cannot be verified and are not included in our recommendation.

Recommendation

Based on the available documentation, AKT Peerless recommends a total of **\$200,327.31** is eligible activity costs incurred for the Project under the approved Plans. However, the RBRA should determine whether the executed

Reimbursement Agreement should be amended to assign the TIF to Welch Packaging Group prior to issuing reimbursement payments.

Should any reimbursement be made, available tax increment revenue (TIR) from both school mills approved by the State (School Operating and State Education Tax) as well as TIR from local taxes may be utilized. Reimbursement from school TIR may not exceed what is identified by the Michigan Strategic Fund (MSF) resolution (Attachment D) and should be shared proportionally with the local TIR:

- | | | |
|-----------------------|------------------------|----------------|
| • School (State) TIR: | 47.24% of \$200,327.31 | = \$ 94,634.62 |
| • Local TIR: | 52.76% of \$200,327.31 | = \$105,692.69 |

Conclusion

Based on our review, AKT Peerless has verified that **\$200,327.31** qualifies as eligible activities under the approved Brownfield Plan and Act 381 Work Plan. The RBRA should confirm whether the current Reimbursement Agreement should be amended in order to assign Welch Packaging Group the TIF available. Once confirmed or amended, reimbursement may be made from available tax increment revenue (TIR), including both state-approved school taxes and local taxes, subject to the limits identified in the Michigan Strategic Fund (MSF) resolution.

AKT Peerless remains available to provide additional clarification, review further documentation, or assist in completing the reimbursement process.

If you have any questions, please feel free to contact me at (248) 200-6666 or gelletlyj@aktpeerless.com.

Sincerely,



Jenn Gelletly
Project Manager
AKT Peerless

Attachments:

- A. AKT Peerless' Reimbursement Tracking of Brownfield Eligible Activities, as of August 2025
- B. Documentation of Verified Costs for Eligible Activities
- C. Executed Reimbursement Agreement
- D. MSF Approval Resolution

ATTACHMENT A

AKT Peerless' Reimbursement Tracking of Brownfield Eligible Activities, as of August 2025

Reimbursement Tracking for Brownfield Eligible Activities	
Packaging Specialties Redevelopment Project (aka Welch Packaging Company)	
8111 Widdowson, Romulus, MI	
Packaging Specialties Inc.	
Welch Packaging Group Reimbursement Request	
Eligible Activity Costs as of August 2018	

Dispositive Reimbursement Request Summary Table						
Eligible Activity (LAI) Category	EA Costs	Approved in Plan	Requested for TIF	Eligible for TIF (per reimbursement)	Remaining (for further request)	
SEA Activities (Preapproved Work Plan Exempt)	\$	48,675.00	\$	48,675.00	\$	0.00
Due Care Activities	\$	6,000.00	\$	6,000.00	\$	2,000.00
Additional Response Activities	\$	25,000.00	\$	-	\$	25,000.00
Environmental Insurance	\$	5,000.00	\$	-	\$	5,000.00
TOTAL ENVIRONMENTAL ELIGIBLE ACTIVITIES	\$	84,675.00	\$	48,675.00	\$	36,000.00
Demolition	\$	8,221,440.00	\$	128,625.00	\$	892,815.00
Lead & Asbestos Abatement	\$	16,074.00	\$	6,450.00	\$	20,424.00
TOTAL NON-ENVIRONMENTAL ELIGIBLE ACTIVITIES	\$	1,590,515.00	\$	135,075.00	\$	145,140.00
Contingency 381 Work Plan Preparation	\$	25,500.00	\$	11,377.31	\$	12,122.69
Contingency on Eligible Activities	\$	167,166.00	\$	-	\$	167,166.00
GRAND TOTAL OF ELIGIBLE ACTIVITY COSTS	\$	1,212,190.00	\$	200,527.31	\$	1,011,662.69

Eligible Activity (as identified in the Project's Brownfield Plan/Act 381 Work Plan)	Req. #	Invoice Description	Contractor/ Subcontractor	Pay App/ Invoice No.	Total Pay App/ Invoice Amount	Invoice Date	Proof of Payment	Payment/ Waiver Date	Payment/Waiver Issued By	Amount Requested for TIF	Amount Recommended As Eligible	
ENVIRONMENTAL ELIGIBLE ACTIVITIES												
Preapproved Activities												
SEA Activities	1	Phase I Environmental Site Assessment	AKT Peerless	38740	\$	1,600.00	6/30/2015	AKT AR Ledger	5/08/2015	AKT Peerless	\$	2,600.00
SEA Activities	1	Phase II Environmental Site Assessment	AKT Peerless	39135	\$	30,175.00	5/31/2015	AKT AR Ledger	6/22/2015	AKT Peerless	\$	42,075.00
Due Care Activities	1	SEA and Due Care Plan	AKT Peerless	39554	\$	1,000.00	6/30/2015	AKT AR Ledger	7/10/2015	AKT Peerless	\$	5,000.00
ENVIRONMENTAL NON-ELIGIBLE ACTIVITIES												
Demolition												
Demolition	1	Office and Shop Demo	J.B. Donahue	Pay App #1	\$	471,695.46	5/31/2016	Full Conditional Waiver & Sworn Statement	6/1/2016	J.B. Donahue Company	\$	128,625.00
										\$	128,625.00	
Lead & Asbestos Abatement												
Lead & Asbestos Abatement	1	Asbestos Survey	AKT Peerless	39589	\$	36,575.00	5/31/2015	AKT AR Ledger	6/22/2015	AKT Peerless	\$	8,500.00
Lead & Asbestos Abatement	1	Asbestos Testing - Vermiculite in Exterior Wall	J.B. Donahue	Pay App #1	\$	471,695.46	5/31/2016	Full Conditional Waiver & Sworn Statement	6/1/2016	J.B. Donahue Company	\$	150.00
										\$	8,650.00	
Lead & Asbestos Abatement Subtotal												
										\$	8,650.00	
Phase II Environmental Site Assessment												
Preparation of Brownfield Plan/Act 381 Work Plan												
Preparation of Brownfield Plan	1	Brownfield Plan	AKT Peerless	39214	\$	1,003.75	5/31/2015	AKT AR Ledger	2/04/2015	AKT Peerless	\$	1,590.00
Preparation of Brownfield Plan	1	Consulting & Support	AKT Peerless	39214	\$	1,003.75	5/31/2015	AKT AR Ledger	2/04/2015	AKT Peerless	\$	1,590.00
Preparation of Brownfield Plan	1	Brownfield Plan	AKT Peerless	39476	\$	1,613.00	6/25/2015	AKT AR Ledger	7/20/2015	AKT Peerless	\$	1,570.50
Preparation of Act 381 Work Plan	1	Act 381 Work Plan	AKT Peerless	39476	\$	1,613.00	6/25/2015	AKT AR Ledger	7/20/2015	AKT Peerless	\$	1,570.50
Preparation of Act 381 Work Plan	1	Consulting & Support	AKT Peerless	39476	\$	1,613.00	6/25/2015	AKT AR Ledger	7/20/2015	AKT Peerless	\$	1,570.50
Preparation of Act 381 Work Plan	1	Brownfield Plan	AKT Peerless	40043	\$	1,902.50	7/31/2015	AKT AR Ledger	8/6/2015	AKT Peerless	\$	1,375.00
Preparation of Act 381 Work Plan	1	Consulting & Support	AKT Peerless	40043	\$	1,902.50	7/31/2015	AKT AR Ledger	8/6/2015	AKT Peerless	\$	1,375.00
Preparation of Brownfield Plan	1	Brownfield Plan	AKT Peerless	41205	\$	-	11/30/2015	AKT AR Ledger	11/30/2015	AKT Peerless	\$	199.31
Preparation of Act 381 Work Plan	1	Act 381 Work Plan	AKT Peerless	41205	\$	-	11/30/2015	AKT AR Ledger	11/30/2015	AKT Peerless	\$	2,484.13
Preparation of Act 381 Work Plan	1	Act 381 Work Plan	AKT Peerless	41512	\$	-	12/31/2015	AKT AR Ledger	12/31/2015	AKT Peerless	\$	40.00
Preparation of Act 381 Work Plan	1	Consulting & Support	AKT Peerless	41512	\$	-	12/31/2015	AKT AR Ledger	12/31/2015	AKT Peerless	\$	480.00
GRAND TOTALS											\$	200,527.31
											\$	200,527.31

ATTACHMENT B

Documentation of Verified Costs for Eligible Activities



214 Janes Avenue
Saginaw, MI 48607

P: 989-754-9896
F: 989-754-3804

Invoice

April 30, 2015

Invoice No: 38740

Sherry Strunk
K-Tab II
11350 Kaltz
Warren, MI 48089

*Please reference this invoice no. on
your remittance.*

Project Manager Jeremy Fox

Total Due This Invoice (see breakdown below):	\$2,600.00
--	-------------------

Project 10042F00 8111 Middlebelt Road, Romulus, MI

Professional Services for the Period: April 1, 2015 to April 30, 2015

Dilling Group: 1 Phase I Environmental Site Assessment

Professional services rendered and project costs incurred to conduct a Phase I Environmental Site Assessment at 8111 Middlebelt Road, Romulus, Michigan. Reference AKT Peerless' proposal PF-17098, dated February 19, 2015 for details.

Phase 17 Phase I Environmental Site Assessment

	2,600.00
Total Phase	\$2,600.00
Total Billing Group	\$2,600.00
Invoice Amount	\$2,600.00

AKTPeerless Environmental Services, LLC.

ACCEPTS:





Invoice

214 Janes Avenue
Saginaw, MI 48607

P: 989-754-9896
F: 989-754-3804

May 31, 2015
Invoice No: 39135

Sherry Strunk
K-Tab II
11350 Kaltz
Warren, MI 48089

*Please reference this invoice no. on
your remittance.*

Project Manager Jeremy Fox

Total Due This Invoice (see breakdown below):	\$30,575.00
--	--------------------

Project 10042F00 8111 Middlebelt Road, Romulus, MI

Professional Services for the Period: May 1, 2015 to May 31, 2015

Billing Group: 2 Phase II Environmental Site Assessment
Professional services rendered and project costs incurred to conduct a Phase II Environmental Site Assessment at 8111 Middlebelt Road, Romulus, Michigan. Reference AKT Peerless' proposal PF-17380, dated April 21, 2015 for details.

Phase	20	Phase II Environmental Site Assessment	
			42,075.00
Additional Fees			
Retainer			-20,000.00
	Total Additional Fees		-20,000.00
		Total Phase	\$22,075.00
		Total Billing Group	\$22,075.00

Billing Group: 3 Asbestos Survey
Professional services rendered and project costs incurred to conduct an Asbestos Survey at 8111 Middlebelt Road, Romulus, Michigan. Reference AKT Peerless' proposal PF-17380, dated April 21, 2015 for details.

Phase	190	Asbestos Survey	
			8,500.00
		Total Phase	\$8,500.00

AKTPeerless Environmental Services, LLC.

ACCEPTS:



Project	10042F00	8111 Middlebelt Road, Romulus, MI	Invoice	39135
Total Billing Group			\$8,500.00	
Invoice Amount			\$30,575.00	

AKTPeerless Environmental Services, LLC.

ACCEPTS:





Invoice

214 Janes Avenue
Saginaw, MI 48607

P: 989-754-9896
F: 989-754-3804

May 31, 2015
Invoice No: 39214

Sherry Strunk
K-Tab II
11350 Kaltz
Warren, MI 48089

*Please reference this invoice no. on
your remittance.*

Project Manager Jeremy Fox

Total Due This Invoice (see breakdown below):	\$3,003.75
--	-------------------

Project **10042F00** **8111 Middlebelt Road, Romulus, MI**

Professional Services for the Period: May 1, 2015 to May 31, 2015

Billing Group: 4 Brownfield Plan

Professional services rendered and project costs incurred to prepare a Brownfield Plan at 8111 Middlebelt Road, Romulus, Michigan. Reference AKT Peerless' proposal PB-17463, dated May 6, 2015 for details.

Phase 25 Brownfield Plan

Professional Personnel

	Hours	Amount	
Project Management	6.25	775.00	
Report Activity/Production	11.25	787.50	
CAD & Mapping	.50	27.50	
	18.00	1,590.00	
Totals	18.00	1,590.00	
Total Labor			1,590.00
		Total Phase	\$1,590.00
		Total Billing Group	\$1,590.00

Billing Group: 6 PA 198 Exemption Certificate

Professional services rendered and project costs incurred to prepare a PA 198 Exemption Certificate at 8111 Middlebelt Road, Romulus, Michigan. Refer to AKT Peerless' proposal PB-17463, dated May 6, 2015.

Phase 25 PA 198 Exemption Certificate

AKTPeerless Environmental Services, LLC.

ACCEPTS:



Professional Personnel

	Hours	Amount	
Project Management	1.50	240.00	
Report Activity/Production	2.00	140.00	
	3.50	380.00	
Totals	3.50	380.00	
Total Labor			380.00
		Total Phase	\$380.00
		Total Billing Group	\$380.00

Billing Group: 7 Consulting & Support
Professional services rendered and project costs incurred to conduct Consulting & Support at 8111 Middlebelt Road, Romulus, Michigan. Reference AKT Peerless' proposal PB-17463, dated May 6, 2015 for details.

Phase 25 Consulting & Support

Professional Personnel

	Hours	Amount	
Project Management	6.25	1,000.00	
Administration Activity	.75	33.75	
	7.00	1,033.75	
Totals	7.00	1,033.75	
Total Labor			1,033.75
		Total Phase	\$1,033.75
		Total Billing Group	\$1,033.75
		Invoice Amount	\$3,003.75

AKTPeerless Environmental Services, LLC.

ACCEPTS:





214 Janes Avenue
Saginaw, MI 48607

P: 989-754-9896
F: 989-754-3804

Invoice

June 25, 2015
Invoice No: 39476

Sherry Strunk
K-Tab II
11350 Kaltz
Warren, MI 48089

*Please reference this invoice no. on
your remittance.*

Project Manager Jeremy Fox

Total Due This Invoice (see breakdown below):	\$5,613.00
--	-------------------

Project 10042F00 8111 Middlebelt Road, Romulus, MI

Professional Services for the Period: June 1, 2015 to June 25, 2015

Billing Group: 4 Brownfield Plan

Professional services rendered and project costs incurred to prepare a Brownfield Plan at 8111 Middlebelt Road, Romulus, Michigan. Reference AKT Peerless' proposal PB-17463, dated May 6, 2015 for details.

Phase 25 Brownfield Plan

Professional Personnel

	Hours	Amount	
Project Management	7.50	825.00	
Report Activity/Production	7.25	657.50	
	14.75	1,482.50	
Totals	14.75	1,482.50	
Total Labor			1,482.50

Subcontractor/Reimbursables

Markup

Database Searches			
6/4/2015 Business Card	data services	2.30	
Total Subcontractor/Reimbursables		2.30	2.30

Reimbursable Expenses

Mileage			
Michaluk, Janet	travel	85.70	
Total Reimbursables		85.70	85.70

Total Phase \$1,570.50

Total Billing Group \$1,570.50

AKTPeerless Environmental Services, LLC.

ACCEPTS:



Project	10042F00	8111 Middlebelt Road, Romulus, MI	Invoice	39476
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Billing Group: 5 Act 381 Work Plan

Professional services rendered and project costs incurred to conduct an Act 381 Work Plan at 8111 Middlebelt Road, Romulus, Michigan. Reference AKT Peerless' proposal PB-17463, dated May 6, 2015 for details.

Phase 25 Act 381 Work Plan

Professional Personnel

	Hours	Amount	
Project Management	5.00	600.00	
Report Activity/Production	2.50	175.00	
	7.50	775.00	
Totals	7.50	775.00	
Total Labor			775.00
		Total Phase	\$775.00
		Total Billing Group	\$775.00

Billing Group: 6 PA 198 Exemption Certificate

Professional services rendered and project costs incurred to prepare a PA 198 Exemption Certificate at 8111 Middlebelt Road, Romulus, Michigan. Refer to AKT Peerless' proposal PB-17463, dated May 6, 2015.

Phase 25 PA 198 Exemption Certificate

Professional Personnel

	Hours	Amount	
Project Management	10.25	1,127.50	
Report Activity/Production	10.25	917.50	
	20.50	2,045.00	
Totals	20.50	2,045.00	
Total Labor			2,045.00
		Total Phase	\$2,045.00
		Total Billing Group	\$2,045.00

Billing Group: 7 Consulting & Support

Professional services rendered and project costs incurred to conduct Consulting & Support at 8111 Middlebelt Road, Romulus, Michigan. Reference AKT Peerless' proposal PB-17463, dated May 6, 2015 for details.

Phase 25 Consulting & Support

Professional Personnel

	Hours	Amount	
Project Management	9.75	1,222.50	
	9.75	1,222.50	
Totals	9.75	1,222.50	
Total Labor			1,222.50
		Total Phase	\$1,222.50

AKTPeerless Environmental Services, LLC.

ACCEPTS:



Project	10042F00	8111 Middlebelt Road, Romulus, MI	Invoice	39476
Total Billing Group			\$1,222.50	
Invoice Amount			\$5,613.00	

AKTPeerless Environmental Services, LLC.

ACCEPTS:





214 Janes Avenue
Saginaw, MI 48607

P: 989-754-9896
F: 989-754-3804

Invoice

June 30, 2015

Invoice No: 39554

Sherry Strunk
K-Tab II
11350 Kaltz
Warren, MI 48089

*Please reference this invoice no. on
your remittance.*

Project Manager Jeremy Fox

Total Due This Invoice (see breakdown below):	\$5,000.00
--	-------------------

Project 10042F00 8111 Middlebelt Road, Romulus, MI

Professional Services for the Period: June 1, 2015 to June 30, 2015

Billing Group: 8 BEA and Due Care Plan

Professional services rendered and project costs incurred to prepare a Baseline Environmental Assessment (BEA) and Due Care Plan for the property at 8111 Middlebelt Road, Romulus, Michigan. Reference AKT Peerless' proposal PF-17586, dated May 29, 2015 for details.

Phase 26/27 BEA and Due Care Plan

5,000.00

Total Phase \$5,000.00

Total Billing Group \$5,000.00

Invoice Amount \$5,000.00

AKTPeerless Environmental Services, LLC.

ACCEPTS:





214 Janes Avenue
Saginaw, MI 48607

P: 989-754-9896
F: 989-754-3804

Invoice

July 31, 2015
Invoice No: 40043

Sherry Strunk
K-Tab II
11350 Kaltz
Warren, MI 48089

*Please reference this invoice no. on
your remittance.*

Project Manager Jeremy Fox

Total Due This Invoice (see breakdown below):	\$4,902.50
--	-------------------

Project 10042F00 8111 Middlebelt Road, Romulus, MI

Professional Services for the Period: June 22, 2015 to July 31, 2015

Billing Group: 4 Brownfield Plan

Professional services rendered and project costs incurred to prepare a Brownfield Plan at 8111 Middlebelt Road, Romulus, Michigan. Reference AKT Peerless' proposal PB-17463, dated May 6, 2015 for details.

Phase 25 Brownfield Plan

Professional Personnel

	Hours	Amount
Project Management	2.75	352.50
Report Activity/Production	18.50	1,835.00
	21.25	2,187.50
Totals	21.25	2,187.50
Total Labor		2,187.50
Total Phase		\$2,187.50
Total Billing Group		\$2,187.50

Billing Group: 5 Act 381 Work Plan

Professional services rendered and project costs incurred to prepare an Act 381 Work Plan at 8111 Middlebelt Road, Romulus, Michigan. Reference AKT Peerless' proposal PD-17463, dated May 6, 2015 for details.

Phase 25 Act 381 Work Plan

AKTPeerless Environmental Services, LLC.

ACCEPTS:



Professional Personnel

	Hours	Amount
Project Management	2.00	220.00
Report Activity/Production	16.00	1,155.00
	18.00	1,375.00
Totals	18.00	1,375.00
Total Labor		1,375.00
	Total Phase	\$1,375.00
	Total Billing Group	\$1,375.00

Billing Group: 6 PA 198 Exemption Certificate
Professional services rendered and project costs incurred to prepare a PA 198 Exemption Certificate at 8111 Middlebelt Road, Romulus, Michigan. Refer to AKT Peerless' proposal PB-17463, dated May 6, 2015.

Phase 25 PA 198 Exemption Certificate

Professional Personnel

	Hours	Amount
Project Management	2.00	295.00
Report Activity/Production	3.50	385.00
	5.50	680.00
Totals	5.50	680.00
Total Labor		680.00
	Total Phase	\$680.00
	Total Billing Group	\$680.00

Billing Group: 7 Consulting & Support
Professional services rendered and project costs incurred to conduct Consulting & Support at 8111 Middlebelt Road, Romulus, Michigan. Reference AKT Peerless' proposal PB-17463, dated May 6, 2015 for details.

Phase 25 Consulting & Support

Professional Personnel

	Hours	Amount
Project Management	6.00	660.00
	6.00	660.00
Totals	6.00	660.00
Total Labor		660.00
	Total Phase	\$660.00
	Total Billing Group	\$660.00
	Invoice Amount	\$4,902.50

AKTPeerless Environmental Services, LLC.

ACCEPTS:





Invoice

214 Janes Avenue
Saginaw, MI 48607

P: 989-754-9896
F: 989-754-3804

November 30, 2015
Invoice No: 41205

Sherry Strunk
K-Tab II
11350 Kaltz
Warren, MI 48089

*Please reference this invoice no. on
your remittance.*

Project Manager Jeremy Fox

Total Due This Invoice (see breakdown below):	\$0.00
--	---------------

Project 10042F00 8111 Middlebelt Road, Romulus, MI

Professional Services for the Period: August 4, 2015 to November 29, 2015

Billing Group: 4 Brownfield Plan

Professional services rendered and project costs incurred to prepare a Brownfield Plan at 8111 Middlebelt Road, Romulus, Michigan. Reference AKT Peerless' proposal PB-17463, dated May 6, 2015 for details.

Phase 25 Brownfield Plan

Reimbursable Expenses

Mileage

Michaluk, Janet	Travel	85.24	
Michaluk, Janet	Travel	92.22	
Michaluk, Janet	Travel	21.85	
Total Reimbursables		199.31	199.31

Additional Fees

Retainer

	-199.31	
Total Additional Fees	-199.31	-199.31

Total Phase 0.00

Total Billing Group 0.00

Billing Group: 5 Act 381 Work Plan

Professional services rendered and project costs incurred to prepare an Act 381 Work Plan at 8111 Middlebelt Road, Romulus, Michigan. Reference AKT Peerless' proposal PB-17463, dated May 6, 2015 for details.

Phase 25 Act 381 Work Plan

AKTPeerless Environmental Services, LLC.

ACCEPTS:



Professional Personnel

		Hours	Amount	
Project Management		15.00	1,743.75	
Report Activity/Production		4.00	350.00	
		19.00	2,093.75	
	Totals	19.00	2,093.75	
	Total Labor			2,093.75
Unit Billing				
11/25/2015	Support Vehicle (Out of Metro Full Day)		150.00	
	Total Units		150.00	150.00
Additional Fees				
Retainer			-2,243.75	
	Total Additional Fees		-2,243.75	-2,243.75
			Total Phase	0.00
			Total Billing Group	0.00

Billing Group: 6 PA 198 Exemption Certificate
Professional services rendered and project costs incurred to prepare a PA 198 Exemption Certificate at 8111 Middlebelt Road, Romulus, Michigan. Refer to AKT Peerless' proposal PB-17463, dated May 6, 2015.

Phase 25 PA 198 Exemption Certificate

Professional Personnel

		Hours	Amount	
Project Management		4.25	510.00	
Report Activity/Production		2.25	270.00	
		6.50	780.00	
	Totals	6.50	780.00	
	Total Labor			780.00
Additional Fees				
Retainer			-780.00	
	Total Additional Fees		-780.00	-780.00
			Total Phase	0.00
			Total Billing Group	0.00
			Invoice Amount	0.00

AKTPeerless Environmental Services, LLC.

ACCEPTS:





214 Janes Avenue
Saginaw, MI 48607

P: 989-754-9896
F: 989-754-3804

Invoice

December 31, 2015
Invoice No: 41512

Sherry Strunk
K-Tab II
11350 Kaltz
Warren, MI 48089

*Please reference this invoice no. on
your remittance.*

Project Manager Jeremy Fox

Total Due This Invoice (see breakdown below):	\$0.00
--	---------------

Project 10042F00 8111 Middlebelt Road, Romulus, MI

Professional Services for the Period: November 30, 2015 to December 4, 2015

Billing Group: 5 Act 381 Work Plan

Professional services rendered and project costs incurred to prepare an Act 381 Work Plan at 8111 Middlebelt Road, Romulus, Michigan.
Reference AKT Peerless' proposal PB-17463, dated May 6, 2015 for details.

Phase 25 Act 381 Work Plan

Professional Personnel

	Hours	Amount
Report Activity/Production	.50	40.00
	.50	40.00
Totals	.50	40.00
Total Labor		40.00

Additional Fees

Retainer	-40.00
Total Additional Fees	-40.00

Total Phase 0.00

Total Billing Group 0.00

Billing Group: 7 Consulting & Support

Professional services rendered and project costs incurred to conduct Consulting & Support at 8111 Middlebelt Road, Romulus, Michigan.
Reference AKT Peerless' proposal PB-17463, dated May 6, 2015 for details.

Phase 25 Consulting & Support

AKTPeerless Environmental Services, LLC.

ACCEPTS:



Project	10042F00	8111 Middlebelt Road, Romulus, MI	Invoice	41512
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Professional Personnel

	Hours	Amount	
Project Management	4.00	480.00	
	4.00	480.00	
Totals	4.00	480.00	
Total Labor			480.00

Additional Fees

Retainer		-480.00	
Total Additional Fees		-480.00	-480.00

Total Phase 0.00

Total Billing Group 0.00

Invoice Amount 0.00

AKTPeerless Environmental Services, LLC.

ACCEPTS:



Accounts Receivable Ledger

Wednesday, August 27, 2025
3:33:00 PM

AKTPeerless Environmental Services, LLC

Job-to-Date through 8/31/2025

Invoice	Mod/Receipt Detail	Invoice Date	Total
Project Number: 10042F00 8111 Middlebelt Road, Romulus, MI / Project Manager: Fox			
38740		4/30/2015	2,600.00
38740	Rcpt 000020150528	5/28/2015	(2,600.00)
Total for 38740			
39135		5/31/2015	50,575.00
39135	Retainer	5/31/2015	(20,000.00)
39135	Rcpt 20150622FARM	6/22/2015	(30,575.00)
Total for 39135			
39214		5/31/2015	3,003.75
39214	Rcpt 20150622FARM	6/22/2015	(3,003.75)
Total for 39214			
39476		6/25/2015	5,613.00
39476	Rcpt 20150706FARM	7/6/2015	(5,613.00)
Total for 39476			
39554		6/30/2015	5,000.00
39554	Rcpt 00CKS4.20.15	7/20/2015	(5,000.00)
Total for 39554			
40043		7/31/2015	4,902.50
40043	Rcpt 20150908FARM	9/8/2015	(4,902.50)
Total for 40043			
40236		8/31/2015	1,013.75
40236	Rcpt 20150914FARM	9/14/2015	(1,013.75)
Total for 40236			
40611		9/30/2015	1,485.90
40611	Rcpt 000020151027	10/27/2015	(1,485.90)
Total for 40611			
41205		11/30/2015	3,223.06
41205	Retainer	11/30/2015	(3,223.06)
Total for 41205			
41512		12/31/2015	520.00
41512	Retainer	12/31/2015	(520.00)
Total for 41512			
10042F		12/31/2015	
10042F	Retainer	12/31/2015	
Total for 10042F			
Project Billed			77,936.96
Project Received			(77,936.96)
Project Retainage			
Total for 10042F00			
Total Billed			77,936.96
Total Received			(77,936.96)
Total Retainage			
Total			

Application and Certificate For Payment

Page 1

To Owner: KTAB LLC - PACKSPEC 11350 KALTZ AVE. WARREN, MI 48089	Project: Pack Spec 8111 Middlebelt Romulus, MI	Application No: 8 Period To: 05/01/16 Architect's Project No: Contract Date:	Date: 05/31/2016
From (Contractor): JB Donaldson Company 37610 Hills Tech Dr Farmington Hills, MI 48331	Contractor Job Number: 15-016 Via (Architect):		
Phone: 248 344-0045	Contract For:		

Contractor's Application For Payment

Change Order Summary	Additions	Deductions
Change orders approved in previous months by owner	2,558,835.81	
Change orders approved this month	53,767.98	
Totals	53,767.98	
Net change by change orders	2,612,603.79	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor: [Signature] Date: 6-1-2016
 By: [Signature] State of: MI County of: Oakland
 Subscribed and sworn to before me this 1 day of June, 2016 (year). Notary public: [Signature]
 My commission expires 12/11/2019.

Original contract sum	2,883,353.96
Net change by change orders	2,612,603.79
Contract sum to date	5,495,957.75
Total completed and stored to date	5,495,957.75
Retainage	
0.0% of completed work	0.00
0.0% of stored material	0.00
Total retainage	0.00
Total earned less retainage	5,495,957.75
Less previous certificates of payment	5,024,262.29
Current sales tax	
6.000% of taxable amount	0.00
Current sales tax	0.00
Current payment due	471,695.46
Balance to finish, including retainage	0.00

Architect's Certificate for Payment

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

Amount Certified: \$ _____

Architect:

By: _____ Date: _____

This Certification is not negotiable. The Amount Certified is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Application and Certificate For Payment -- page 2

To Owner: KTAB LLC - PACKSPEC
 From (Contractor): JB Donaldson Company
 Project: Pack Spec

Application No: 8 Date: 05/31/16 Period To: 05/01/16
 Contractor's Job Number: 15-016
 Architect's Project No:

Item Number	Description	Scheduled Value	Work Completed		Materials Presently Stored	Completed and Stored to Date	%	Balance to Finish	Retention	Memo
			Previous Application	This Period						
001	Preconstruction Services	17,000.00	17,000.00	0.00	0.00	17,000.00	100.00	0.00	0.00	
002	Permits (Allowance)	28,152.50	12,764.50	15,388.00	0.00	28,152.50	100.00	0.00	0.00	
003	General Construction Services	177,515.31	125,445.37	52,069.94	0.00	177,515.31	100.00	0.00	0.00	
004	Misc Clean Up	1,537.50	1,537.50	0.00	0.00	1,537.50	100.00	0.00	0.00	
005	Office & Shop Demo	128,625.00	128,625.00	0.00	0.00	128,625.00	100.00	0.00	0.00	
006	Power System Evaluation	32,144.00	32,144.00	0.00	0.00	32,144.00	100.00	0.00	0.00	
007	Architecture	39,500.00	39,500.00	0.00	0.00	39,500.00	100.00	0.00	0.00	
008	Temp Wall	1,252.00	1,252.00	0.00	0.00	1,252.00	100.00	0.00	0.00	
009	Asbestos Testing	150.00	150.00	0.00	0.00	150.00	100.00	0.00	0.00	
010	Asphalt Total Replacement	316,581.50	227,871.00	88,710.50	0.00	316,581.50	100.00	0.00	0.00	
011	Landscaping	54,566.00	3,795.00	50,771.00	0.00	54,566.00	100.00	0.00	0.00	
012	Interior Concrete Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
013	Masonry	67,132.00	63,137.00	3,995.00	0.00	67,132.00	100.00	0.00	0.00	
014	Carpentry/Ceiling Repairs/Tile	87,353.50	84,214.50	3,139.00	0.00	87,353.50	100.00	0.00	0.00	
015	Kitchen/Copy Area Millwork	40,128.00	40,128.00	0.00	0.00	40,128.00	100.00	0.00	0.00	
016	Paint/Join Sealants	376,273.50	347,037.50	29,236.00	0.00	376,273.50	100.00	0.00	0.00	
017	Ceramic/Vinyl Base - 1st fl of	23,390.00	23,390.00	0.00	0.00	23,390.00	100.00	0.00	0.00	
018	Bathroom Acc	4,760.00	4,760.00	0.00	0.00	4,760.00	100.00	0.00	0.00	
019	Awning	2,257.88	2,257.88	0.00	0.00	2,257.88	100.00	0.00	0.00	
020	Fencing & Misc	31,280.00	31,280.00	0.00	0.00	31,280.00	100.00	0.00	0.00	
021	Roof Replacement	674,035.93	604,560.50	9,469.43	0.00	674,035.93	100.00	0.00	0.00	
022	Doors/Frames/Glass	22,670.00	20,770.00	1,900.00	0.00	22,670.00	100.00	0.00	0.00	
023	Site work/Excavation	665,639.51	662,719.51	2,920.00	0.00	665,639.51	100.00	0.00	0.00	
024	Structural Steel	121,572.00	115,663.40	5,888.60	0.00	121,572.00	100.00	0.00	0.00	
025	Overhead Doors/Dock equip	126,145.80	123,639.80	2,506.00	0.00	126,145.80	100.00	0.00	0.00	
026	Fire Suppression	327,010.13	332,161.10	-5,150.97	0.00	327,010.13	100.00	0.00	0.00	

Application and Certificate For Payment -- page 3

To Owner: KTAB LLC - PACKSPEC
 From (Contractor): JB Donaldson Company
 Project: Pack Spec

Application No: 8 Date: 05/31/16 Period To: 05/01/16
 Contractor's Job Number: 15-016
 Architect's Project No:

Item Number	Description	Scheduled Value	Work Completed		Materials Presently Stored	Completed and Stored to Date	%	Balance to Finish	Retention	Memo
			Previous Application	This Period						
027	Plumbing	174,707.00	180,051.00	-15,264.00	0.00	174,707.00	100.00	0.00	0.00	
028	Water Meter Repairs	3,883.20	3,883.20	0.00	0.00	3,883.20	100.00	0.00	0.00	
029	HVAC	176,550.00	176,550.00	0.00	0.00	176,550.00	100.00	0.00	0.00	
030	Electrical	2,594.10	2,594.10	0.00	0.00	2,594.10	100.00	0.00	0.00	
031	Electrical Design	6,243.00	6,243.00	0.00	0.00	6,243.00	100.00	0.00	0.00	
032	Electrical	1,139,818.86	1,101,827.52	37,990.94	0.00	1,139,818.86	100.00	0.00	0.00	
033	Scale Evaluation & Replace	7,394.89	6,144.82	1,250.07	0.00	7,394.89	100.00	0.00	0.00	
034	Utility Pole refo	3,100.29	3,100.29	0.00	0.00	3,100.29	100.00	0.00	0.00	
035	General Conditions	213,650.00	201,485.00	12,165.00	0.00	213,650.00	100.00	0.00	0.00	
036	Electrical	33,902.00	33,902.00	0.00	0.00	33,902.00	100.00	0.00	0.00	
050	Glass	27,300.00	27,300.00	0.00	0.00	27,300.00	100.00	0.00	0.00	
051	Misc Int & Parking Signage	11,338.42	9,825.88	1,512.54	0.00	11,338.42	100.00	0.00	0.00	
36	Final Duct Connection for Equi	15,452.00	15,452.00	0.00	0.00	15,452.00	100.00	0.00	0.00	
37	Cyclone Sys Inspection	2,200.00	0.00	2,200.00	0.00	2,200.00	100.00	0.00	0.00	
900	General Contractor's Fee	311,091.95	292,646.06	18,445.89	0.00	311,091.95	100.00	0.00	0.00	
Application Total		5,495,957.75	5,176,834.81	319,122.94	0.00	5,495,957.75	100.00	0.00	0.00	

State of Michigan)
County of Oakland)
I, _____, (deponent), being sworn, states the following:
That J.B. Donaldson Company is the contractor for an improvement
to the following described real property situated in Westland, MI
County of Wayne, Michigan, described as follows:

Commonly Known As: PackSpco

The following is a statement of each subcontractor and supplier, and borrower, for whom payment of money or things in value and withholdings is due but unpaid, with whom the contractor/subcontractor has (contracted/subcontracted) for performance under the contract with the owner or lessee of the property, and the amounts due to the persons as of the date of this statement are correctly and fully set forth opposite their names.
The contractor has not procured material from, or subcontracted with any person other than those set forth and owes no money for the improvement other than the sums set forth.

I make this statement as the (contractor) (subcontractor) or as the Owner of the (contractor) (subcontractor) to represent to the owner or lessee of the property his or her agents that the property is free from claims of construction liens, or the possibility of construction liens, except as specifically set forth in this statement and except for claims of construction liens by borrowers that may be produced under section 109 of the construction lien act, 1960 PA 487, MCL 570.1109.

DRAW#8, FINAL									
NAME, ADDRESS AND TELEPHONE NO. OF SUBCONTRACTOR, SUPPLIER, OR LABORER	TYPE OF IMPROVEMENT FURNISHED	TOTAL CONTRACT PRICE	CHANGE ORDERS (+/-)	ADJUSTED CONTRACT PRICE	AMOUNT ALREADY PAID	AMOUNT CURRENTLY OWING	TOTAL RETENTION WITHHELD	BALANCE TO COMPLETE	
1 JB Donaldson Co	Preconstruction Services	17,000.00		17,000.00	17,000.00		0.00	0.00	
2 JB Donaldson Co	Permits (Allowance)	20,000.00	6,162.60	26,162.60	12,764.60	15,388.00	0.00	0.00	
3 JB Donaldson Co	General Construction Services	20,000.00	157,515.31	177,515.31	125,445.37	52,069.94	0.00	0.00	
4 B & J Parking Lot Maintenance	Misc. Clean Up	0.00	1,537.50	1,537.50	1,537.50		0.00	0.00	
5 Blue Glen, Inc.	Office & Strip Demo	67,786.00	46,627.00	120,623.00	120,623.00		0.00	0.00	
6 Northern Testing	Power System Evaluation	18,793.90	13,350.10	32,144.00	32,144.00		0.00	0.00	
7 Gillett Associates	Architecture	34,500.00	5,000.00	39,500.00	39,500.00		0.00	0.00	
8 Hilton Construction, LLC	Temp wall	1,252.00		1,252.00			0.00	0.00	
9 BDS Environmental	Asbestos Testing	0.00	150.00	150.00			0.00	0.00	
10 Asphalt Specialists	Asphalt total replacement	142,000.00	174,581.50	316,581.50	205,083.90	111,497.60	0.00	0.00	
11 Cut-N-Care	Landscaping/Tree trimming/Misc. clean up	44,999.50	5,566.50	50,566.00	3,415.50	51,150.50	0.00	0.00	
12 Cloniano Coating Technology	Interior Concrete repairs	9,500.00	-5,500.00	0.00			0.00	0.00	
13 ZMC	Masonry	25,500.00	41,632.00	67,132.00	63,132.00	3,996.00	0.00	0.00	
14 Castle Commercial Carpentry	Carpentry/Ceiling repairs/Tie replacement	95,503.00	-5,149.50	87,353.50	84,214.50	3,139.00	0.00	0.00	
15 Masters Millwork, LLC	Kitchen/Copy Area Millwork	15,000.00	25,128.00	40,128.00	40,128.00		0.00	0.00	
16 White Star Painting	Paint/Join sealants / window caulking (exterior)	259,150.00	117,123.50	376,273.50	347,037.50	29,236.00	0.00	0.00	
17 SCI Floor Covering	Ceramics/Vinyl/Base - 1st Floor Office	0.00	23,390.00	23,390.00	23,390.00		0.00	0.00	
18 Clinton Valley Products	Glass	0.00	27,300.00	27,300.00	27,300.00		0.00	0.00	
19 D10 Specialties	Bedroom Access./Repairs/Fire Extinguishers	10,000.00	-5,240.00	4,760.00	4,760.00		0.00	0.00	
20 J.C. Goss Company	Awning (employee entrance)	0.00	2,257.86	2,257.86	2,257.86		0.00	0.00	
21 Jiffy Signs	Misc. Interior & Parking Lot Signage	0.00	11,338.42	11,338.42	9,825.88	1,512.54	0.00	0.00	
22 Jade Fence	Fencing & Misc. fence demo (Allowance)	10,000.00	21,280.00	31,280.00	31,280.00		0.00	0.00	
23 Roof Management	Roof Replacement & Metal Deck Repairs	460,066.00	223,070.03	674,036.03	664,666.60	9,369.43	0.00	0.00	
24 Garmatzki Building Specialties	Doors/Frames/Glass/Glazing	13,300.00	5,170.00	22,670.00	20,770.00	1,900.00	0.00	0.00	
25 Merlo Construction	Site work/excavation/concrete/ underground utilities	285,500.00	380,139.51	665,639.51	662,719.51	2,920.00	0.00	0.00	
26 Steve Sereeny	Structural Steel	40,000.00	81,622.00	121,622.00	104,115.06	17,506.94	0.00	0.00	
27 Crawford Dock & Door Group	Overhead doors/dock equipment/repairs	90,958.00	35,189.80	126,145.80	123,639.80	2,506.00	0.00	0.00	
28 Dynamic Fire Protection	Fire Suppression used & upgrade to ESFR & repairs	283,380.00	43,630.13	327,010.13	332,161.10	-5,150.97	0.00	0.00	
29 Ostlund Plumbing	Plumbing	99,343.20	75,223.80	174,567.00	190,051.00	-15,284.00	0.00	0.00	
30 Michigan Meier	Water meter repairs at front offices	0.00	3,883.20	3,883.20	3,883.20		0.00	0.00	
31 Design HVAC	HVAC	185,500.00	-4,950.00	176,550.00	176,550.00		0.00	0.00	
32 Stewart Electric	Electrical	25,594.10	-22,500.00	2,594.10	2,594.10		0.00	0.00	
33 Jaden Electrical Design, LLC	Electrical Design	6,243.00		6,243.00	6,243.00		0.00	0.00	
34 Sandos	Electrical	282,369.00	877,399.86	1,159,768.86	1,016,645.13	123,123.73	0.00	0.00	
35 Power Solutions	Electrical	0.00	33,902.00	33,902.00	30,511.80	3,390.20	0.00	0.00	
36 Fairbanks	Scale Evaluation & Replace (4) cell loads	950.82	6,444.07	7,394.89	6,144.82	1,250.07	0.00	0.00	
37 DTE Energy	Utility pole relocation in receiving drive	0.00	3,100.29	3,100.29	3,100.29		0.00	0.00	
38 Covenant Environmental	Final Duct Connection for Equipment	0.00	15,452.00	15,452.00	15,452.00		0.00	0.00	
39 SME	Cyclone System Bolts/Welds Inspection	0.00	2,200.00	2,200.00		2,200.00	0.00	0.00	
40 JB Donaldson Co	General Conditions	65,406.00	120,190.00	185,596.00	201,405.00	12,105.00	0.00	0.00	
41	SUBTOTALS	2,637,457.52	2,547,408.28	5,184,865.80	4,760,880.82	423,984.98	0.00	0.00	
42 JB Donaldson Co	Profit & Overhead (8%)	159,247.45	152,844.50	311,091.95	263,381.47	47,710.48	0.00	0.00	
43 JB Donaldson Co	Contingency	87,348.99	-87,348.99	0.00			0.00	0.00	
44	TOTALS	2,883,353.96	2,612,603.79	5,495,957.75	5,024,262.29	471,695.46	0.00	0.00	

5,405,957.75

WARNING TO OWNER OR LESSEE: AN OWNER OR LESSEE OF THE PROPERTY MAY NOT RELY ON THIS SWORN STATEMENT TO AVOID THE CLAIM OF A SUBCONTRACTOR, SUPPLIER, OR LABORER WHO HAS PROVIDED A NOTICE OF FURNISHING OR A LABORER WHO MAY PROVIDE A NOTICE OF FURNISHING UNDER SECTION 109 OF THE CONSTRUCTION LIEN ACT, 1960 PA 487, MCL 570.1109, TO THE DESIGNEE OR TO THE OWNER OR LESSEE IF THE DESIGNEE IS NOT NAMED OR HAS DIED.

WARNING TO DEPENDENT: A PERSON WHO GIVES A FALSE SWORN STATEMENT WITH INTENT TO DEFRAUD IS SUBJECT TO CRIMINAL PENALTIES AS PROVIDED IN SECTION 110 OF THE CONSTRUCTION LIEN ACT, 1960 PA 487, MCL 570.1110.

[Signature] (Deponent) 6-01-2016

Subscribed and sworn to before me on June 1, 2016

Notary Public, *[Signature]* OAKLAND County, MI

My commission expires: 12/18/2019

JENNIFER SMITH
Notary Public - Michigan
Wayne County
My Commission Expires Dec 18, 2019
Acting in the County of OAKLAND

FULL CONDITIONAL WAIVER

MY/OUR CONTRACT WITH KTAB LLC

TO PROVIDE GENERAL CONTRACTOR SERVICES

FOR THE IMPROVEMENT TO THE PROPERTY DESCRIBED AS:

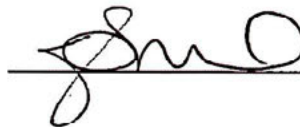
PACKSPEC

HAS BEEN FULLY PAID AND SATISFIED. BY SIGNING THIS WAIVER, ALL MY/OUR CONSTRUCTION LIEN RIGHTS AGAINST THE DESCRIBED PROPERTY ARE WAIVED AND RELEASED.

THIS WAIVER IS CONDITIONED ON ACTUAL PAYMENT OF **\$ 471,695.46**

IF THE IMPROVEMENT IS PROVIDED TO PROPERTY THAT IS A RESIDENTIAL STRUCTURE AND IF THE OWNER OR LESSEE OF THE PROPERTY OR THE OWNER'S OR LESSEE'S DESINGEE HAS RECEIVED A NOTICE OF FURNISHING FROM ME/ONE OF US OR IF I/WE ARE NOT REQUIRED TO PROVIDE ONE, AND THE OWNER, LESSEE, OR DESINGEE HAS NOT RECEIVED THIS WAIVER DIRECTLY FROM ME/ONE OF US, THE OWNER, LESSEE, OR DEISNGEE MAY NOT RELY UPON IT WITHOUT CONTACTING ME/ONE OF US, EITHER IN WRITING, BY TELEPHONE, OR PERSONALLY, TO VERIFY THAT IT IS AUTHENTIC.

J. B. DONALDSON COMPANY



(Signature of lien claimant)

Signed on: 6/1/2016

Address: 37610 HILLS TECH DR.
FARMINGTON HILLS, MI 48331

Phone: 248-344-9045

WARNING: DO NOT SIGN BLANK OR INCOMPLETE FORMS
RETAIN A COPY FOR YOUR RECORDS

ATTACHMENT C

Executed Reimbursement Agreement



CITY OF ROMULUS

RESOLUTION 15-349

At the regular meeting of the Romulus City Council of Romulus, Michigan held at Romulus City Hall on Monday, October 5, 2015, the following resolution was offered by Councilman Wadsworth, seconded by Councilwoman Choate:

To approve adoption of the Brownfield Plan for Packaging Specialties, 8111 Middlebelt Road for the City of Romulus, within which the Authority shall exercise its powers all pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended based on the findings of the public hearing held on Monday, September 28, 2015.

Roll Call Vote Showing: Ayes – Abdo, Barden, Choate, Crout, Makowski, Roscoe, Wadsworth.

Nays –None.

Motion Carried Unanimously.

I, Ellen L. Craig-Bragg, Clerk for the City of Romulus, Michigan do hereby certify the foregoing to be a true copy of a resolution duly adopted by the Romulus City Council at a regular meeting held on the 5th day of October, 2015.

Ellen L. Craig-Bragg, CMC, Clerk
City of Romulus, Michigan

BROWNFIELD DEVELOPMENT REIMBURSEMENT AGREEMENT
PACKAGING SPECIALTIES, INC.
ROMULUS, MICHIGAN

THIS AGREEMENT ("Agreement") is made this 6th day of October, 2015 ("Effective Date") by and between the City of Romulus, Michigan and the City of Romulus Brownfield Redevelopment Authority (collectively the "City") and Packaging Specialties, Inc. ("Developer"), of 11350 Kaltz Avenue, Warren, Michigan 48089.

RECITALS

This Agreement is made under the following circumstances:

- A. Developer is leasing the property more fully described in Exhibit A attached hereto (the "Property").
- B. Developer proposes to partially demolish and reconstruct an industrial packaging facility on the Property (the "Development") in accordance with the Site Plan approved by the City on May 18, 2015.
- C. It has been determined that the Property is a "facility" as defined by MCL §324.20101 et seq.
- D. There are certain eligible costs which Developer will incur as a result of the redevelopment of the Property consisting of certain environmental assessment activities, demolition, and other costs which are eligible for reimbursement (collectively referred to as "Eligible Activities") under Public Act 381 of 1996, as amended ("Act 381"). The City of Romulus Brownfield Redevelopment Authority ("RBRA") has incurred and will continue to incur certain costs for

general administrative and operating activities and for preparing and administering this project ("Administrative Costs"). The cost of the Eligible Activities and the Administrative Costs are collectively referred to as "Costs" or "Eligible Costs". The types of Eligible Activities and the Eligible Activity Costs are more fully described in the Brownfield Plan approved on August 24, 2015 by the RBRA and approved by the City Council on October 5, 2015, pursuant to Act 381. A copy of the Brownfield Plan is attached as Exhibit B to the Agreement. The Costs and activities identified in the Brownfield Plan are estimates; the actual Costs may vary depending on the nature and extent of unknown conditions encountered on the Property. However, the maximum reimbursement for Eligible Activity Costs is capped at the amount approved in the Brownfield Plan and further limited by the terms of this agreement.

E. The proposed Development is anticipated to create jobs in the City, protect against existing contamination at the Property, and return a functionally obsolete and abandoned Property back into use, as well as increase the tax revenues generated by the Property.

F. The City has agreed to assist Developer by reimbursing the Costs through the use of tax increment revenues as provided in the Brownfield Plan, as well as provide an 8 year plant Industrial Facilities Tax Abatement ("198 Abatement").

G. By approving this Agreement, the parties intend that they will act in accordance with the Brownfield Plan which is incorporated herein by reference.

NOW, THEREFORE, in consideration of the foregoing, the parties agree as follows:

1. Compliance with the Plan. Developer shall comply with the terms of the Brownfield Plan, and this agreement. Developer's compliance shall include, but not be limited to, providing any and all accountings and documentation, and executing any documentation, reasonably requested by the City or the RBRA to evidence compliance with or warrant payments under the Brownfield Plan.

2. Payment of Costs by RBRA. The RBRA shall reimburse Developer for the Eligible Costs of Eligible Activities, subject to City Staff's determination that those costs conform with the terms and conditions of this Agreement, the Brownfield Plan, and applicable federal and state laws and regulations. Such reimbursement will be paid solely through the use of tax increment revenues generated from the Property. Although incremental taxes will be generated prior to the expiration of the 198 Abatement period no reimbursement shall occur until after such period. The RBRA and the City are not obligated to provide to Developer any other financial incentives, public financing, bonds, funding, loans or grants, or reimbursements from other sources, including the capture of school taxes, unless approved by the Michigan Strategic Fund (MSF) ("State Approval"), except reimbursement with school tax revenue for Baseline Environmental Assessment activities and Due Care Planning activities, which requires approval only by the City. Furthermore, reimbursement to Developer may occur only to the extent the Property generates tax increment revenues in accordance with the Brownfield Plan and Act 381. If State approval, as required, is not obtained for the capture of school tax millages, the RBRA will only capture local tax increment revenue and only to the extent and for the purposes allowed under Act 381.

2.1 After completion of the Development, Developer shall submit to the City a copy of invoices and an itemized statement of Eligible Activities Costs paid,

with evidence of payment, for reimbursement. The statement shall include a narrative describing the Eligible Activities performed and an explanation of how such activities qualify for reimbursement hereunder. The statement shall further allocate each of the invoices to the specific approved Eligible Activity. Within sixty (60) days, the City or its delegate shall review Developer's submission to determine that such activities qualify for reimbursement and advise Developer in writing if any activities do not qualify. The City shall cause Developer to be paid the amounts approved, but only to the extent tax increments are available and no more than twice in any given year. If sufficient tax increments are not available to pay the entire approved amount, the balance of the approved unpaid amount shall be paid from tax increments next received by the RBRA. It is acknowledged by the Parties that in no case will any incremental tax revenues be available for reimbursement until after the 198 Abatement period.

2.2 In the event of a dispute over a disallowed cost, the RBRA and Developer shall promptly meet to review the reimbursement request and discuss, in good faith, the conditions pursuant to which Developer may obtain approval of the disallowed cost. If this does not resolve the issue, either party may submit the dispute to court as provided in this Agreement.

2.3 In addition to the foregoing, the Eligible Costs shall not be paid to Developer unless:

- (a) They are eligible for payment pursuant to Act 381, the Brownfield Plan, and other applicable federal and state laws and regulations;

- (b) They are incurred for Eligible Activities described by the Brownfield Plan or any subsequent amendments of those plans;
- (c) They are actually paid by Developer; and
- (d) Developer is not in default of Developer's obligations under the Brownfield Plan, this Agreement or the requirements of the 198 Abatement, which default remains uncured pursuant to any applicable cure period.

2.4 The available Eligible Costs paid to Developer shall be, in any year, the amount allowed less amounts to be paid to the RBRA under the Brownfield Plan and the state brownfield revolving fund, as such amount may vary from year to year.

2.5 The Eligible Costs will not include any interest on outstanding or current Eligible Activity Costs.

2.6 The obligations of the City and RBRA to reimburse Developer for Eligible costs pursuant to this Agreement shall terminate on the earlier to occur of: (a) Developer's failure to obtain a Certificate of Occupancy for the Development on or before December 31, 2016; (b) the date on which the City is no longer authorized to collect taxes calculated on the Captured Taxable Value; (c) twenty (20) years after the Effective Date; (d) the date on which Developer has received the maximum amount approved for reimbursement under the Plan, less the imputed value of the 198 Abatement or approximately \$701,000.00 ("198 Value") which shall be calculated and determined at the end of the 198 Abatement Period; (e) a Default occurs by Developer pursuant to

2.3(d); (f) the Developer ceases its operations at the Development; (g) the occurrence of any of the below:

- i) The failure to build the development in accordance with the approved site plan
- ii) Developer, once construction is commenced, fails to continue construction for a period of ninety (90) days
- iii) The Developer files for Bankruptcy, is adjudicated as Bankrupt by a court of competent jurisdiction or a receiver is appointed for the benefit of Developers creditors.
- iv) Developer submits any fraudulent or knowingly false information to City with respect to the Development or the Eligible Activities or Eligible Activity costs.
- v) Developer fails to pay its real property taxes on or before the date due without penalty.
- vi) An event occurs such that Developer is no longer entitled to the 198 Abatement prior to the end of the 8 year Abatement period.

2.7 Developer agrees, that for the calendar years following the approval of the Brownfield Plan that its right to contest the taxable value of the Eligible Property in any proceeding, including a Michigan Tax Tribunal proceeding, shall be limited to those instances in which such appeal will not reduce the taxable value of the Eligible Property.

in aggregate, below the Taxable Value set forth in the Brownfield Plan on the date of completion of the Development, Developer represents and warrants to City that the appraised value of the Development following completion and stabilization shall be at least that stated in the Brownfield Plan and that the creation of the Taxable Value was a material consideration for the Romulus Parties willingness to reimburse Developer the Net Costs. In the event that at some point it is established that the Taxable Value of the Development is less than that stated in the Plan, then Developer's right to seek reimbursement shall be proportionately reduced on an annual basis.

2.8 In no event shall reimbursement of Eligible Activity cost exceed \$1,379,356 less the 198 Value.

3. Representations, Warranties and Covenants of City. The City, for itself and on behalf of the RBRA, represents, warrants and covenants to Developer and that on the Effective Date, and shall be deemed to represent, warrant and covenant on each and every day during the term of this Agreement, as follows:

3.1 The City is a duly-incorporated Michigan home-rule city, and the RBRA is duly organized, validly existing and in good standing under the laws of the State of Michigan and the RBRA, has all corporate power and authority to enter into this Agreement and is duly qualified and in good standing in the State of Michigan.

3.2 Neither the City nor the RBRA are a party to, subject to or bound by any agreement or other obligation, or any judgment, order, writ, injunction or decree of any court or governmental authority, which could present or materially impair the carrying out of this Agreement. The making and performance of this Agreement, and transactions

contemplated herein, by the City and RBRA will not violate any provision of law or result in the breach of, or constitute a default under, any lease, indenture, bank loan, credit agreement or other material agreement or instrument to which the City or RBRA are a party or by which its authority or property may be bound or affected.

4. Representations, Warranties and Covenants of Developer. Developer represents, warrants and covenants to the RBRA on the Effective Date, and shall be deemed to represent, warrant on each and every day during the term of this Agreement, as follows:

4.1 Prior to submitting any invoices pursuant to Section 2 hereof, Developer shall have: (a) completed and paid for the Eligible Activities outlined in the request for reimbursement.

4.2 Developer shall undertake and complete all Eligible Activities at the Property as necessary to achieve compliance with the Brownfield Plan, and applicable federal and state laws and regulations.

4.3 Developer is validly existing and in good standing under the laws of the State in which they are domiciled, have all corporate power and authority to enter into this Agreement and is duly qualified and in good standing in the State of Michigan.

4.4 Developer is not a party to, subject to or bound by any agreement or other obligation, or any judgment, order, writ, injunction or decree of any court or governmental authority, which could prevent or materially impair the carrying out of this Agreement. The making and performance of this Agreement, and transactions contemplated herein, by Developer will not violate any provision of law or result in the

breach of, or constitute a default under, any lease, indenture, bank loan, credit agreement or other material agreement or instrument to which Developer is a party or by which its property may be bound or affected.

5. Default by Developer. The neglect or failure by Developer to cure within a reasonable time but not to exceed thirty (30) days, under the circumstances, the occurrence of any of the following events shall be considered an "Event of Default":

5.1 The material breach, by Developer of any representation, warranty or covenant of this Agreement.

5.2 The failure of Developer to comply with the terms of this Agreement or the Brownfield Plan.

5.3 The failure of Developer to make any property tax payment to the County of Wayne or to the City of Romulus in full prior to the date interest or penalties begin to accrue, for any portion of the Property for which it has the obligation to make such payments.

6. Miscellaneous.

6.1 The RBRA's and City's acceptance and review of plans and drawings submitted to the RBRA in connection with the Brownfield Plan shall not be construed as a grant or waiver of site plan approval or construction plan approval pursuant to City ordinances concerning those improvements depicted or described, as it is mutually understood by the parties that any such plans or drawings submitted have been for brownfield financing purposes only.

6.2 Choice of Law. This Agreement is governed by and must be construed in accordance with the law of the State of Michigan as if fully performed therein and without reference to its conflict of laws principles.

6.3 Notices. Any notices or other communications required or permitted under this Agreement shall be sufficiently given if in writing and (i) hand-delivered, including delivery by courier service, (ii) sent by overnight mail by a nationally recognized overnight mail service, or (iii) sent by certified mail, return receipt requested, post prepaid, addressed to the recipient at the address stated below, or to such other address as the party concerned may substitute by written notice to the other:

If to City: City of Romulus
 11111 Wayne Road
 Romulus, MI 48174
 Attention: Timothy Keyes

If to Brownfield Authority: City of Romulus Brownfield Redevelopment Authority
 11111 Wayne Road
 Romulus, MI 48174
 Attention: Timothy Keyes

With a copy to: Neil S. Silver, Esq.
 Kecskes, Silver & Gadd, PC
 2701 Troy Center Drive, Suite 440
 Troy, MI 48084

If to Developer: Packaging Specialties, Inc.
 8111 Middlebelt Road
 Romulus, MI 48174

All notices forwarded by overnight mail are deemed received on the date the overnight service actually delivers the notice. All notices hand delivered shall be deemed received on the day of delivery. All notices forwarded by mail shall be deemed received on the date two (2) days (excluding Sundays and legal holidays when the U.S.

mail is not delivered) immediately following date of deposit in the U.S. mail; provided, however, the return receipt indicating the date upon which the notice is received shall be prima facie evidence that such notice was received on the date of the return receipt. Addresses may be changed by giving notice of such change in the manner provided herein. Unless and until such written notice is received, the last address given shall be deemed to continue in effect for all purposes.

6.4 Entire Agreement and Amendments. This Agreement, including the Plans and Exhibits referred to herein, contains the entire understanding of the parties hereto with respect to the subject matter contained herein and may only be amended or terminated by a written instrument executed by all parties. There are no restrictions, promises, warranties, covenants or undertakings other than those expressly set forth or provided for herein.

6.5 Severability. Any term or provision of this Agreement that is invalid or unenforceable in any situation in any jurisdiction shall not affect the validity or enforceability of the remaining terms and provisions hereof or the validity or enforceability of the offending term or provision in any other situation or in any other jurisdiction. If the final judgment of a court of competent jurisdiction declares that any term or provision hereof is invalid or unenforceable, the court making the determination of invalidity or unenforceability shall have the power to reduce the scope, duration or area of the term or provision, to delete specific words or phrases, or to replace any invalid or unenforceable term or provision with a term or provision that is valid and enforceable and that comes closest to expressing the intention of the invalid or unenforceable term or

provision, and this Agreement shall be enforceable as so modified after the expiration of the time within which the judgment may be appealed.

6.6 Construction. The language used in this Agreement shall be deemed to be the language chosen by the parties hereto to express their mutual intent, and no rule of strict construction shall be applied against any party. Any reference to any federal, state, local or foreign statute or law shall be deemed also to refer to all rules and regulations promulgated thereunder, unless the context requires otherwise.

6.7 Captions. The captions to the Sections and subsections contained in this Agreement are for reference only, do not form a substantive part of this Agreement and do not restrict or enlarge substantive portions of this Agreement.

6.8 Counterparts. This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

6.9 Parties in Interest. Other than provided for in this Agreement, this Agreement shall not confer any rights or remedies upon any person other than the parties hereto and their respective successors and permitted assigns. This Agreement shall run with the land and shall bind and shall inure to the benefit of the parties hereto, their respective successors and assigns.

6.10 Dispute Resolution. In the event a dispute shall arise as to the parties' respective rights, duties and obligations under this Agreement, or in the event of a claim of breach of the Agreement or Event of Default by any party, such disputes shall be

exclusively resolved in Wayne County Circuit Court, unless otherwise mutually agreed by the parties.

6.11 Survival. Except as otherwise provided in this Agreement, all representations, warranties, covenants and agreements of the parties contained or made pursuant to this Agreement shall survive the execution of this Agreement.

6.12 Recitals. The recitals set forth above are incorporated by reference into the Agreement as if fully set forth therein.

6.13 Site Access. During the Term of this Agreement, the RBRA, its employees, agents, contractors and experts may have access to the Development after normal business hours and upon three (3) days prior written notice to Developer, for the purpose of analyzing whether Developer has complied with the Brownfield Plan, or this Agreement provided, however, that such access shall occur in a manner so as not to unreasonably interfere with the operations of Developer.

6.14 Conflict with Brownfield Redevelopment Financing Act. If a conflict arises between this Agreement and Act 381, Act 381 shall prevail.

6.15 Local Ordinances. Nothing in this Agreement shall abrogate the effect of local ordinances.

[SIGNATURES FOUND ON NEXT PAGE]

The parties have executed this Agreement on the Effective Date.

CITY OF ROMULUS

By: [Signature]

Its: Mayor

And by: Ellen Craig Bragg

Its: City Clerk

CITY OF ROMULUS BROWNFIELD
REDEVELOPMENT AUTHORITY

By: [Signature]

Its: Chairman

And by: Julie Allison

Its: Secretary

PACKAGING SPECIALTIES, INC.

By: [Signature]

Its: President

ATTACHMENT D

MSF Approval Resolution

MICHIGAN STRATEGIC FUND

RESOLUTION 2015-173

**APPROVAL OF A BROWNFIELD WORK PLAN
CITY OF ROMULUS BROWNFIELD REDEVELOPMENT AUTHORITY
PACKAGING SPECIALTIES INC. REDEVELOPMENT PROJECT**

WHEREAS, Michigan Economic Growth Authority (“MEGA”) has been established by 1995 PA 24, as amended (the “Act”);

WHEREAS, 2002 PA 727 amended 1996 PA 381, MCL 125.2651 et seq, to empower local brownfield redevelopment authorities to request the MEGA Board to approve a brownfield project work plan and, thereby, capture taxes levied for school operating purposes for the project;

WHEREAS, Executive Order 2012-9 transferred all the authority, powers, duties, functions, responsibilities, records, personnel, property, unexpended balances of appropriations, allocations or other funds of the MEGA to the MSF;

WHEREAS, captured school operating tax revenues may be used under 1996 PA 381 as amended, for infrastructure improvements that directly benefit eligible property, for lead or asbestos abatement, and for structure demolition and site preparation that are not response activities under the Natural Resources and Environmental Protection Act, 1994 PA 451;

WHEREAS, the City of Romulus Brownfield Redevelopment Authority (the “Authority”) has submitted a work plan for property located at 8111 Middlebelt Road within the City of Romulus, known as the Packaging Specialties Inc. Redevelopment Project (the “Project”);

WHEREAS, that the City of Romulus is not a “qualified local governmental unit,” but is eligible to provide demolition and lead and asbestos removal as provided under 2007 PA 204;

WHEREAS, the Authority is requesting MSF approval to capture additional taxes levied for school operating purposes to provide for the reimbursement of the cost of eligible activities on an eligible property; and

WHEREAS, the Michigan Economic Development Corporation (“MEDC”) provides administrative services to the MSF, and has reviewed the application and recommends approval of the Brownfield Work Plan by the MSF Board.

NOW, THEREFORE, BE IT RESOLVED, that the MSF Board authorizes the Authority to capture taxes levied for school operating purposes in substantially the same proportion as the 47.24% to 52.76% ratio currently existing between school and local taxes for non-homestead properties to reimburse the cost of demolition and lead and asbestos abatement as presented in the revised Work Plan dated October 9, 2015. Any change in millage that increases the capture percentage of school operating taxes by more than 5 percentage points must be approved by the MSF Board. The authorization is based on the Authority capturing all available local operating mills for the term of the capture period. The authorization for the capture of taxes levied for school operating purposes is based on a maximum of \$1,263,181 for the principal activity costs of non-environmental activities and a contingency and a maximum of \$20,000 for Brownfield/Work Plan preparation, and with the capture of taxes levied for school operating purposes being limited to a

maximum of \$330,680. Provided however, that the total tax capture for all purposes will be capped at \$700,000.

BE IT FURTHER RESOLVED, that the MSF Board authorizes the MSF Fund Manager, to provide written notification to the Authority, in the form of a letter which incorporates the terms set forth in this Resolution and consistent with the limitations of the Act, and that this approval is further conditioned upon the Authority, or the City as appropriate, maintaining adequate records regarding: a) all taxes captured for the project; and b) receipts or other appropriate documentation of the cost of eligible activities. The records shall be made available for review upon request by MSF or MEDC staff. Eligible activities authorized by this resolution must be completed within three (3) years.

BE IT FURTHER RESOLVED, that no taxes levied for school operating purposes shall be used to reimburse interest costs related to the eligible activities for the Project.

Ayes: Steve Arwood, Shelly Edgerton (on behalf of Mike Zimmer, designation attached), Larry Koops, Andrew Lockwood (on behalf of Treasurer Khouri, designation attached), Jody DePree Vanderwel, Wayne Wood

Nays: None

Recused: None

Lansing, Michigan
November 24, 2015



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MIKE ZIMMER
DIRECTOR

DESIGNATION OF AUTHORITY

As Director of the Michigan Department of Licensing and Regulatory Affairs, I hereby designate Shelly Edgerton to serve as the LARA representative at the November 24, 2015, meeting of the Michigan Strategic Fund Board.

A handwritten signature in black ink, appearing to read "Mike Zimmer", written over a horizontal line.

Mike Zimmer, Director
Department of Licensing and Regulatory Affairs

Dated: 11-13-15



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

April 24, 2015

Ms. Andrea Robach
Board Relations Liaison
Michigan Strategic Fund Office
300 N. Washington Square
Lansing, MI 48913

Dear Ms. Robach,

I hereby designate Andrew Lockwood to represent me at Michigan Strategic Fund Meetings I am unable to attend.

Sincerely,

A handwritten signature in black ink, appearing to be "N.A. Khouri".

N.A. Khouri
State Treasurer

Cc: Andrew Lockwood



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **December 8, 2025**

Item No. B.

General Description: Wayne County Sub-Recipient Agreement for HUD Community Development Block Grant (CDBG) program with Wayne County for Special Funding from Year 2023

Resolution No. _____

<i>Moved by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Seconded by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

<i>Ayes:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Nays:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Abstain:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: Wayne County Sub-Recipient Agreement for HUD Community Development Block Grant (CDBG) program with Wayne County for Special Funding from year 2023, for senior center security system, new generator and touchless bathroom fixtures for \$200,000
DATE: December 2, 2025

I concur with the recommendations of Maria Lambert, Director of Resident Services/Design Coordinator and legal counsel, and respectfully request City Council approval of the attached Sub-recipient Agreement between the City of Romulus and Wayne County for Special Funding from year 2023 in the amount of \$200,000, for a senior center security system, new generator and touchless bathroom fixtures.

Gary Harris, Deputy Finance Director, has verified that funds have been budgeted and are available should total project cost exceed the grant award.

Motion by _____, supported by _____, to concur with the administration and approve the attached Sub-recipient Agreement between the City of Romulus and Wayne County for Special Funding from year 2023, for a senior center security system, new generator and touchless bathroom fixtures for \$200,000.

City of Romulus

Memo

To: Mayor Robert McCraight, Clerk Ellen Craig-Bragg and City Council

From: Maria Lambert, Director of Resident Services/CDBG Director

Subject: Wayne County Sub-Recipient Agreement for HUD Community Development Block Grant (CDBG) program with Wayne County for Special Funding from *year 2023, for a senior center security system, new generator and touchless bathroom fixtures for \$200,000.*

Date: November 18, 2025

This Wayne County Sub-Recipient Agreement for the HUD Community Development Block Grant (CDBG) program is for extra funding the County needs to spend quickly. The activities listed above for the senior center are ready to go. The sub-recipient agreement is attached for your approval. With this approval we will need to complete these projects by June 2026.

Steve Hitchcock has reviewed and approved the contract.

I will be available for questions, or I may be reached before the meeting at (734) 955-4533.

Lambert, Maria

From: Steve Hitchcock <sjh@gmhlaw.com>
Sent: Wednesday, November 19, 2025 3:03 PM
To: Stephanie Cayce; Lambert, Maria; Jeannie Fields
Cc: Krause, Kevin; Hobbs, Jessica; Harris, Gary; Parker, Christina
Subject: RE: Agreement for senior center generator, Security System and Bathroom Health and Safety items

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Green Category

Warning: Unusual link

This message contains an unusual link, which may lead to a malicious site. Confirm the message is safe before clicking any links.

ok

Steve Hitchcock

Giarmarco, Mullins & Horton, P.C.
Tenth Floor Columbia Center
101 West Big Beaver Road
Troy, Michigan 48084-5280
Phone: (248) 457-7024
Fax: (248) 404-6324
Email: sjh@gmhlaw.com
www.gmhlaw.com

From: Stephanie Cayce <Scayce@waynecountymi.gov>
Sent: Wednesday, November 19, 2025 2:50 PM
To: Steve Hitchcock <sjh@gmhlaw.com>; Lambert, Maria <mlambert@romulusgov.com>; Jeannie Fields <Jfields1@waynecountymi.gov>
Cc: kkrause <kkrause@romulusgov.com>; Hobbs, Jessica <jhobbs@romulusgov.com>; Harris, Gary <gharris@romulusgov.com>; Parker, Christina <crparker@romulusgov.com>
Subject: RE: Agreement for senior center generator, Security System and Bathroom Health and Safety items

Yes- because these are 2023 funds

From: Steve Hitchcock <sjh@gmhlaw.com>
Sent: Wednesday, November 19, 2025 2:44 PM
To: Stephanie Cayce <Scayce@waynecountymi.gov>; Lambert, Maria <mlambert@romulusgov.com>; Jeannie Fields <Jfields1@waynecountymi.gov>
Cc: kkrause <kkrause@romulusgov.com>; Hobbs, Jessica <jhobbs@romulusgov.com>; Harris, Gary <gharris@romulusgov.com>; Parker, Christina <crparker@romulusgov.com>
Subject: RE: Agreement for senior center generator, Security System and Bathroom Health and Safety items

Paragraph B on the first page of the agreement still refers to a program year beginning July 1, 2023. I that paragraph is changed the agreement is acceptable to the City.

Steve Hitchcock

Giarmarco, Mullins & Horton, P.C.
Tenth Floor Columbia Center
101 West Big Beaver Road
Troy, Michigan 48084-5280
Phone: (248) 457-7024
Fax: (248) 404-6324
Email: sjh@gmhlaw.com
www.gmhlaw.com

From: Stephanie Cayce <Scayce@waynecountymi.gov>

Sent: Tuesday, November 18, 2025 10:03 AM

To: Lambert, Maria <mlambert@romulusgov.com>; Jeannie Fields <jfields1@waynecountymi.gov>

Cc: kkrause <kkrause@romulusgov.com>; Hobbs, Jessica <jhobbs@romulusgov.com>; Harris, Gary <gharris@romulusgov.com>; Parker, Christina <crparker@romulusgov.com>; Steve Hitchcock <sjh@gmhlaw.com>

Subject: Re: Agreement for senior center generator, Security System and Bathroom Health and Safety items

Maria,

Here is the revised agreement. Please make sure you return wit the vendor forms and Insurance certificate.

Regards.



Stephanie Cayce

Senior Executive Program Manager

500 Griswold St.

Detroit, MI 48226

Mobile: 313-690-6351

www.WayneCountyMI.gov

From: Lambert, Maria <mlambert@romulusgov.com>

Sent: Monday, November 17, 2025 3:52 PM

To: Stephanie Cayce <Scayce@waynecountymi.gov>; Jeannie Fields <jfields1@waynecountymi.gov>

Cc: kkrause <kkrause@romulusgov.com>; Hobbs, Jessica <jhobbs@romulusgov.com>; Harris, Gary <gharris@romulusgov.com>; Parker, Christina <crparker@romulusgov.com>; Hitchcock, Stephen

<sjh@gmhlaw.com>

Subject: FW: Agreement for senior center generator, Security System and Bathroom Health and Safety items

Hi,

The deadline for spending these funds shows June 30, 2025. See the section below. What is the new deadline for the expenditure of these funds?

Maria DeVita Lambert

Director of Resident Services & Design Coordinator

City of Romulus

11111 Wayne Road

Romulus, Michigan 48174

mlambert@romulusgov.com

(734) 955-4533

ONE ROMULUS * integrity and transparency * solution oriented * endeavor to improve and simplify process * inclusive service and opportunity for all

While reviewing the agreement, I noticed on page 7 in the pdf the agreement term runs through 6/30/25.

3.01 Description of Work and Deadlines

The term of this Agreement is July 1, 2022, to June 30, 2025. The work to be performed for the eligible CDBG activities under this Agreement is set forth in the attached Appendix A ("Work") and shall, at the election of Recipient, also conform to any submittals (i.e., RFPs or applications) by Subrecipient to Recipient in the process of receiving the CDB

Wayne County CDBG Program
Subrecipient Contract
Page 6

Christina Parker



Purchasing Director
City of Romulus
11111 Wayne Rd
Romulus, MI 48174
Phone (734) 955-4561
Cell (734) 308-2031

cparker@romulusgov.com

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* inclusive service and opportunity for all

From: Stephanie Cayce <Scayce@waynecountymi.gov>

Sent: Monday, November 17, 2025 10:30 AM

To: Lambert, Maria <mlambert@romulusgov.com>; Jeannie Fields <jfields1@waynecountymi.gov>; Parker, Christina <cparker@romulusgov.com>; Cynthia M. Officer <cofficer@waynecountymi.gov>

Cc: Krause, Kevin <kkrause@romulusgov.com>; Conway, Lynn <lconway@romulusgov.com>

Subject: Agreement for senior center generator, Security System and Bathroom Health and Safety items

External sender <scayce@waynecountymi.gov>

Make sure you trust this sender before taking any actions.

Maria,

Please find attached your agreement for the Senior Center Health and Safety activities. Please also include and updated copy of your insurance certificate. Let me know if you have any questions.

Regards,



Stephanie Cayce

Senior Executive Program Manager

500 Griswold St.

Detroit, MI 48226

Mobile: 313-690-6351

www.WayneCountyMI.gov

From: Lambert, Maria <mlambert@romulusgov.com>

Sent: Monday, November 17, 2025 9:22 AM

To: Stephanie Cayce <Scayce@waynecountymi.gov>; Jeannie Fields <jfields1@waynecountymi.gov>; Parker, Christina <crparker@romulusgov.com>; Cynthia M. Officer <cofficer@waynecountymi.gov>

Cc: kkrause <kkrause@romulusgov.com>; Conway, Lynn <Lconway@romulusgov.com>

Subject: RE: bidding requirements for senior center generator

Stephanie,

I was not sure what you wanted. Attached are the three applications we submitted with costs.

Regards,

Maria DeVita Lambert

Director of Resident Services & Design Coordinator

City of Romulus

11111 Wayne Road

Romulus, Michigan 48174

mlambert@romulusgov.com

(734) 955-4533

ONE ROMULUS * integrity and transparency * solution oriented * endeavor to improve and simplify process * inclusive service and opportunity for all

From: Stephanie Cayce <Scayce@waynecountymi.gov>

Sent: Friday, November 14, 2025 10:17 AM

To: Lambert, Maria <mlambert@romulusgov.com>; Jeannie Fields <jfields1@waynecountymi.gov>; Parker, Christina <crparker@romulusgov.com>; Cynthia M. Officer <cofficer@waynecountymi.gov>

Cc: Krause, Kevin <kkrause@romulusgov.com>; Conway, Lynn <Lconway@romulusgov.com>

Subject: RE: bidding requirements for senior center generator

Warning: Unusual sender <scayce@waynecountymi.gov>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Morning Maria,

Can you please send me over the proposal for the funding request. I'd like to send you the agreement today for review and execution. Let me know if you have any questions.

Regards,

Senior Executive Program Manager

Wayne County Community and Economic Development

500 Griswold – 28th Floor

Detroit, Michigan 48226

scayce@waynecountymi.gov

From: Lambert, Maria <mlambert@romulusgov.com>

Sent: Thursday, November 13, 2025 12:14 PM

To: Stephanie Cayce <Scayce@waynecountymi.gov>; Jeannie Fields <jfields1@waynecountymi.gov>; Parker, Christina <crparker@romulusgov.com>; Cynthia M. Officer <cofficer@waynecountymi.gov>

Cc: kkrause <kkrause@romulusgov.com>; Conway, Lynn <Lconway@romulusgov.com>

Subject: RE: bidding requirements for senior center generator

Hi Stephanie,

Jeannie indicated that the Commission approved the Action Plan late last week. Which projects specifically were included from our city? Jeannie mentioned a \$203,000 for us. Does this include a generator, security equipment and touchless products for the senior center bathroom? We had estimates for a generator at \$119,000, security at \$70,000 and the balance for the other products. We only need to go to bid for the generator and will Davis Bacon need to be included in our RFP? Our requirements are not as stringent as HUD.

Regards,

Maria DeVita Lambert

Director of Resident Services & Design Coordinator

City of Romulus

11111 Wayne Road

Romulus, Michigan 48174

mlambert@romulusgov.com

(734) 955-4533

*ONE ROMULUS * integrity and transparency * solution oriented * endeavor to improve and simplify process * inclusive service and opportunity for all*

From: Stephanie Cayce <Scayce@waynecountymi.gov>

Sent: Thursday, November 13, 2025 11:50 AM

To: Jeannie Fields <jfields1@waynecountymi.gov>; Parker, Christina <crparker@romulusgov.com>; Lambert, Maria <mlambert@romulusgov.com>; Cynthia M. Officer <cofficer@waynecountymi.gov>

Cc: Krause, Kevin <kkrause@romulusgov.com>; Conway, Lynn <Lconway@romulusgov.com>

Subject: Re: bidding requirements for senior center generator

Warning: Unusual sender <scayce@waynecountymi.gov>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Christine - can you please provide me with your proposal so I can draft your agreement.

Thanks,

Stephanie

From: Jeannie Fields <jfields1@waynecountymi.gov>

Sent: Thursday, November 13, 2025 11:41 AM

To: Parker, Christina <crparker@romulusgov.com>; Lambert, Maria <mlambert@romulusgov.com>; Cynthia M. Officer <cofficer@waynecountymi.gov>

Cc: kkrause <kkrause@romulusgov.com>; Conway, Lynn <Lconway@romulusgov.com>; Lambert, Maria

<mlambert@romulusgov.com>; Stephanie Cayce <Scayce@waynecountymi.gov>

Subject: RE: bidding requirements for senior center generator

Hello Christina,

I thought Stephanie replied to everyone that you should go ahead and start the bid process for the project.

None the less, Commission approved our Action Plan amendment for the project late last week and Stephanie plans to send the contract over today.

M. Jeannie Fields

Community Development Assistant Director

500 Griswold St.

Detroit, MI 48226

Office: 313-224-0867

jfields1@waynecountymi.gov

www.WayneCountyMI.gov

From: Parker, Christina <crparker@romulusgov.com>

Sent: Thursday, November 6, 2025 2:25 PM

To: Jeannie Fields <jfields1@waynecountymi.gov>; Lambert, Maria <mlambert@romulusgov.com>; Cynthia M. Officer <cofficer@waynecountymi.gov>

Cc: kkrause <kkrause@romulusgov.com>; Conway, Lynn <Lconway@romulusgov.com>; Lambert, Maria

<mlambert@romulusgov.com>

Subject: Re: bidding requirements for senior center generator

Good afternoon Jeannie,

Following up on your previous email from October 30th to see if there has been any feedback or guidance from Stephanie Cayce?

As Maria previously mentioned, the replacement of the generator at the Senior Center will require the City to publish a formal bid. We want to ensure that our bid process meets all requirements of this grant while aligning with City procedures. Any updates or guidance you can share would be greatly appreciated.

Thank you very much for your time and assistance.

Best Regards,

Christina

Christina Parker



Purchasing Director

City of Romulus

11111 Wayne Rd

Romulus, MI 48174

Phone (734) 955-4561

Cell (734) 308-2031

crparker@romulusgov.com

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oriented * endeavor to improve and simplify process
* inclusive service and opportunity for all*

From: Jeannie Fields <jfields1@waynecountymi.gov>

Sent: Thursday, October 30, 2025 11:01 AM

To: Lambert, Maria <mlambert@romulusgov.com>; Cynthia M. Officer <cofficer@waynecountymi.gov>

Cc: Krause, Kevin <kkrause@romulusgov.com>; Parker, Christina <crparker@romulusgov.com>; Conway, Lynn

<Lconway@romulusgov.com>

Subject: RE: bidding requirements for senior center generator

Warning: Unusual sender <jfields1@waynecountymi.gov>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Good morning,

This is a question for Stephanie Cayce, our environmental expert. She is out of the office this week in training.

I will share the information and request her feedback.

Thank you for the email.

M. Jeannie Fields

Community Development Senior Advisor

500 Griswold St.

Detroit, MI 48226

Office: 313-224-0867

[Jfields1@waynecountymi.gov](mailto:jfields1@waynecountymi.gov)

www.WayneCountyMI.gov

From: Lambert, Maria <mlambert@romulusgov.com>
Sent: Thursday, October 30, 2025 10:51 AM
To: Jeannie Fields <jfields1@waynecountymi.gov>; Cynthia M. Officer <cofficer@waynecountymi.gov>
Cc: kkrause <kkrause@romulusgov.com>; Parker, Christina <crparker@romulusgov.com>; Conway, Lynn <Lconway@romulusgov.com>
Subject: bidding requirements for senior center generator

Hi Ladies,

My purchasing department has asked for bidding requirements for the senior center generator CDBG grant. Will we have Davis Bacon requirements and other HUD requirements? We can go to bid now but our City requirements are less stringent. Purchasing the generator is just a small part. Labor and engineering will need to be included since our DPW will not be able to install this unit.

Warm Regards,

Maria DeVita Lambert

Director of Resident Services & Design Coordinator

City of Romulus

11111 Wayne Road

Romulus, Michigan 48174

mlambert@romulusgov.com

(734) 955-4533

ONE ROMULUS * integrity and transparency * solution oriented * endeavor to improve and simplify process * inclusive service and opportunity for all



SUBRECIPIENT AGREEMENT FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
BETWEEN THE
CHARTER COUNTY OF WAYNE
AND
CITY OF ROMULUS

Term November 6, 2025, through June 30, 2026

Catalog of Federal Domestic Assistance (CFDA)
14.218 Community Development Block Grants/Entitlement Grants

THIS SUBRECIPIENT AGREEMENT (“the “ Agreement”) is made effective as of the 6st day of November, 2025, by and between the Charter County of Wayne, acting through the Community Development Department a Division of the Economic Development Department whose address is the Guardian Building, 500 Griswold, Detroit, Michigan 48226 (hereinafter referred to as the “Recipient or County”) and the **City of Romulus, whose address is ,11111 Wayne Road, Romulus, Michigan 48174 (the “Subrecipient”)**.

Mutual Understandings

- A. Wayne County has entered into an agreement with the U.S. Department of Housing and Urban Development (“**HUD**”) to be the recipient of Community Development Block Grant (“**CDBG**”) Funds as an “Urban County” pursuant to the Housing and Community Development Act of 1974, as amended (the “**Act**”), Wayne County will receive these Funds to effect the purposes of its CDBG Program, pursuant to which it will make grants to eligible subrecipients to engage in community development activities.
- B. The Subrecipient has applied to the Recipient for a grant pursuant to the CDBG Program to provide financing for specific activities outlined in an application submitted to the Recipient for the HUD Program Year 2023 starting July 1, 2023 (“Program Year”).
- C. The Subrecipient may apply to the Recipient for additional grant Funds pursuant to the CDBG Program that are approved by the Wayne County Community Development Division for specific CDBG-eligible activities as Funds are available.
- D. Both the Subrecipient and the Recipient (“**Parties**”) by entering into this Agreement are bound in accordance with 24 CFR Part 570.503,
- E. The Work to be performed under this Agreement must be completed within twenty-four (24) months of July 1 of the respective HUD Program Year unless otherwise extended through the Recipient's administrative review process.
- F. The Parties are entering into this Agreement to memorialize the terms and conditions under which the grant will be made and administered.
- G. The exhibits attached to this Agreement are hereby incorporated in and made a part of this Agreement.

Section 1

Definitions

In addition to the words and terms elsewhere defined in this Agreement and the exhibits hereto, the following words and terms as used in this Agreement shall have the following meanings for the purposes of this Agreement unless the context or use indicates another or different meaning or intent. Furthermore, any definition that conflicts with a definition as provided for in any laws, rules, and regulations applicable to Community Development Block Grants and a specific context shall supersede the definition or portion of the definition that conflicts below:

- 1.01 **"Agreement"** means this document in its final form, including all exhibits, as executed by the County and Subrecipient.
- 1.02 **"CDBG"** means Community Development Block Grant pursuant to the Housing and Community Development Act of 1974, as amended.
- 1.03. **"CDBG Funds"** means Community Development Block Grant Funds made available to the County pursuant to the Housing and Community Development Act of 1974, as amended for the purpose of dispensing these Funds for eligible CDBG. Activities under this Agreement. **The CDBG Funds contemplated for this Agreement are \$200,000.00 (Two Hundred Thousand Dollars).**
- 1.04. **"City"** means the following:
 - (i) Any unit of general local government located in Wayne County that is classified as a municipality by the United States Bureau of the Census, or
 - (ii) Any other unit of general local government located in Wayne County that is a town or township.
- 1.05. **"Closing or Closing Date"** shall mean the date and time, which shall be mutually agreed upon by the Subrecipient and the County, at which the Subrecipient shall execute this Agreement and any other documents deemed necessary by the County in connection with this transaction and Project.
- 1.06. **"Contractor"** shall mean an entity or person paid with CDBG Funds in return for a specific service (e.g., construction, program management). Contractors must be selected through a competitive procurement process by the Subrecipient unless otherwise noted in this Agreement.
- 1.07. **"Counsel"** shall mean a person admitted to practice law in the State of Michigan and who may be the legal advisor for the County or the Subrecipient.

- 1.08. **"LMA"** shall mean low and moderate income area benefiting all residents of a primarily residential area in which at least 51% of the residents have incomes at or below 80% of area income.
- 1.09. **"LMI"** shall mean low and moderate income.
- 1.10. **"LMH"** shall mean low and moderate housing activities that will be occupied by a household whose income is at or below 80% of area median income.
- 1.11. **"LMC"** shall mean low and moderate limited clientele activities whose income is at or below 80% of area median income.
- 1.12. **"LMJ"** shall mean low and moderate job creation and retention LMI benefit national objective addresses activities designed to create or retain permanent jobs, at least 51 percent of which will be made available to or held by LMI persons.
- 1.13. **"Program Income"** means revenue (i.e., gross income) received by a state, unit of general local government, or Subrecipient that is directly generated from the use of CDBG Funds.
- 1.14. **"Program Manager"** means the Wayne County staff person currently managing the Wayne County CDBG program.
- 1.15. **"Recipient"** or **"County"** shall mean the County of Wayne, Michigan.
- 1.16. **"Records"** shall mean all records, data, notes, reports, discs, and documents in whatever format related to this Agreement and the Work under this Agreement and as further defined in Section 5 of this Agreement.
- 1.17. **"Regulations"** shall mean the regulations relating to the CDBG Program promulgated by HUD.
- 1.18. **"Rehabilitation"** shall mean any rehabilitation of residential property to the extent necessary to comply with applicable laws, codes, and other requirements relating to housing safety, quality and habitability, in order to sell, or redevelop such homes and properties. Rehabilitation may include improvements to increase the energy efficiency or conservation of such homes and properties or provide a renewable energy source for such homes and properties.

- 1.19. “**Subrecipient**” shall mean the city of **Romulus**, a unit of local government or municipality that the County has awarded CDBG Funds to perform eligible activities under the CDBG Program.

Section 2

Statement of Purpose and Eligible Activities of the Housing and Community Development Act

2.01 CDBG Objective

The primary objective of Title I of the Housing and Community Development Act of 1974, as amended, and of the community development program of each grantee, is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. By executing this Agreement, the Subrecipient agrees with the Recipient to provide housing and community development activities in accordance with the objectives of the Act.

2.02 Compliance With CDBG Eligible Activity Requirements

The Subrecipient will be responsible for administering the CDBG Program in a manner satisfactory to the County and consistent with any standards as a condition of providing these Funds. The following is a list of eligible activities for CDBG under this Agreement:

Public services. Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, childcare, health, drug abuse, education, fair housing counseling, energy conservation, welfare (but excluding the provision of income payments identified under § 570.207(b)(4)), homebuyer down payment assistance, or recreational needs. To be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the unit of general local government (through funds raised by the unit or received by the unit from the State

in which it is located) in the 12 calendar months before the submission of the action plan;

2.03 National Objectives.

Each eligible activity funded with CDBG Funds must meet one of the three national objectives:

1. Benefits low and moderate income persons

a. (LMA) Area Benefit -- activity provides benefit to area where at least 51% of residents receive low- to moderate-incomes:

- 1) Area is primarily residential and activity meets LMI needs.
- 2) Income levels are documented by Census or an approved substitute.
- 3) Exceptions apply under special circumstances.

b. (LMC) Limited Clientele -- activity benefits a limited number of persons who are at least 51% (LMI) Low and Moderate Income:

- 1) Persons are presumed to be LMI (abused children, elderly, homeless).
- 2) Assistance is for LMI persons owning or developing microenterprises.
- 3) Activity is a job training or placement activity. (Conditions do apply.)

c. (LMH) Housing -- activity provides or improves residential structures to be occupied by LMI persons:

- 1) At least 51% of units must be occupied by LMI.
- 2) Exceptions to the 51% rule are possible under limited circumstances.

d. (LMJ) Jobs -- activity creates or retains jobs:

- 1) At least 51% of the jobs must be held by or available to LMI persons.

2. Aids in the prevention or elimination of slums or blight

The area in which the activity occurs must be designated as slum or blighted. The following tests apply:

a. The delineated area in which the activity occurs must meet a definition of a slum, blighted, deteriorated or deteriorating area under state or local law;

- b. The area must also meet either one of the two conditions specified below:
 - 1) At least 25 percent of the properties throughout the area exhibit the following:
 - i. Physical deterioration of buildings/improvements;
 - ii. Abandonment of properties;
 - iii. Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings;
 - iv. Significant declines in property values or abnormally low property values relative to other areas in the community; or
 - v. Known or suspected environmental contamination. •
 - 2) Public improvements throughout the area are in a general state of deterioration. |
- c. Documentation must be maintained by the State on the boundaries of the area and the conditions that qualified the area at the time of its designation. The designation of an area as slum or blighted must be re-determined every 10 years for continued qualifications

3. Meets a need having a particular urgency (referred to as urgent need).

- 1) Conditions are a serious and immediate threat to health and welfare and are of recent origin
- 2) It cannot fund activity on its own as other sources of money are unavailable.

Section 3

Statement of Work/Budget, Payment Guidelines, and Due Diligence Requirements

3.01 Description of Work and Deadlines

The term of this Agreement is November 6, 2025, to June 30, 2026. The work to be performed for the eligible CDBG activities under this Agreement is set forth in the attached Appendix A ("Work") and shall, at the election of Recipient, also conform to any submittals (i.e. RFPs or applications) by Subrecipient to Recipient in the process of

receiving the CDBG Funds. Any Work shall be completed on or before Nine (9) months from December 19 of the respective HUD Program Year unless otherwise extended through Recipient's approved modification process. The Subrecipient agrees that this deadline may be unilaterally shortened by the Recipient, at the Recipient sole discretion, if a more expeditious schedule is required for the Recipient to comply with any HUD regulations, including, but not limited to, 24 CFR 570.902.

3.02 CDBG Activity Description

The description of each CDBG activity shall be in sufficient detail as to provide a sound basis for the Recipient to effectively monitor performance under this Agreement. Such description will, at minimum, allow for a clear understanding of the need and benefit of the activity and the proposed eligible activity and National Objective. Recipient may ask for a written clarification of the work and CDBG activity at any time during this Agreement before making a payment under this Agreement. If such clarification does not reasonably indicate compliance with CDBG standards, Recipient will not be required to release any payment until a sufficient clarification is provided. The Subrecipient shall submit to the Recipient a budget covering the costs for the CDBG eligible activities.

3.03 Transfer or Reallocation

During the term of this Agreement, Subrecipient may transfer or reallocate the budget covering costs between different eligible activities that were originally set up in the application. However, if an activity was not set up in the original application, then Subrecipient must follow the rules for public hearings to add such new activity. All transfers of eligible activities are limited to transfer within the CDBG Program only and with consent from the County.

3.04 Payment Restrictions

It is expressly agreed and understood that the total amount to be paid by the Recipient under this Agreement shall not exceed the CDBG Funds amount **actually awarded and received by Recipient** for this Agreement as specifically noted in Section 1 (Definitions) of this

Agreement. It is also expressly agreed and understood that all amounts allocated hereunder to the Subrecipient by the Recipient shall be on a reimbursement basis for monies already spent by the Subrecipient or its contractors on approved (or pre-approved in writing if required by 2 CFR 200.407) eligible activities for projects meeting National Objectives. Subrecipient shall have no claim for detrimental reliance or otherwise for expenses it incurs for ineligible activities or projects not meeting National Objectives as interpreted by HUD or for claims for funds that have not been actually awarded to Recipient. All requests for payment reimbursements shall be submitted on a monthly basis with all the required documentations and certifications of the Subrecipient's financial management system in accordance with the standards specified in OMB Circular A-85. All incomplete payment requests will not be processed and will be returned to the Subrecipient to complete.

3.05 Payment Disputes

In the event that there is a disagreement over the eligibility of a payment by Recipient to Subrecipient of CDBG Funds under this Agreement, Recipient will not be required to make any such payment until a clear written ruling by HUD has been obtained. If the payment has already been made and the funds are still in the possession of Subrecipient or its agents, the funds will be returned to Recipient immediately until a written ruling by HUD has been obtained. Recipient may waive this requirement in writing or require another reasonable alternative such as escrow if it deems it in the best interest of the Recipient. In any event, Subrecipient must repay Recipient for any payment made by Recipient to Subrecipient subsequently disallowed by HUD. Such repayment will be with interest and administrative fees if HUD has demanded repayment and Recipient has already paid HUD.

3.06 Timely Execution of Agreement Required

The CDBG Funds are subject to strict timelines for eligible expenditure, or they are subject to recapture. Accordingly, strict adherence to deadlines is required to avoid such recapture and penalties. Subrecipients must return properly authorized and executed copies of this Agreement, with any accompanying resolutions required for proper authorization, within 30 days of receipt of the Agreement. Recipient will have the right to re-assign the CDBG

Funds allocated to Subrecipient if Subrecipient does not comply with the provisions of this sub-section and Subrecipient will have no claim against Recipient.

3.07 Due Diligence Requirements

Recipient may require Subrecipient to provide certain documents and documentation to ensure that the work is in compliance with CDBG Requirements and this Agreement. Subrecipient must provide such documentation in a reasonable and timely manner. Recipient may condition any payment under this Agreement on the provision of such documentation. All such requests will be made in writing by the Subrecipient.

Section 4

Contractors

4.01 Using Contractors

Subrecipient may only use a contractor for work performed with CDBG Funds in compliance with all applicable laws, rules, and regulations governing contractors for CDBG projects. Any request for reimbursement for a non-conforming use of contractors will be denied and may also require recoupment by Subrecipient of any compensation of the contractor in violation of any laws, rules, or regulations.

4.02 Contractor Procurement

Contractors must be procured competitively according to Federal Office of Management and Budget (OMB) rules, **24 CFR 85.36, and 2 CFR 200.320**. If the Subrecipient is acquiring goods and services, such as professional consulting, environmental review or planning, totaling no more than **\$100,000** then small purchase procurement (24 CFR 85.36(d)(1) and 84.44(e)(2)) can be used which allows Subrecipient to obtain quotes from potential vendors with a detailed description of the goods or services needed without publishing a formal request for proposals or invitation for bids. This method cannot be used if the amount of contract exceeds \$100,000 in value. In general, the small purchases

procedures also should not be used to acquire construction Contractors. It is recommended that these acquisitions occur under the sealed bid approach.

4.03 Agreements with Contractors

Subrecipients must enter into written agreements with Contractors.

In order to meet HUD and County CDBG Program requirements, agreements with Contractors must address the following:

1. Scope of services to be provided, consistent with this Agreement.
2. Identification of intended beneficiaries, if applicable.
3. Schedule for work completion.
4. Budget and payment schedule.
5. Provisions for termination for nonperformance or poor performance.
6. Other provisions required regarding:
 - a. Equal opportunity
 - b. Nondiscrimination
 - c. Labor standards
 - d. Anti-lobbying
 - e. Conflict of interest
7. Provisions for maintenance of workers' compensation insurance.
8. Provisions for maintenance of unemployment, disability and liability insurance as required.
9. Provisions for records retention (min. 4 yrs. from submittal of final expenditure report or conclusion of any audit or litigation).
10. Provision permitting monitoring/auditing by County and Subrecipient.
11. Provision requiring Contractor to abide by the covenants of this Agreement.
12. Provisions requiring appropriate bonds where required or reasonable.

4.04 Limitation on Term of Contractor Agreements

In compliance with federal procurement rules, the term of and agreements between Subrecipient and Contractors may not exceed three years.

Section 5
Records and Reports

5.01 Records Requirements

The Subrecipient shall comply with 24 CFR Part 570.506 and maintain full and complete books, ledgers, journals, accounts, or records wherein are kept all entries reflecting its operation pursuant to this Agreement. The records shall be kept in accordance with generally accepted accounting principles and practices and according to the provisions of the 2 CFR 200 and the provisions of 24 CFR Part 85, as modified by 24 CFR 570.502(a). The Subrecipient shall maintain all records required by the Federal regulations specified in 24 CFR 570.506 that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:

- A. Records providing a full description of each activity undertaken;
- B. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
- C. Records required to determine the eligibility of activities;
- D. Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance;
- E. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
- F. Financial records as required by 24 CFR 570.502, and 24 CFR 84.21–28; and
- G. Other records necessary to document compliance with Subpart K of 24 CFR Part 570.

5.02 Retention of Records

The Subrecipient shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of three (3) years. The retention period begins on the date of the submission of the Recipient's annual performance and evaluation report to HUD in which the activities assisted under the Agreement are reported on for the final time. Notwithstanding the above, if there is

litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the three-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the three-year period, whichever occurs later.

5.03 Recipient Right to Examine and Audit

The Recipient, including the Legislative Auditor General, shall have the right to examine and audit all books, records, documents and other supporting data of the Subrecipient, or any consultants or agents rendering services under this Agreement, whether directly or indirectly, which will permit adequate evaluation of the services, the cost, or pricing data submitted by the Subrecipient. The Subrecipient shall include a similar covenant allowing for Recipient audit in any contract it has with a Contractor, consultant or agent whose services will be charged directly or indirectly to the Recipient. This right to audit shall include, but shall not be limited to, the Recipient's right to request, and to be supplied in a timely manner, copies of any and all such books, documents, records and other supporting data. The Recipient may delay payment to the Subrecipient pending the receipt of such records and the results of any related audit without penalty or interest.

5.04 Activity Description Records

The records shall contain a full description of each activity assisted or being assisted with CDBG Funds. This description shall include its location and the amount of CDBG Funds budgeted and expended for the activity; and whether (i) the activity assists persons who qualify as Low-to-Moderate-Income persons; (ii) will aid in the prevention or elimination of blight or slums; (iii) or is designed to alleviate conditions which pose a serious and immediate threat to the health or welfare of the community.

5.05 Program Related Reports

The Subrecipient shall prepare in a timely manner and submit, to the Recipient, all program-related reports required by the Wayne County CDBG Manual. These reports

include, but are not limited to, a year-end report and the Program Income report described in Section 6 below.

Section 6

Program Income

6.01 Treatment of Program Income

Program Income (as defined at 24 CFR 570.500(a) and as further clarified in 2 CFR 200.80 if applicable) generated by activities carried out with CDBG Funds made available under this Agreement may be retained by the Subrecipient upon written permission of Recipient via its authorized director of CDBG Programs if the income is treated as additional CDBG Funds subject to all applicable requirements governing the use of CDBG Funds, the Recipient's Procedures for Reporting Program Income and Direct Benefit Activities. The Recipient's Procedures for Reporting Program Income and Direct Benefit Activities are subject to change with reasonable notice to the Subrecipient. The use of Program Income by the Subrecipient shall comply with the requirements set forth at 24 CFR 570.504. Subrecipient may only use such Program Income during the Agreement period and only for activities permitted under this Agreement and shall reduce requests for additional CDBG Funds by the amount of any such Program Income balance on hand.

6.02 Interest Bearing Account Requirement

Program Income in the form of repayments to, or interest earned on, a revolving fund shall be deposited into an interest-bearing account and any interest earned by such funds accumulating in this account must be remitted annually, at the end of each program year, to the Recipient.

6.03 Remittance Guidelines

Program Income cash balances or investments thereof in excess of one-twelfth of the CDBG Funds amount under this Agreement, except for those needed immediately, those in revolving loan Funds, those resulting from lump-sum draw-downs authorized under 24 CFR Part 570.513, and those invested or held as additional security for a Section 108 loan

guarantee, must be remitted to the Recipient annually, at the end of each program year. The amount to be remitted will be calculated based on the total Program Income balances (with the exceptions noted above) held by the Subrecipient and all of its subrecipients as of the last day of the Recipient's Program Year.

Section 7

Use of Real Property

7.01 Use Restrictions

Without properly authorized permission from Recipient, the Subrecipient may not change the use of any real property acquired or improved with CDBG Funds in excess of \$25,000 from the use for which the acquisition or improvement was made. Permission for an exception to this rule from Recipient will not be given unless the Subrecipient provides affected citizens with reasonable notice of any proposed change and the new use meets one of the objectives of the program earlier set forth and authorized under this Agreement. If such new use does not qualify under those objectives, the new use may be permitted, provided that the CDBG fund is reimbursed for the current fair market value of the property, less any portion of the value attributable to expenditure of non-CDBG Funds.

7.02 Security Requirement

In the event that the Subrecipient intends to perform an activity that involves real property, Wayne County may require a mortgage, note, or other instrument to secure the National Objective.

7.03 Requirement of Notice and Permission for Sale of Property

Subrecipient may not sell any property acquired with CDBG Funds without providing adequate advance written notice to Recipient and obtaining duly authorized written permission from Recipient for such a sale.

Section 8

Compliance with Federal Laws, Rules, and Regulations

8.01 General Compliance With Law and Specifically Federal Law

Subrecipient shall comply with all Regulations including 24 CFR Part 570.502 and the Uniform Administrative Requirements and shall carry out each activity in compliance with all Federal, State and local laws, rules, and regulations, including but not limited to the following:

- A. Subrecipient will affirmatively further fair housing and shall comply with the letter and spirit of Title VIII of the Civil Rights Act of 1968, as amended.
- B. Subrecipient shall insure that all contracts involving the employment of laborers and mechanics comply with the provisions of the Davis Bacon Act, the Contract Work Hours and Safety Standards Act, the Copeland Anti-Kickback Act, and the Fair Labor Standards Act.
- C. Subrecipient shall comply with the National Environmental Policy Act of 1969, and its associated regulations and Executive Orders.
- D. Subrecipient shall provide reasonable relocation assistance to any persons displaced as a result of any Work performed under this Agreement. All assistance must meet the requirements of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended.
- E. Subrecipient will comply with the Single Audit Act of 1984 and 2 CFR 200.
- F. Subrecipient will insure that no CDBG Funds will be expended for acquisition or construction purposes in an area that has been designated as having special flood hazards, unless the community in which the area is situated is participating in a National Flood Insurance Program.

- G. Subrecipient shall not discriminate in the sale, leasing, financing, or the provision of brokerage services for housing, because of race, color, religion, sex, national origin or disability.
- H. Subrecipient shall not exclude any person from participation in the program on the basis of race, color, national origin, sex, age, or disability.
- I. Subrecipient shall not discriminate against any person on the basis of race, color, religion, sex, national origin or disability in all phases of construction during the performance of any federally assisted construction contracts.
- J. Subrecipient agrees that no lead paint shall be used in any residential structure constructed or rehabilitated with CDBG Funds.
- K. Subrecipient agrees to all terms of Executive Order 12549 regarding suspension or debarment outlined through 24 CFR Part 570.609 and 24 CFR Part 24 and agrees to execute the Certification Regarding Debarment and Suspension in Appendix D. In addition, the Subrecipient agrees to require all contractors and subcontractors under this Agreement to execute the Certification Regarding Debarment and Suspension in **Appendix D**.
- L. The Subrecipient agrees to comply with (a) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 CFR Part 24 and 24 CFR 570.606(b); (b) the requirements of 24 CFR 570.606(c) governing the Residential Anti-displacement and Relocation Assistance Plan under section 104(d) of the HCD Act; and (c) the requirements in 24 CFR 570.606(d) governing optional relocation policies. [The Recipient may preempt the optional policies.] The Subrecipient shall provide relocation assistance to displaced persons as defined by 24 CFR 570.606(b)(2) that are displaced as a direct result of acquisition, rehabilitation, demolition or conversion for a CDBG-assisted project. The Subrecipient also agrees to comply with applicable Recipient ordinances, resolutions and policies concerning the displacement of persons from their residences.

- M. Subrecipient must comply with the requirements of 2 CFR Part 200 (OMB-87) and any of its provisions or requirements that override any other regulation or circular listed in this Agreement will supersede the requirements of those restrictions in this Agreement.
- N. In compliance with 2 CFR, Section 200.338 Subrecipient must make proper disclosures of all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the award under this Agreement.
- O. Subrecipient is subject to other applicable regulations governing the use of the CDBG Funds, whether set forth herein or not, and any amendments or policy revisions thereto which may become effective during the term of this Agreement.

8.02 Compliance with State and Local Law

Subrecipient is deemed to be aware of all applicable State and Local laws, rules and regulations and must comply with all such laws, rules, and regulations. The laws, rules, and regulations include, but are not limited to:

- A. Wayne County Ethics in Public Contracting Ordinance
- B. Wayne County Contracting Requirements
- C. Wayne County Legislative Auditor General audit requirements.
- D. For any property funded by CDBG, state and local regulations governing construction, rehabilitation, and rental of that property.
- E. All state and local permitting requirements.
- F. All state and local laws regarding participation and inclusion of minority and women owned businesses or individuals.
- G. All state and local laws prohibiting business with certain entities.
- H. All applicable state and local environmental laws, rules, and regulations.

- I. All applicable state and local human and civil rights laws.

Section 9

Suspension and Termination

9.01 Termination For No Cause

The County may terminate this Agreement without cause at any time in accordance with 24 CFR Part 85.43 and 24 CFR Part 85.44, without incurring any further liability, other than as stated in this Article by giving written notice to the Subrecipient of the termination. The notice must specify the effective date, at least 30 days prior to the effective date of the termination, and this Agreement will terminate as if the date were the date originally given for the expiration of this Agreement. If the Agreement is terminated, the County will pay the Subrecipient for the eligible and authorized services rendered prior to notice of termination, as soon as can be authorized. The County will compute the amount of the payment on the basis of the services rendered, and other means which, in the judgment of the County represents a fair value of the services provided, less the amount of any previous payments made. The final payment constitutes full payment. If the Subrecipient accepts the payment, the Agreement is satisfied.

9.02 Termination for Material Breach

The County may terminate this Agreement because the Subrecipient has failed to materially comply with any term of this Agreement, or any award or grant it receives. The grant or award may be suspended or terminated according to the specifications or within the time limit provided in this Agreement. The County may procure, upon such terms and in such manner as the County may deem appropriate, services similar to those terminated, and the Subrecipient shall be liable to the County for any costs to obtain and transition similar services, provided the Subrecipient shall continue the performance of this Agreement to the extent not terminated under the provisions of this Article. In addition to any legal remedies otherwise available to the County by law or equity, the Subrecipient shall be responsible for all additional costs, charges, and damages incurred by the County in connection with the completion of the Agreement. Such expenses shall be deducted

from any monies due or which may become due to the Subrecipient under the Agreement. If such expense exceeds the sum which would have been payable under the Agreement, then the Subrecipient shall pay, on demand, such excess amount to the County. Should a deficiency exist, the County may, to the extent allowed by law, offset such a deficiency against any compensation or reimbursement due or allocated by County or any of its component units to the Subrecipient in any context. . All excess re-procurement costs and damages shall not be considered by the parties to be consequential, indirect or incidental, and shall not be excluded by any other terms otherwise included in the Agreement.

9.03 Subrecipient's Duties After Termination

After receipt of a Notice of Termination and except as otherwise directed by the County, the Subrecipient must:

- A. Stop work under the Agreement on the date and to the extent specified in the Notice of Termination.
- B. Obligate no additional CDBG Funds for payroll costs and other costs beyond the date as the County specifies.
- C. No later than the date the termination is effective but sooner if County requests, present all Agreement records and submit to the County all Records as the County specifies, all pertinent keys to files, and carry out such directives as the County may issue concerning the safeguarding or disposition of files and property.
- D. Submit within 30 days a final report of receipts and expenditures of CDBG Funds relating to this Agreement.
- E. Place no further orders on contracts or subcontracts for materials, services, or facilities, except as may be necessary for completion of such portion of the Work under this Agreement as is not terminated;
- F. Terminate all orders and subcontracts to the extent that they relate to the portion of Work so terminated;
- G. Submit within 30 days a listing of all creditors, Contractors, lessors, and other parties with which the Subrecipient has incurred financial obligations pursuant to the Agreement.

H. Secure any Work to prevent any damage or waste.

9.04 Records Upon Termination

Upon termination of this Agreement, all Records prepared by the Subrecipient under this Agreement or in anticipation of this Agreement shall, at the option of the County, become County's exclusive property, whether or not in the possession of the Subrecipient. The Records are free from any claim or retention of rights on the part of the Subrecipient except as specifically provided. The Subrecipient must return all properties of the County to County.

9.05 Failure to Deliver Records

Any intentional failure or delay by the Subrecipient to deliver the Records to the County will cause irreparable injury to the County not adequately compensable in damages and for which the County has no adequate remedy at law. The Subrecipient will pay the County \$100.00 per day as damages, and not as a penalty, until it delivers the Records to the County. The County may seek and obtain injunctive relief in a court of competent jurisdiction and compel delivery of the Records which the Subrecipient consents to as well as all applicable damages and costs. The County has unrestricted use of the Records for the purpose of completing the services.

9.06 Access to Records Upon Termination

Access to Records prior to delivery must be restricted to authorized representatives of the County and the Subrecipient. The Subrecipient has no right to disclose or use any information gathered in the course of its work without obtaining the written concurrence of the County. All the information must be confidential and handled in such a manner at all times as to preserve confidentiality. The Records as well as any related products and materials are proprietary to the County, having been developed for the County for its own and sole use.

9.07 Assistance to Terminate

In addition, each party will assist the other party in the orderly termination of this Agreement and the transfer of all aspects, tangible or intangible, as may be necessary for the orderly, non-disrupted business continuance of each party. **Section 10**

Reversion of Assets

10.01 Return of Unspent CDBG Funds

Upon expiration of this Agreement, Subrecipient shall transfer to the Recipient any CDBG Funds on hand and any accounts receivable attributable to the use of CDBG Funds at the time of expiration.

10.02 Unused Equipment

In all cases in which equipment acquired, in whole or in part, with CDBG Funds is sold, the proceeds shall be Program Income (prorated to reflect the extent that CDBG Funds were used to acquire the equipment). Equipment not needed by the Subrecipient for activities under this Agreement may be retained after compensating the Recipient for the current fair market value of the equipment less the percentage of non-CDBG Funds used to acquire the equipment.

Section 11

Expenditure of Community Development Block Grant Funds

11.01 Compliance With CDBG Spending Requirements

The Subrecipient agrees to expend any CDBG Funds received under this Agreement only in compliance with the Housing and Community Development Act of 1974, as amended, and the regulations of the Department of Housing and Urban Development as set forth in Volume 24, CFR Part 570, and in particular, Sections 570.200 through 570.208. The Subrecipient also specifically acknowledges that the Recipient is bound by 24 CFR 570.902, which requires the Recipient to spend its available Funds in a timely manner. The Subrecipient agrees to fully cooperate with the Recipient's efforts to comply with this section, which may require the Subrecipient to either expedite the spending of its CDBG

Funds prior to the date shown in Section 3.01 hereof, or possibly return unspent CDBG Funds to the Recipient. Those regulations are incorporated in this Agreement by reference.

Section 12

Amendment

12.01 Amendment Requirements

This Agreement may be amended by written instruments signed by authorized representatives by both parties. Any amendments or changes to the projects or budget shall be in writing, consistent with the Consolidated Plan and Annual plan of the County on file with HUD and shall only need the approval of the Director of Community Development of Wayne County, or his/her designee, an authorizing representative of the Subrecipient, and must also comply with the Housing and Community Development Act of 1974, as amended.

Section 13

Indemnification

13.01 General Indemnification and Hold Harmless Requirement

The Subrecipient agrees, to the extent allowed by law, to indemnify and hold harmless the Recipient against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges and expenses (including, without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against the Recipient by reason of any of the following occurring during the term of this Agreement or related to this Agreement or its implementation:

- A. Any negligent or tortious act, error, or omission held in a court of competent jurisdiction to be attributable, in whole or in part to the Subrecipient, or any of its personnel, employees, consultants, agents or any entities associated, affiliated (directly or indirectly), or subsidiary to the Subrecipient now existing or hereafter created, their agents and employees for whose acts any of them might be liable.

B. Any failure by the Subrecipient, its Contractors, or any of its associates, to perform its obligations either implied or expressed under this Agreement.

13.02 Responsibility for Property Loss

The Subrecipient agrees that it is its responsibility and not the responsibility of the Recipient to safeguard the property and materials that its employees, Contractors, or its associates use in performing this Agreement. The Subrecipient shall hold the Recipient harmless for costs and expenses resulting from any loss of such property and materials used by its employees, Contractors and associates pursuant to the Subrecipient's performance under this Agreement.

13.03 Coverage of the term "Recipient"

For purposes of the hold-harmless provisions, the term "Recipient" shall be deemed to include the County of Wayne and all other associated, affiliated, or subsidiary departments or divisions now existing or hereafter created their agents, Program Manager and employees.

13.04 Independent Contractor Relationship between Recipient and Subrecipient

The relationship of the Subrecipient to the Recipient is and shall continue to be that of an independent contractor and no liability or benefits, such as workers' compensation, pension rights, or liabilities, insurance rights or liabilities, or other provisions or liabilities, arising out of or related to a contract for hire or employer/employee relationship, shall arise or accrue to either party or either party's agent, subcontractor or employee as a result of the performance of this Agreement. No relationship, other than that of independent contractor shall be implied between the parties or either party's agent, employee, or contractor. The Subrecipient agrees to hold the Recipient harmless from any such claims and any related costs or expenses.

13.05 Comprehensive Duty to Defend, Indemnify, and Hold Harmless

To the extent permitted by law, the Subrecipient must defend, indemnify and hold harmless the County, its employees, agents, officer and directors, from and against any claims, demands, penalties, fines, liabilities, settlements, damages, costs or expenses, including attorneys' and consultant's fees, investigation and laboratory fees, court costs and litigation expenses, known or unknown, contingent or otherwise, arising out of or related in any way by the Work undertaken by the Subrecipient.

Section 14

Insurance

14.01 The Subrecipient shall maintain at all times, at its expense, during the term of this Agreement the following insurance. The Subrecipient will be responsible for requiring the same insurance of its contractors. Any shortfalls in insurance for contractors, specific to services related to this Agreement, will be the responsibility of the Subrecipient. If the Subrecipient maintains insurance through the Michigan Municipal Risk Association or the Michigan Municipal League the County will accept such insurance if it substantively meets the coverage requirements below, as determined by the County Risk Management Division:

- A. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Contract or the general aggregate limit shall be twice the required occurrence limit.
- B. Builder's Risk (Course of Construction) insurance utilizing an "All Risk" (Special Perils) coverage form, with limits equal to the completed value of the project and no coinsurance penalty provisions.

- C. Workers' Compensation: insurance as required by the State of Michigan, with Statutory Limits, and Employer's Liability Insurance with limits of no less than \$1,000,000 per accident for bodily injury or disease.
- D. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if the subrecipient has no owned autos, Code 8 (hired) and 9 (non-owned), with limits no less than \$1,000,000 per accident for bodily injury and property damage.
- E. Umbrella or Excess Liability Policy in an amount not less than \$3,000,000. Umbrella or Excess policy wording shall be at least as broad as the primary or underlying policy(ies) and shall apply both to the Subrecipient's general liability and to its automobile liability insurance and shall be written on an occurrence basis. The County, officials, employees and others as may be specified in any "Special Conditions" shall be named as an additional insured under this policy.
- F. Professional Liability (if Design/Build), Insurance appropriate to the Subrecipient's profession, with limits no less than \$3,000,000 per occurrence or claim, \$3,000,000 aggregate.
- G. Contractors' Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions (if project involves environmental hazards) with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.

If the Subrecipient maintains higher limits than the minimum insurance coverage required in Section 14.01, the Subrecipient shall maintain the coverage for the higher insurance limits for the duration of the Contract.

14.02 Additional Insured Status. The County, its officers, officials, employees, volunteers, and others as may be specified in any "Special Conditions" shall be additional insured's on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Subrecipient including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in

the form of an endorsement to the Subrecipient's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

- 14.03** Primary Coverage. For any claims related to this Contract, the Subrecipient's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Subrecipient's insurance and shall not contribute with it.
- 14.04** Notice of Cancellation. Each insurance policy shall state that coverage shall not be canceled, except with notice to the County.
- 14.05** Waiver of Subrogation. Subrecipient grants to the County a waiver of any right to subrogation which any insurer of the Subrecipient may acquire against the County by virtue of the payment of any loss under such insurance. Subrecipient agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.
- 14.06** Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the County. The County may require the Subrecipient to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
- 14.07** All insurance must be effected under valid and enforceable policies, issued by recognized, responsible insurers qualified to conduct business in Michigan which are well-rated by national rating organizations. All companies providing the coverage required shall be licensed or approved by the Insurance Bureau of the State of Michigan and shall have a policyholder's service rating no lower than A:VII as listed in A.M. Best's Key Rating guide, current edition or interim report.
- 14.08** Claims-made Policies. If any of the required policies provide coverage on a claims-made basis:

- A. The Retroactive Date must be shown and must be before the date of the Contract or the date the Subrecipient starts to perform the services.
 - B. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Contract.
 - C. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the Contract effective date, the Subrecipient must purchase “extended reporting” coverage for a minimum of five (5) years after completion of Contract work.
- 14.09** Verification of Coverage. Entity shall furnish the County with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this Article. The County shall receive and approve all certificates and endorsements before the Subrecipient begins providing services. Failure to obtain the required documents prior to commencement of services shall not waive the Subrecipient's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by the Article, at any time.
- 14.10** Subcontractors. Subrecipient shall require and verify that all subcontractors maintain insurance satisfying all the stated requirements, and Subrecipient shall ensure that the County is an additional insured on insurance required from subcontractors.
- 14.11** Special Risks or Circumstances. The County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
- 14.12** The Subrecipient must submit certificates evidencing the insurance to the Risk Management Division at the time the Subrecipient executes the Contract, and at least fifteen (15) days prior to the expiration dates of expiring policies.

Section 15

Assignment and Subcontract

15.01 Restrictions on Transfer or Assignment

The Subrecipient shall not assign or encumber directly or indirectly any interest whatsoever in this Agreement and shall not transfer any interest therein (whether by assignment or novation), without the prior written consent of the Recipient. Any such consent given in any one instance shall not relieve the Subrecipient of its obligation to obtain the prior written consent of the Recipient to any further assignment.

15.02 Subcontracts

a. Approvals

The Subrecipient shall not enter into any subcontracts with any Contractor, without the written consent of the Recipient prior to the execution of such agreement. Such approval shall not constitute a basis for privity between the Recipient and the Contractor. The Subrecipient agrees to hold harmless the Recipient from any such claims initiated pursuant to any subcontracts it enters into in performance of this Agreement.

b. Monitoring

The Subrecipient will monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

c. Content

The Subrecipient shall cause all of the provisions of this Agreement in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement. The Subrecipient further agrees to comply with these "Section

3” requirements as embodied in the following language if applicable to Subrecipient and to include the following language in all contract or subcontracts executed under this Agreement:

“The work to be performed under this Agreement is a project assisted under a program providing direct Federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701). Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to low- and very low-income residents of the project area, and that contracts for work in connection with the project be awarded to business concerns that provide economic opportunities for low- and very low-income persons residing in the metropolitan area in which the project is located.”

d. Selection Process

The Subrecipient shall undertake to insure that all contracts and subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements of **24 CFR 85.36**. Executed copies of all contracts and subcontracts shall be forwarded to the Recipient along with documentation concerning the selection process.

15.03 Succession

This Agreement shall inure in all particulars to the parties, their agents, successors and assignees to the extent permitted by law.

Section 16
Conflict of Interest

16.01 Covenant of No Conflict of Interest

The Subrecipient covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the services under this Agreement. The Subrecipient further covenants that in the performance of this Agreement, no person having any such interest shall be employed or retained by the Subrecipient.

16.02 Warranty of Non-Solicitation of County Employees

The Subrecipient also warrants that it will not and has not employed any Wayne County employee to solicit or secure this Agreement upon any agreement or arrangement for payment of a commission, percentage, brokerage, or contingent fee, either directly or indirectly, and that if this warranty is breached, the Recipient may, at its option, terminate this Agreement without penalty, liability or obligation, or may, at its election, deduct from any amounts owed to the Subrecipient, the amount of any such commission, percentage, brokerage, or contingent fee.

16.03 Compliance With Conflict-of-Interest Laws, Rules, and Regulations

The Subrecipient agrees to abide by the provisions of 24 CFR 84.42, 570.611 and 2 CFR 200.318, which include (but are not limited to) the following:

- A. No employee, officer or agent of the Subrecipient shall participate in the selection, or in the award, or administration of, a contract supported by federal funds if a conflict of interest, real or apparent, would be involved.
- B. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract,

subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a “covered person” includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the Recipient, the Subrecipient, or any designated public agency.

- C. Maintaining a written conflict of interest policy in accordance with 2 CFR 200.318 prohibiting Employee and Organizational Conflicts of Interest including non-Federal, State, or local government parent, affiliate, or subsidiary organizations.

Section 17

Notices

17.01 Manner of Notice

All notices, consents, approvals, requests and other communications (called "Notices") required or permitted under this Agreement shall be given in writing and mailed by first-class mail and addressed as follows:

If to the Subrecipient:

City of Romulus
11111 Wayne Road
Romulus, Michigan 48174

If to the Recipient:

The Charter County of Wayne
Community Development Division
28th Floor, Wayne County Building
500 Griswold
Detroit, Michigan 48226-2831
Attention: Director of Community Development

17.02 Effect of Notice and Requirements

All notices shall be deemed given on the day of mailing. Either party to this Agreement may change its address for the receipt of notices at any time by giving notice to the other as provided. Any notice given by a party must be signed by an authorized representative of such party.

17.03 Special Notices

Notwithstanding the requirement above as to the use of first-class mail, termination notices and change of address notices shall be sent by registered or certified mail, postage prepaid, return receipt requested.

17.04 Point of Contact

Subrecipient shall designate a point of contact who is an authorized employee of Subrecipient to communicate with County regarding this Agreement and the Work ("Point of Contact"). All communications on behalf of Subrecipient to Recipient regarding this Agreement and the Work should include the Point of Contact. County is not obligated to communicate with any individual or entity regarding the Agreement, Work, or CDBG Program that is not an employee or political appointee of Subrecipient.

Section 18

Severability of Provisions

18.01 Provisions Enforceable Despite Disallowed Provisions

If any provision of this Agreement or the application to any person or circumstance shall, to any extent, be judicially determined to be invalid or unenforceable, the remainder of the Agreement or the application of such provision to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

Section 19

Jurisdiction

19.01 Jurisdiction and Venue in Wayne County, State of Michigan

This Agreement, and all actions arising hereunder, shall be governed by, subject to, and construed according to the law of the State of Michigan. The Subrecipient agrees consents and submits to the personal jurisdiction of any competent court in Wayne County,

Michigan, for any action arising out of this Agreement. The Subrecipient agrees that service of process at the address and in the manner specified in this Agreement will be sufficient to put the Subrecipient on notice. The Subrecipient also agrees it will not commence any action against the Recipient because of any matter whatsoever arising out of, or relating to, the validity, construction, interpretation and enforcement of this Agreement, in any courts other than those in the County of Wayne, State of Michigan unless original jurisdiction can be had in the United States District Court for the Eastern District of Michigan, Southern Division, the Michigan Supreme Court or the Michigan Court of Appeals.

Section 20

CDBG Certification

20.01 Ongoing Certification Compliance Required

Subrecipient shall execute and comply with all the CDBG Certifications attached as Appendix C to this Agreement. Subrecipient understands it may be required to comply with future certifications as issued.

Section 21

Authorization / Misc.

21.01 Proper Authorization

Each party represents and warrants that all corporate actions and all governmental approvals necessary for the authorization, execution, delivery and performance of this Agreement have been taken and that each is ready and capable to perform its obligations. Each party further warrants that the person signing this Agreement is authorized to do so on behalf of its principal and is empowered to bind the principal to this Agreement.

21.02 Signage Requirement

For projects exceeding \$25,000, the Subrecipient shall erect a sign on the project site stating that the project is being financed in part by HUD and the Wayne County CDBG Program and providing the appropriate contacts for obtaining information on activities being conducted at the site and for reporting suspected criminal activities. The sign erected on the project site shall comply with all requirements of the state and local law applicable to on-premise outdoor advertising.

21.03 Effectiveness

This Agreement is effective subject to an authorizing resolution by the Wayne County Commission and subsequent execution by the Wayne County Executive or his designee.

[SIGNATURES ON NEXT PAGE]

Section 22

Signature

22.01 Duly Authorized Signatures

The Recipient and the Subrecipient, by and through their duly authorized officers and representatives have executed this Agreement as of the dates below.

SUBRECIPIENT: City of Romulus

By: _____ By: _____

[Mayor Robert A. McCraight

[Ellen Craig-Bragg, Clerk

Date:

Date:

CHARTER COUNTY OF WAYNE

By: _____

Warren C. Evans

Wayne County Executive

Date:

APPENDIX A

CDBG PROJECTS

Grantee	PY 2023 Grant Amount	Activity	Amount	Activity Matrix No.	National Objective	Limited Clientele	Census Tract	Benefit	Performance Measure	Contract No.
Romulus		Senior Center Security System, Generator and Bathroom fixture for health and safety.	\$200,000	03A	LMC	Seniors	N/A	City wide	Enhance Suitable Living	23/24/03 A

*Transfers amounting more than fifteen percent (15%) of total allotment will require a public hearing per the Wayne County Citizen Participation Plan.

Wayne County CDBG Program
Subrecipient Contract
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APPENDIX B
PROGRAM INCOME

Wayne County CDBG Program
Subrecipient Contract
Page B-2

WAYNE COUNTY CDBG PROGRAM INCOME REPORT

COMMUNITY/ENTITY:

November 6, 2025 to June 30, 2026

COMPLETE HIGHLIGHTED

GRANT YEAR:

SPACES ONLY

QUARTER:

		Q1 Jul-Sep	Q2 Oct-Dec	Q3 Jan-Mar	Q4 Apr-Jun	TOTALS
Beg Bal	\$ - (June 30th only)	-	-	-	-	
INCOME SOURCES						
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
Total Income Sources		-	-	-	-	-
EXPENDITURES - Stipulate Contract No. and Activity Name						
Planning Expenditures Summary Only - Attach Detail Listing						
		-	-	-	-	-
Administrative Expenditures Summary Only - Attach Detail Listing						
		-	-	-	-	-
Public Service Expenditures Summary Only - Attach Detail Listing						
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
Non-Cap Expenditures Summary - Attach Detail Listing						
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
TOTAL EXPENDITURES		-	-	-	-	-

Instructions for Completing the Quarterly Program Income Report

Income received by your organization directly generated from the use of Community Development Block Grant (CDBG) Funds, such as revolving loans, lien repayments, and sales from disposition of CDBG property, must be reported to the Wayne County Community Development Division. At the end of each quarter (June, September, December, March), complete and submit this Program Income Form to Wayne County Community Development Division, 500 Griswold 10th floor, Detroit, Michigan, 48226.

Use the Program Income Report in Excel to electronically the amount of Program Income received during the quarter, and the amount received year to date (year beginning July). Also record the amount of Program Income that was spent on an eligible activity during the quarter being reviewed and year to date. The cumulative balance space should reflect the total amount of Program Income on hand at the end of the current reporting period (this would include any unspent Program Income received during the previous reporting period).

There is also a space provided on the form for you to record the source of the Program Income received in the quarter being reviewed. If the Funds are coming from more than one source, please identify how much is coming from each source.

A CDBG Request for Payment with all required supporting documentation for the expenses paid using Program Income must accompany the Program Income Report.

Any form not received by the tenth business day after the end of the quarter review may result in the suspension of payment on vouchers submitted to the County for reimbursement. Make certain the form is signed and dated on the bottom of the form.

Please remember to clear with our office any activity requiring the use of Program Income before Program Income is expended.

APPENDIX C
CERTIFICATIONS

Local Government Certifications

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the local government, as the Subrecipient of the jurisdiction, certifies that:

Affirmatively Further Fair Housing -- The Subrecipient understands that the jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard. The local government will fully cooperate with the jurisdiction in this regard.

Anti-Displacement and Relocation Plan – The jurisdiction will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs. The local jurisdiction will fully cooperate with the jurisdiction in this regard.

Drug Free Workplace – The local government will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the local government's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
 - (a) The dangers of drug abuse in the workplace;
 - (b) The local government's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the activities supported by the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and

- (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- 5. Notifying the jurisdiction in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- 6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- 7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying – As a Subrecipient of the jurisdiction, to the best knowledge and belief of the local government:

- 1. No Federal appropriated Funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- 2. If any Funds other than Federal appropriated Funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- 3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all sub awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- As a Subrecipient of the jurisdiction, to the best knowledge of the local government, the consolidated plan of the jurisdiction is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with Plan – As a Subrecipient of the jurisdiction, to the best knowledge of the local government, the housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA Funds are consistent with the consolidated plan.

Section 3 – The local government shall, and as a Subrecipient of the jurisdiction, to the best of the local government's knowledge, the jurisdiction will comply with Section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Certifying Officer

Date

Specific CDBG Certifications

As a Subrecipient to the Entitlement Community, the local government certifies that:

Citizen Participation -- To the best of its knowledge, the entitlement community is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- To the best of its knowledge, the entitlement community's consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income (see CFR 24 Part 570.2 and CFR 24 Part 570).

Following a Plan -- To the best of its knowledge, the entitlement community is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- To the best of its knowledge, the entitlement community has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG Funds, and to its best knowledge, the local government certifies that the entitlement community has developed its Action Plan so as to give maximum feasible priority to activities that benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities, which the entitlement community certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available.
2. Overall Benefit. To the best of its knowledge, the aggregate use by the entitlement community of CDBG Funds including section 108 guaranteed loans during program year(s) 2010, 2011, 2013 (a period specified by the local government consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. To the best of its knowledge, the entitlement community will not attempt to recover any capital costs of public improvements assisted with CDBG Funds, including Section 108 loan guaranteed Funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG Funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG Funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG Funds.

To the best of the local government's knowledge, the jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG Funds, including Section 108, unless CDBG Funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG Funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG Funds if the jurisdiction certifies that it lacks CDBG Funds to cover the assessment.

Excessive Force – The local government, and to its best knowledge, the jurisdiction, has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to, or exit from, a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-Discrimination laws – To the best of its knowledge, the grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint – To the best of its knowledge, the activities of the local government and jurisdiction concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24;

Compliance with Laws – The local government, and to the best of its knowledge, the jurisdiction, will comply with applicable laws.

Certifying Officer

Date

Appendix To Certifications

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I apply. (This is the information to which jurisdictions certify.)
4. For grantees who are individuals, Alternate II applies. (Not applicable jurisdictions.)
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).

7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

<NONE>

Check X if there are workplaces on file that are not identified here; The certification with regard to the drug free workplace required by 24 CFR part 24, subpart F.

9. Definitions of terms in the Non-Procurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C.812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

APPENDIX D

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Subrecipient: City of Romulus
Agreement: 2023 CDBG Subrecipient Agreement
Agreement Year: November 6, 2025, through June 30, 2026

1. The Subrecipient certifies to the best of its knowledge and belief, that:
 - a. The Subrecipient and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal agency;
 - b. The Subrecipient and its principals have not, within a three-year period preceding this Agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under public transaction; violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. The Subrecipient and its principals are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in 1. B. above; and;
 - d. The Subrecipient and its principals have not, within a three-year period preceding this Agreement, had one or more public transactions (Federal, State or local) terminated for cause or default.
2. The certification in this clause is a material representation of fact upon which reliance was placed. When the Recipient determines that the Subrecipient knowingly rendered an erroneous certification, in addition to other remedies available to the Recipient, the Recipient may terminate this Agreement for cause or default.
3. The Subrecipient shall provide immediate written notice to the Recipient if, at any time, Recipient learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "Grantee", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76.

5. The Subrecipient agrees that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Recipient.
6. The Subrecipient further agrees that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction", provided by the Recipient, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A Subrecipient may rely upon a certification of a participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A Subrecipient may decide the method and frequency by which it determines the eligibility of its principals. Each Subrecipient may, but is not required to, check the Non-procurement List (of excluded parties).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a Subrecipient is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. If a Subrecipient is in a covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Recipient, the Recipient may terminate this transaction for cause or default.

EXECUTION

IN WITNESS WHEREOF, the Subrecipient has executed this Certification on the dates set forth below.

WITNESSES:

SUBRECIPIENT

By: _____
Mayor Robert A. McCraight

Dated: _____

WITNESSES:

SUBRECIPIENT

By: _____
Ellen Craig-Bragg, Clerk

Dated: _____

STATE OF MICHIGAN)
)
COUNTY OF WAYNE)

This document was acknowledged before me on _____ by
_____, on behalf of _____.

Notary Public,
Wayne County, Michigan
My Commission Expires: _____
Acting in County of _____, Michigan

**EXHIBIT E
FFATA FORMS**

INFORMATION REQUEST FORM

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

200.331 Checklist

COUNTY DEPARTMENT: Economic Development Department

FISCAL YEAR: 2023

AWARD ID #	AMOUNT
B-23-UC-26-0003	\$200,000

Please complete the following information:

Subawardee

UEI: HN5LT6DXMRA1

Subawardee Name (must match name in

SAM): CITY OF ROMULUS

Subawardee

Address: 11111 WAYNE RD, ROMULUS, MI 48174

Amount of subaward (obligated

amount): \$ 200,000

Subaward Obligation/Action

Date: 11-6-2025 to 6-30-2026

Identification of whether the award is R&D (yes or

no):

Subaward Period of Performance Start and End Date

 11-6-2025 to 6-30-2026

Federal Funding Agency ID

Leave Blank

Wayne County CDBG Program

Subrecipient Contract

Page E-1

Federal Funding Agency Name

Leave Blank

Federal Award Identification Number (FAIN)

Leave Blank

NAICS code for contracts/CFDA program number for grants:) _____

Subawardee

Number: _____

Location of entity (including congressional district): _____

Subawardee Principal Place of Performance (including congressional district): _____

As provided to you by your subawardee, in your subawardee's business or organization's preceding completed fiscal year, did its business or organization (the legal entity to which the DUNS number it provided belongs) receive (1) 80% or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? Please answer YES or NO: _____

As provided to you by your subawardee, does the public have access to information about the compensation of the executives in the subawardee's business or organization (the legal entity to which the UEI it provided belongs) through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d) or Section 6104 of the Internal Revenue Code of 1986? Please answer YES or NO: _____

Required Subrecipient Disclosure Under 2 CFR 200

Required information includes:

(1) Federal Award Identification:

- a. Subrecipient name (which must match registered name in SAM);
CITY OF ROMULUS
- b. Subrecipient's UEI number (see 2 CFR 25 Universal Identifier and System for Award Management); **HN5LT6DXMRA1**
- c. Federal Award Identification Number (FAIN); **B-23-UC-26-0003**
- d. Federal Award Date (see Section 200.39 Federal award date); **2023**
- e. Subaward Period of Performance Start and End Date; **11-6-25 to 6-30-2026**
- f. Amount of Federal Funds Obligated by this action. **\$200,000.**
- g. Total Amount of Federal Funds Obligated to the subrecipient. **\$200,000.**
- h. Total Amount of the Federal Award; **\$200,000.**
- i. Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);
SENIOR CENTER SECURITY, GENERATOR & BATHROOM FIXTURES-HEALTH/SAFETY
- j. Name of Federal awarding agency, pass-through entity, and contact information for awarding official, U.S. Department of Housing and Urban Development.
- k. CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement. **WAYNE COUNTY HUD CDBG, \$200,000/23-24-03A**
- l. Identification of whether the award is R&D,
- m. Indirect cost rate for the Federal award (including if the de minimus rate is charged per Section 200.414 Indirect (F&A) costs) **N/A**

ETHICS IN CONTRACTING VENDOR FORM

**(DISCLOSURE OF RELATIONSHIPS WITH COUNTY
CONTRACT MANAGERS BY OWNERS AND OFFICERS OF
BUSINESS SUBMITTING QUOTE)**

- This form must be completed by a person holding a key position in the business, such as, an officer, director, trustee, partner, senior engineer or sales manager and have influence in making this bid or response or in performing the contract if the County awards it to your business.
- **Please fill out this form to the best of your knowledge and belief.**
- Detach and make additional copies of this form if needed.
- If you are unsure about what to disclose, contact the Purchasing Division at (313) 224-5151.
- **You are not required to question family members beyond what you already know of their affairs.**
- Submit this form with your quote/bid/proposal. A copy will be kept on file by the County Clerk & the Purchasing Director.
- If you fail to fully disclose the required information below, the County may terminate your contract if your business is awarded one.

1. Is any Partner, Principal, Corporate Officer, Owner or Corporate Director an immediate family member of a County employee? ☐ YES ☒ NO

If Yes: Name: _____ Relationship: _____
Department: _____ Title: _____

2. Without any further inquiry, are you aware if your business has employed an immediate family member of a County employee within the previous twelve (12) months? ☐ YES ☒ NO

If Yes: Name: _____
Department: _____ Title: _____

3. Without any further inquiry, are you aware if your business has discussed hiring an immediate family member of a contract manager within the past twelve (12) months? ☐ YES ☒ NO

If Yes: Name of Contract Manager: _____
Department: _____ Title: _____

4. Does any Partner, Principal, Corporate Officer, Owner or Corporate Director and a contract manager each have a substantial financial interest in one or more of the same business ventures? ☐ YES ☒ NO

If Yes: Name of Contract Manager: MARIA LAMBERT
Department: COMM. DEV. Title: DIR. RESIDENT SERVICES

ETHICS
CERTIFICATION

I certify that I have disclosed all information within my knowledge, which is required by this disclosure form.

Name (Please Print): MARIA LAMBERT

Signature: Maria Lambert Date: 11-18-25

Company Name: CITY OF ROMULUS

Company Tax ID #: 38-6006334

ETHICS
DEFINITIONS

Contract Manager

An elected or appointed Wayne County official identified as having significant discretion over County contracts.

Immediate Family

YOUR FATHER, MOTHER, SON, DAUGHTER, BROTHER, SISTER, UNCLE, AUNT, GREAT AUNT, GREAT UNCLE, FIRST COUSIN, NEPHEW, NIECE, HUSBAND, WIFE, GRANDFATHER, GRANDMOTHER, GRANDSON, GRANDDAUGHTER, FATHER-IN-LAW, MOTHER-IN-LAW, SON-IN-LAW, DAUGHTER-IN-LAW, BROTHER-IN-LAW, SISTER-IN-LAW, STEPFATHER, STEPMOTHER, STEPSON, STEPDAUGHTER, STEPBROTHER, STEPSISTER, HALF BROTHER, HALF SISTER, AND INCLUDING THE GRANDFATHER OR GRANDMOTHER OF AN INDIVIDUAL'S SPOUSE. IT SHALL ALSO INCLUDE A FORMER SPOUSE OR AN INDIVIDUAL WITH WHOM THE PUBLIC SERVANT HAS HAD A CHILD IN COMMON.

Substantial Financial Interest

- Ownership of any interest or involvement in any relationship, which results in the receipt of \$500 or more per year. Exceptions: Market-rate from a financial institution; income from the ownership of less than \$10,000 of stocks and bonds traded on the national stock exchanges.
- Holding a key position in a business such as officer, director, trustee, partner or sales manager. Exceptions: Officers who serve without compensation on the boards of charitable organizations.

BUSINESS INFORMATION QUESTIONNAIRE

Please complete the following:

1. Company's official registered name

City of Romulus

2. Brief history of your company, including the year it was established

Incorporated as a City on May 7, 1970.

3. Company's Dun & Bradstreet (D&B) number (Required for federally funded contracts, optional otherwise) 088330022

4. Company Type (Corporation, LLC, Joint Venture, Partnership, Individual). If Corporation, include State of Incorporation and Date of Incorporation.

Municipal Corporation

5. Company's organizational chart including those individuals that would be involved in the contract. Please include all Partners, Principals, Corporate Officers or Owners, Corporate Directors. Mayor Robert A. McCraight, Clerk Ellen Craig-Bragg and City Council & Maria Lambert, Director of Resident Services / CDBG Director

6. Corporate office location

a. List the addresses of sales and service offices/locations in Michigan

b. List the names of key contacts at each with title, address, phone and e-mail address

11111 Wayne Road, Romulus, Michigan 48174 / Mayor's Office: (734) 955-4500

7. List of principal owners / stockholders (i.e., those holding 5% or more of the company or outstanding stock)N/A

8. Financial Disclosure/Conflicts of Interest (Identify any contract(s), including any contract involving an employment or consulting relationship, which the firm, or its partners, principals, corporate officers or owners currently has with Wayne County, or with any of its Commissioners or officers.

N/A

9. Has your company been debarred by the Federal, any State or Local Governments or Authorities? Yes No If yes, has it been lifted and if so, when?

NO

10. Has your company had contracts terminated for breach or failure to perform within the past five years? Yes No If yes, by whom and why?

NO

11. Has your company had any violations, or are there any investigations pending for any Federal, any State or Local Governmental or Authority contracts? Yes No If yes, has it been lifted and if so, when?

NO

**WAYNE COUNTY HUMAN RELATIONS/BUSINESS INCLUSION DIVISION
FIRST TIER SUBCONTRACTOR DESIGNATION FORM**

To be completed by Prime Contractors for "First Tier" Subcontractors Only

This form **MUST** be completed by all prime contractors receiving a contract, of more than \$50,000 (supplies/services) or more than \$100,000 (construction), from Wayne County regardless of the dollar amount at which the subcontractor participates.

****THIS FORM MUST BE COMPLETED EVEN IF NO SUBCONTRACTORS WILL BE USED****

1. CONTRACT NUMBER: 23 - 24 - 03A (Number on Bid Announcement)

TCM NUMBER: _____ (Internal use only)

2. CURRENT AND/OR CUMULATIVE CONTRACT (Check one):

☐ SUPPLIES/SERVICES contract (over \$50,000? ☒ YES ☐ NO)

OR

☐ CONSTRUCTION contract (over \$100,000? ☐ YES ☐ NO)

3. WILL SUBCONTRACTORS BE USED FOR THIS CONTRACT? (Check one)

☐ YES* ☒ NO

*If you answered "YES", you must complete the next page.

4. Are there any related parties between the subcontractor(s) and any contract managers for this proposed contract? (Check one) ☐ YES* ☒ NO

*If you answered "YES", you must complete the next page.

Prime Company Name: <u>CITY OF ROMULUS</u>		Fed Tax ID: <u>38-6006334</u>	
Address: <u>1111 WAYNE RD</u>			
City: <u>ROMULUS</u>	County: <u>WAYNE</u>	State: <u>MI</u>	Zip: <u>48174</u>
Phone: (<u>734</u>) <u>955-4533</u>		Fax: ()	
Authorized Contact Person: <u>MARIA LAMBERT</u>		Email: <u>mlambert@romulusgov.com</u>	

I declare that all of the information contained in this form is complete and accurate to the best of my knowledge and, as signatory, am authorized to bind the contractor.

Print Name: MARIA LAMBERT Title: DIR. RESIDENT SERVICES/CDBG

Signature: Maria Lambert Date: 11-18-25

SUBCONTRACTOR LIST

N/A

(MAKE ADDITIONAL COPIES OF THIS PAGE TO LIST ADDITIONAL SUBCONTRACTORS)

Prime Contractor Name _____

Contract # _____ - _____ - _____

Subcontractor # _____

TCM# _____ - _____ - _____ (Internal use only)

Company Name:		Fed Tax ID:	
Address:			
City:	County:	State:	Zip:
Authorized contact:	Phone: ()	Fax: ()	
Subcontract Amount: \$		% of Contract:	
Work to be performed:			

Are there any related parties between the subcontractor(s) and any contract managers for this proposed contract? (Check one) ☐ YES* ☐ NO

*If there are any related parties, please provide the name(s) and relevant relationship here:
(Attach additional pages as needed)

Name: _____ Relationship: _____

Department: _____ Title: _____

Subcontractor # _____

Company Name:		Fed Tax ID:	
Address:			
City:	County:	State:	Zip:
Authorized contact:	Phone: ()	Fax: ()	
Subcontract Amount: \$		% of Contract:	
Work to be performed:			

Are there any related parties between the subcontractor(s) and any contract managers for this proposed contract? (Check one) ☐ YES* ☐ NO

*If there are any related parties, please provide the name(s) and relevant relationship here:
(Attach additional pages as needed)

Name: _____ Relationship: _____

Department: _____ Title: _____



Liability & Property Pool

CERTIFICATE OF COVERAGE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED AS LISTED BELOW.

Name and Address of Participant:

City of Romulus

11111 Wayne Rd.
Romulus, MI 48174

Coverage Afforded:

Michigan Municipal League Liability and Property Pool
1675 Green Road
Ann Arbor, MI 48105-2530

Name and Address of Service Provider:

Meadowbrook, Inc.
P.O. Box 2054
Southfield, MI 48037-2054

This is to certify that the coverage listed below has been issued to the participant named above and is in-force at this time. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded herein is subject to all the terms, exclusions and conditions of the Pool contract.

Coverage	Contract Number	Expiration Date	Limits of Liability
<u>General Liability</u>	MML001417027	7/1/2026	\$10,000,000
<u>Automobile Liability</u>			Bodily Injury & Property Damage Combined Single Limit
<u>Other</u>			

Description of Operations/Locations/Vehicles:

Holder Additional Insured solely with respect to: Agreement of Community Development Block Grant, CDBG, between the Charter County of Wayne and its Subrecipients dated 7/1/10 for the purposes of specific community block grant activities which are approved by Wayne County and outlined by the contract.

CANCELLATION: Should any of the above described coverages be canceled before the expiration date thereof, the administrator will endeavor to mail 60 days' written notice to the certificate holder named below, but failure to mail such notice shall impose no obligation or liability of any kind upon the Pool.

Name and Address of Certificate Holder:

Wayne Cnty. Comm. Development Division
500 Griswold, 10th Floor
Detroit, MI 48226

Date Issued: 5/22/2025

By: _____
Authorized Representative



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **December 8, 2025**

Item No. C.

General Description: City Council Re-Appointment and Appointment to the Planning Commission

Resolution No. _____

<i>Moved by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Seconded by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

<i>Ayes:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Nays:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Abstain:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: City Council Re-Appointment and Appointment to the Planning Commission
DATE: 12/4/2025

I am respectfully requesting City Council concur with my recommendation to re-appoint Celeste Roscoe as the City Council representative on the City of Romulus Planning Commission. The appointment is to be concurrent with Councilperson Roscoe's City Council term.

Further, I am respectfully requesting City Council to concur with my recommendation to appoint DeAndre Green to the Romulus Planning Commission with a term ending January 31, 2027.

Two motions are required:

Motion by _____ supported by _____ to concur with the Administration and appoint Celeste Roscoe as the City Council representative on the City of Romulus Planning Commission. The appointment to be concurrent with Councilperson Roscoe's City Council term.

Motion by _____ supported by _____ to concur with the Administration and appoint DeAndre Green to the Romulus Planning Commission with a term ending January 31, 2027.



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **December 8, 2025**

Item No. D.

General Description: City Council Appointment to the Library Board

Resolution No. _____

<i>Moved by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Seconded by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

<i>Ayes:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Nays:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Abstain:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: City Council Appointment to the Library Board
DATE: 12/4/2025

I am respectfully requesting Council concur with my recommendation to appoint Kathy Abdo as the City Council representative on the City of Romulus Library Board. The appointment to be concurrent with Councilwoman Abdo's City Council term.

Motion by _____ supported by _____ to concur with the Administration and appoint Kathy Abdo as the City Council representative on the City of Romulus Library Board. The appointment to be concurrent with Councilwoman Abdo's City Council term.



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **December 8, 2025**

Item No. E.

General Description: Construction Board of Appeals Appointment

Resolution No. _____

<i>Moved by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Seconded by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

<i>Ayes:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Nays:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Abstain:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

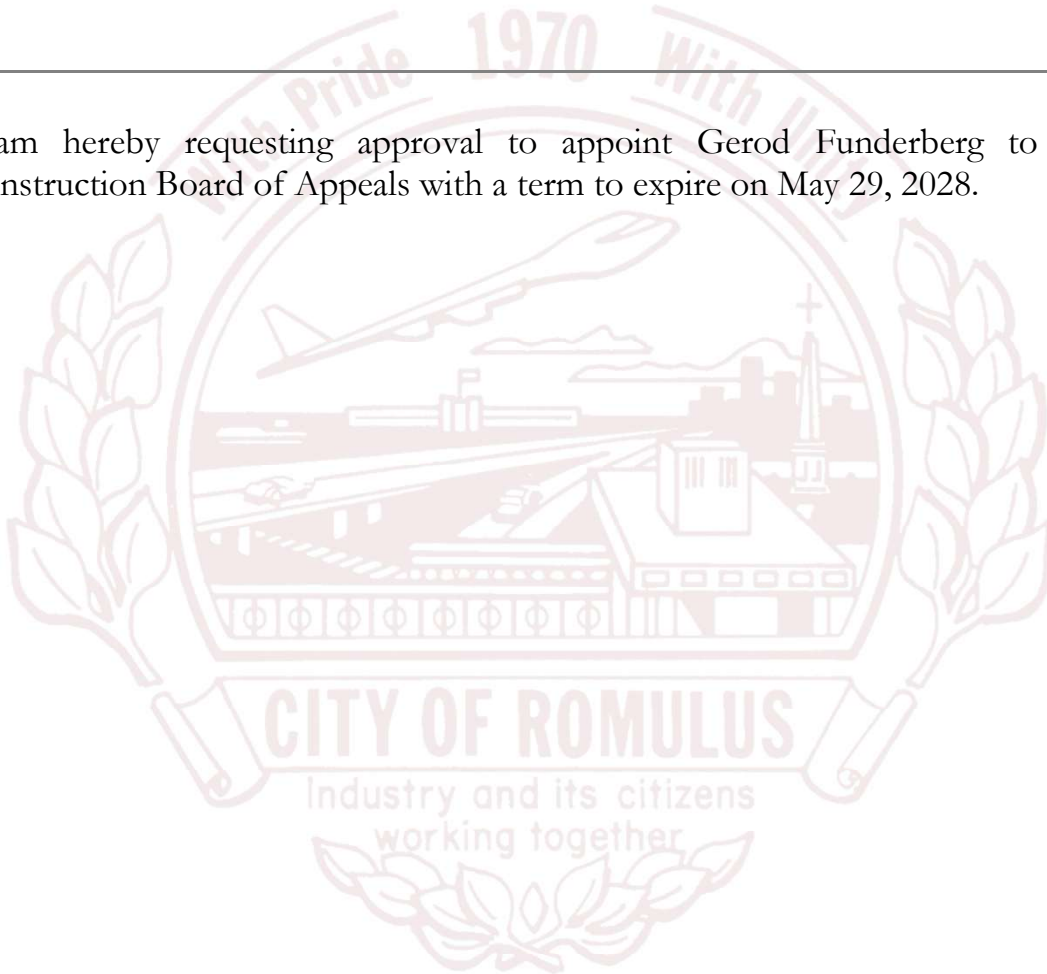
MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: Construction Board of Appeals Appointment
DATE: 12/4/2025

I am hereby requesting approval to appoint Gerod Funderberg to the Construction Board of Appeals with a term to expire on May 29, 2028.



Motion by _____ supported by _____, to concur with the administration and approve the appointment of Gerod Funderberg to the Construction Board of Appeals with a term to expire on May 29, 2028.



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: December 8, 2025

Item No. F.

General Description: Request for Approval of Change Order No. 1 to Contract with The Summit Company, Inc. for East Ramp at City Hall

Resolution No. _____

<i>Moved by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Seconded by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

<i>Ayes:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Nays:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Abstain:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: Request for Approval of Change Order No. 1 to Contract with
The Summit Company, Inc. for East Ramp at City Hall
DATE: November 25, 2025

I concur with the recommendation of Roberto Scappaticci, Director of Public Services and Public Works, and respectfully request City Council approve Change Order #1 in the amount of \$48,426.50 to contract with The Summit Company, Inc. for the East ramp project at City Hall with a revised total project amount of \$228,289.50.

The Change Order is necessary to address unforeseen site conditions discovered upon commencement of work to prevent further deterioration and ensure the structural integrity of the facility.

Gary Harris, Deputy Finance Director, has verified funds for this acquisition have been budgeted for and are available in account #101-265-971.000.

Motion by _____, supported by _____, to concur with the administration and approve Change Order #1 in the amount of \$48,426.50 to contract with The Summit Company, Inc. for the East ramp project at City Hall with a revised total project amount of \$228,289.50.

Interoffice Memorandum

TO: Honorable City Council

FROM: Roberto J. Scappaticci, Director of Dept. of Public Services & Public Works

CC: Mayor Robert A. McCraith
Don Straub, Deputy Director, Department of Public Works

DATE: November 24th, 2025

SUBJECT: Request for Approval of Change Order No. 1 to Contract with The Summit Company, Inc. for East Ramp at City Hall

Dear Honorable City Council,

The Department of Public Works is requesting City Council's approval for Change Order No. 1 to the contract with The Summit Company, Inc. for the East ramp project at City Hall

The change order, in the amount of **\$48,426.50**, is necessary to address unforeseen site conditions and would increase the total contract amount from the original **\$179,863.00** to a revised total of **\$228,289.50**. We recommend the approval of this change order to prevent further deterioration and ensure the structural integrity of the facility.

The need for this change order arose from unforeseen site conditions discovered upon commencement of work on the south wall of the east ramp. During initial exploratory demolition and access to the wall's interior, contractors discovered a significant and unexpected decay and partial collapse of the interior brickwork on the south wall. This condition was not visible or detectable prior to the start of the project and was not included in the original scope of work. The structural instability caused by the deteriorated brickwork poses a safety risk and compromises the long-term integrity of the wall. Continuing the project without addressing this decay would lead to future failures and significantly higher repair costs. The work included in Change Order No. 1 is mandatory for the successful completion of the project and involves careful removal of the compromised, decayed interior brickwork, installation of new structural supports and reinforcement and reconstruction of the interior brick façade to match existing standards and meet current building codes.

Please note, funds are secured in account# 101-265-971.000 Capital Outlay.

If you should have any questions regarding this matter, please feel free to contact me at 734-955-8752 or rscappaticci@romulusgov.com.

CITY OF ROMULUS
DEPARTMENT OF PUBLIC WORKS

Sincerely,



Roberto J. Scappaticci, Director of Public Services & Public Works

t:\administrative\admin documents\facility\east ramp\east ramp change order no. 1.docx

CHANGE ORDER



Project: City of Romulus - City Hall Access Ramps

Job Number: 0155-24-0000

Owner: City of Romulus
11111 Wayne Road
Romulus, MI 48174

Change Order Number: 1
Date: 11/10/2025

Print Date: 11/21/2025

Contractor: The Summit Company, Inc.
13191 Wayne Road
Livonia, MI 48150
(734) 261-3500

Note: Interior Replacement and Repair Work and Brick work on South wall

TO THE CONTRACTOR:

You are hereby directed to comply with the changes to the contract documents. This change order reflects work completed or anticipated.

OHM Advisors
34000 Plymouth Road
Livonia, MI 48150
(734) 522-6711

CURRENT PROJECT PLANS AND SPECIFICATIONS WILL BE ADHERED TO UNLESS SPECIFICALLY CHANGED BY THIS CHANGE ORDER DOCUMENT.

THE CONTRACT AMOUNT WILL BE CHANGED BY THE SUM OF:	\$48,426.50
Original Contract Amount:	\$179,863.00
Contract Amount Including Previous Change Orders:	\$179,863.00
Amount of this Change Order:	<u>\$48,426.50</u>
REVISED CONTRACT AMOUNT:	\$228,289.50

Accepted By

The Summit Company, Inc. _____ Date _____

Approved By

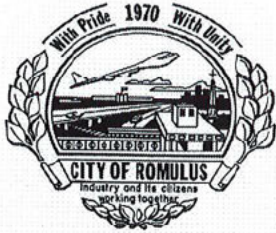
Roberto Scappaticci - DPW
Director - City of Romulus _____ Date _____

Prepared By

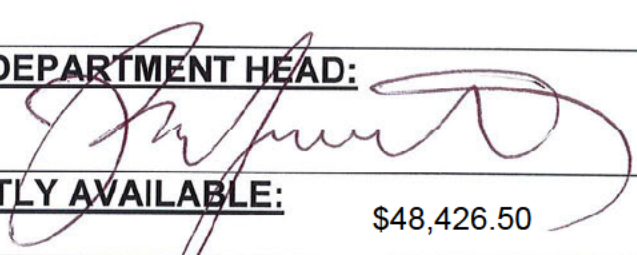
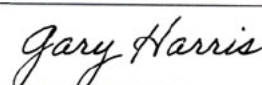
Jessica Katers, PE, Director of
Michigan Municipal _____ Date 11/21/25

Items

Item No.	Description	Previous Authorized Quantity	Quantity Change	New Authorized Quantity	Unit Price	Total Increase
THE FOLLOWING ITEMS AND OR CONTRACT UNIT PRICES SHALL BE ADDED TO THE CONTRACT AMOUNT						
Division: A						
Additional Items to the Contract:						
20	Interior Work	0.00 LSUM	1.00	1.00	\$29,152.50	\$29,152.50
21	Removal, Salvage, Cleaning and Replacement of Brick Wall	0.00 LSUM	1.00	1.00	\$19,274.00	\$19,274.00
SUB-TOTAL INCREASES DIVISION A:						\$48,426.50



FUNDS VERIFICATION FORM

<u>DEPARTMENT:</u>	DPW
<u>FUND NAME:</u>	Capital Outlay
<u>ACCOUNT NUMBER/S:</u>	101-265-971.000
<u>PURPOSE FOR REQUEST:</u>	Change order to contract with The Summit Company, inc. for east ramp repair at City Hall.
<u>AMOUNT OF EXPENDITURE:</u>	\$48,426.50
<u>SIGNATURE OF DEPARTMENT HEAD:</u>	
<u>FUNDS CURRENTLY AVAILABLE:</u>	\$48,426.50
<u>FINANCE DEPARTMENT APPROVAL:</u>	
<u>DATE:</u>	11/25/2025



City of Romulus

Mayor’s Report – Robert A. McCraight, Mayor

Council Meeting Held: December 8, 2025

Item No. G.

General Description: Piggyback on MiDeal Contract for Purchase of one (1) 2026 Ford Bronco Sport - Ordinance

Resolution No. _____

<i>Moved by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Seconded by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

<i>Ayes:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Nays:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Abstain:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: Piggyback on MiDeal Contract #MA240000001193 Purchase of one (1) 2026 Ford Bronco Sport for the Police Ordinance Department
DATE: November 25, 2025

I concur with the recommendation of Roger Salwa, Police Captain and Christina Parker, Purchasing Director, and respectfully request Council's authorization to piggyback on the MiDeal Contract #MA240000001193 for the purchase of one (1) 2026 Ford Bronco Sport with a five (5) year warranty in the amount of \$34,183.00 from Gorno Ford.

Gary Harris, Deputy Finance Director, has verified that funds for the purchase are currently available in the Motor Vehicle Fund, Motor Vehicle & Equipment, Capital Outlay expense account #661-572-971.138.

Motion by _____, supported by _____, to concur with the administration and consent to piggyback on the MiDeal Contract #MA240000001193 for the purchase of one (1) 2026 Ford Bronco Sport with a five (5) year warranty in the amount of \$34,183.00 from Gorno Ford.



MEMORANDUM

DATE: November 5, 2025
TO: Mayor Robert A. McCraight
FROM: Christina Parker, Purchasing Director
SUBJECT: Piggyback on MiDeal contract #MA240000001193 Purchase of one (1) 2026 Ford Bronco Sport for the Police Ordinance Department

Captain Roger Salwa of the Romulus Police Department, has requested to purchase one (1) 2026 Ford Bronco Sport for the price of \$34,183.00 from Gorno Ford by Piggybacking on the State of Michigan's MiDeal Contracts #MA240000001193.

Please be advised that the City is not required to solicit competitive bids for this purchase under the exception to competition clause of the Romulus Purchasing Ordinance which allows for the piggybacking on a contract solicited and awarded by another agency and as further outlined in subsection 39-11(d) (10) of the Ordinance:

"The city's procurement by competitive sealed bids shall be waived and the city may piggyback on an existing extendable contract, where the materials, services or goods in combination with services are purchased from a state or local governmental agency's bid that has been sufficiently advertised and was the subject of sealed bids so that in the opinion of the purchasing director or their designee the procedure meets the intent of competitive sealed bidding under this chapter."

The Michigan Department of State acted as the host agency for the MiDeal Solicitation that resulted in a five year contract (MA240000001193) being awarded to Gorno Ford with pricing to expire August 31, 2029.

It is the recommendation of myself and Captain Roger Salwa, to proceed with the purchase of this vehicle. If you concur, please request Council's permission to Piggyback on MiDeal Contract #MA240000001193 with Gorno Ford for the purchase of one (1) 2026 Ford Bronco Sport with a 5 year warranty for a total cost of \$34,183.00.

Gary Harris, Deputy Finance Director, has verified that funds for this purchase are available in the Motor Vehicle Fund, Motor Vehicle & Equipment, Capital Outlay expense account (661-572-971.138).

If I can be of any further assistance to you regarding this matter, please contact me.

Christina Parker

Christina Parker
Purchasing Director

Memo

To: Christina Parker
From: Roger Salwa, Captain
Cc: Chief Robert Pfannes
Date: October 29th, 2025
Re: Ordinance Vehicle

The Police Department respectfully requests approval to purchase **one Ford utility Bronco** for the Police Ordinance Department.

To streamline the procurement process and ensure cost-effectiveness, we propose **purchasing** off the MI Deal state contract, **Contract #MA240000001193**, which remains valid until **August 31st, 2029**.

COST(S):
\$34,183.00

RECOMMENDATION:

If you concur, please request Council's permission to purchase the vehicle.

Gary Harris, Assistant Finance Director, has verified the funds are currently available for the acquisition in Grant Funding GL #661-572-971.138



Preview Order F100 - R9B 4x4 Big Bend : Order Summary Time of Preview: 10/28/2025 09:20:52 Receipt: NA

Dealership Name : Gorno Bros Inc

Sales Code : F48022

Dealer Rep.	patrick southward	Type	Fleet	Vehicle Line	Bronco Sport	Order Code	F100
Customer Name	ROMULUS	Priority Code	A1	Model Year	2026	Price Level	615

DESCRIPTION

R9B0 BRONCO SPORT BIG BEND 4X4
.105.1" WHEELBASE
TOTAL BASE VEHICLE
OXFORD WHITE
CLOTH W/EASY CLEAN MATERIAL
SMOKED TRUFFLE
ORDER CODE 200A
.1.5L ECOBOOST ENGINE
.8-SPD AUTO TRANSMISSION
225/65 R17 102H A/S BSW TIRES

DESCRIPTION

17" CARBON GRAY HIGH GLS WHL
CONN PKG: 1 YR INCL W/FORD APP
SIRIUSXM W/360L (3 MOS TRIAL)
FORD FLEET SPECIAL ADJUSTMENT
SPECIAL DEALER ACCOUNT ADJUSTM
SPECIAL FLEET ACCOUNT CREDIT
FUEL CHARGE
NET INVOICE FLEET OPTION (B4A)
PRICED DORA
ADVERTISING ASSESSMENT
DESTINATION & DELIVERY

TOTAL BASE AND OPTIONS

MI Deal # MA240000001193

DISCOUNTS

MI Deal Price Delivered \$31,393.00

TOTAL

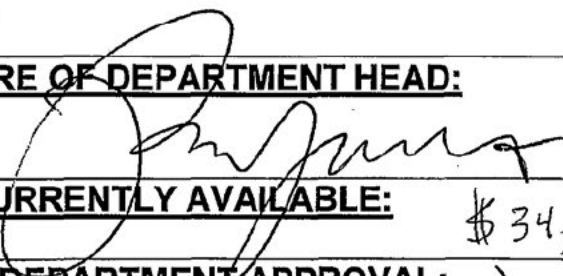
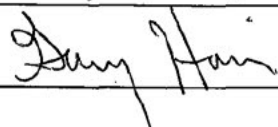
***** PRICE WITH FOR A 5 YEAR 75,000 WARRENTY \$34,183.00*****

This order has not been submitted to the order bank.

This is not an invoice.



FUNDS VERIFICATION FORM

DEPARTMENT:	Romulus Ordinance Department
FUND NAME:	Motor Vehicle
ACCOUNT NUMBER/S:	661-572-971.138
PURPOSE FOR REQUEST:	Purchase one Ford Bronco for the Police Ordinance Department
AMOUNT OF EXPENDITURE:	\$34,183.00
SIGNATURE OF DEPARTMENT HEAD:	
FUNDS CURRENTLY AVAILABLE:	\$34,183.00
FINANCE DEPARTMENT APPROVAL:	
DATE:	10/29/2025



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **December 8, 2025**

Item No. H.

General Description: Piggyback on MiDeal Contract to Purchase two (2) TruNarc Handheld Narcotics Analyzers

Resolution No. _____

<i>Moved by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Seconded by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

<i>Ayes:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Nays:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Abstain:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: Piggyback on MiDeal Contract #MA180000001151 to Purchase two (2) TruNarc Handheld Narcotics Analyzers
DATE: December 2, 2025

I concur with the recommendation of Nicole Harris, Police Captain and Christina Parker, Purchasing Director, and respectfully request City Council's authorization to piggyback on the MiDeal Contract #MA240000001193 for the purchase of two (2) TruNarc Handheld Analyzers from Safeware Inc., for a total cost of \$85,755.00.

Maria Farris, Finance Director, has verified that funds for the purchase are currently available in the Opioid Settlement Fund, Capital Outlay Expense account #284-685-971.000.

Motion by _____, supported by _____, to concur with the administration and consent to piggyback on the MiDeal Contract #MA240000001193 for the purchase of two (2) TruNarc Handheld Analyzers from Safeware Inc., for a total cost of \$85,755.00.



MEMORANDUM

DATE: November 7, 2025
TO: Mayor Robert A. McCraight
FROM: Christina Parker, Purchasing Director
SUBJECT: Piggyback on MiDeal Contract# MA180000001151 to Purchase two (2) TruNarc Handheld Narcotics Analyzers

Captain Nicole Harris of the Romulus Police Department has requested to Piggyback on the State of Michigan MiDeal Contract #MA180000001151 to purchase two (2) TruNarc Handheld Narcotics Analyzers for a total purchase cost of \$85,755.00 from Safeware Inc., with a five-year warranty. The warranty includes factory repair, loaner units, technical support, eLearning Courses, and software updates.

Please be advised that the City is not required to solicit competitive bids for this purchase under the exception to competition clause of the Romulus Purchasing Ordinance which allows for the piggybacking on a contract solicited and awarded by another agency and as further outlined in in subsection 39-11(d)(10) of the Ordinance:

"The city's procurement by competitive sealed bids shall be waived and the city may piggyback on an existing extendable contract, where the materials, services or goods in combination with services are purchased from a state or local governmental agency's bid that has been sufficiently advertised and was the subject of sealed bids so that in the opinion of the purchasing director or their designee the procedure meets the intent of competitive sealed bidding under this chapter."

The solicitation of bids to obtain pricing for Public Safety and Emergency Preparedness Equipment by the State of Michigan Department of Technology, Management & Budget resulted in Safeware Inc., being awarded the contract under their extended purchasing program MiDeal (Contract term October 1, 2018 through September 30, 2026).

The purchase of this equipment will assist officers in rapidly and safely identifying controlled substances, enhancing officer safety and preserving the integrity of evidence. Accurate identification also enables first responders to administer the correct reversal medication, such as naloxone, potentially saving lives.

It is the recommendation of myself and Captain Nicole Harris to proceed with this purchase. If you concur, please request Council's permission to Piggyback on the MiDeal Contract #MA180000001151 for the purchase of two (2) TruNarc Handheld Analyzers for a total cost of \$ 85,755.00.

Maria Farris, Director of Financial Services, has confirmed funds are available in the Opioid Settlement Fund, Capital Outlay Expense Account (284-685-971.000).

If can be of any further assistance to you regarding this matter, please contact me.

Christina Parker

Christina Parker,
Purchasing Director

MEMO



To: Christina Parker, Purchasing Director
From: Captain Nicole Harris
Date: 11/07/2025
Re: Opioid Grant TruNarc Purchase

The Romulus Police Department respectfully requests approval to utilize opioid grant funding for the purchase of two (2) TruNarc Handheld Narcotics Analyzers.

The TruNarc device is a field-deployable, handheld narcotics analyzer that uses Raman spectroscopy to rapidly and safely identify controlled substances—including opioids such as fentanyl and heroin—without requiring the packaging to be opened. This non-invasive technology significantly enhances officer safety and preserves the integrity of evidence.

The ability to quickly identify substances in field situations is critical in determining the appropriate medical response, particularly when a victim is experiencing an overdose. Accurate identification enables first responders to administer the correct reversal medication, such as naloxone, potentially saving lives.

Extensive research has been conducted to ensure this purchase is compliant with the allowable uses of opioid grant funds. The TruNarc system is widely recognized by law enforcement agencies across the country as an effective tool in opioid interdiction and overdose response. Supporting documentation and vendor specifications confirm its alignment with grant objectives focused on improving public safety and reducing opioid-related harm.

To streamline the procurement process and ensure cost-effectiveness, we propose to piggyback off the existing state of Michigan government contract, contract# 171180000001151.

Cost:

\$85,755 which is budgeted in GL# 284-685-971.000, Opioid Grant

If you concur, please seek Councils approval to proceed with this purchase.



QUOTATION

Safeware, Inc.
4403 Forbes Blvd.
Lanham, MD 20706-432
USA
301-683-1234
www.safewareinc.com

Order Number	
10252472	
Order Date	Page
10/29/2025 13:45:44	1 of 2

Quote Expires On: 11/08/2025

Contract No: St of MI #171 180000001151

Bill To: **Customer ID:** 145025
City of Romulus
11111 Wayne Rd
Romulus, MI 48174
USA

Ship To:
City of Romulus
11111 Wayne Rd
Romulus, MI 48174
USA

734-955-4561

Requested By: Ms. Christina Parker

<i>PO Number</i>	<i>Taker</i>	<i>Email</i>
QUOTE: TruNarc Delta **OPTIONS**	Alicia Ledbetter	aledbetter@safewareinc.com
<i>Freight Terms</i>	<i>Phone</i>	<i>Fax</i>
Freight Paid		
<i>Sales Representative</i>		
Kurt Wilhelm		

<i>Quantities</i>					<i>Item ID</i>	<i>Pricing</i>		
<i>Ordered</i>	<i>Allocated</i>	<i>Remaining</i>	<i>UOM</i>	<i>Unit Size</i>	<i>Item Description</i>	<i>UOM</i>	<i>Unit Price</i>	<i>Extended Price</i>
				<i>Disp.</i>		<i>Unit Size</i>		

1.00	0.00	1.00	EA		THE 800-07051-01	EA	44,380.00	44,380.00
				1.0	TruNarc Delta,5 Year Warranty,Train	1.0		
					12,English			

Order Line Notes: TruNarc Delta Unlimited Model with 5 yearS of warranty. Includes factory repair, loaner units when available and 24/7 technical support. Companion PC TruNarc admin software, unlimited access to TruNarc eLearning course and free basic software updates to core narcotics library are provided for the life of the instrument. Includes TruNarc on-site instructor led training for up to 12 students within the Continental United States (CONUS) - expires 9 months after date of purchase.

1.00	0.00	1.00	EA		THE 810-03251-01	EA	850.00	850.00
				1.0	TruNarc Solution Kit (Type H2) - 100	1.0		
					TruNarc Delta Solution Kit (Type H2) for identification of Heroin and other special narcotics. Kit includes 100 Test Sticks and 100 Solution Vials with Ethanol. Note that because of the Ethanol, this product ships as a Hazardous Goods shipment.			

1.00	0.00	1.00	EA		THE 800-07041-01	EA	40,525.00	40,525.00
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QUOTATION

Safeware, Inc.
4403 Forbes Blvd.
Lanham, MD 20706-432
USA
301-683-1234
www.safewareinc.com

Order Number	
10252472	
Order Date	Page
10/29/2025 13:45:44	2 of 2

Quote Expires On: 11/08/2025

Contract No: St of MI #171 180000001151

Quantities					Item ID Item Description	Pricing UOM	Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM Unit Size	Disp.		Unit Size		

1.0	TruNarc Delta, 5 Year Warranty, English	1.0
	NO TRAINING	

Order Line Notes: TruNarc Delta Unlimited Model with 5 yearS of warranty. Includes factory repair, loaner units when available and 24/7 technical support. Companion PC TruNarc admin software, unlimited access to TruNarc eLearning course and free basic software updates to core narcotics library are provided for the life of the instrument.

1.00	0.00	1.00	EA	OPC MIDEAL	EA	0.00	0.00
------	------	------	----	------------	----	------	------

1.0	State of Michigan #171 180000001151	1.0
-----	-------------------------------------	-----

Public Safety & Emergency Preparedness
Contract Master Agreement #4400008468
Standard freight within continental US is paid, all
HAZMAT or expedited freight will be billed.

Ask me about the leasing and financing options that Safeware offers!

Sales Representative : kwilhelm@safewareinc.com

Total Lines: 4

SUB-TOTAL: 85,755.00

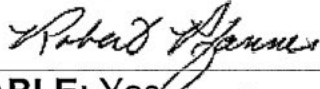
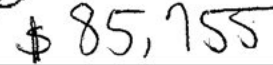
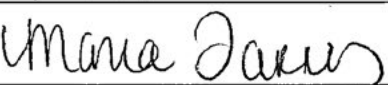
TAX: 0.00

AMOUNT DUE: 85,755.00

U.S. Dollars



FUNDS VERIFICATION FORM

<u>DEPARTMENT:</u> Romulus Police Department	
<u>FUND NAME:</u> BA 25 / 26-9 Opioid Grant	
<u>ACCOUNT NUMBER/S:</u> 284-685-971.000	
<u>PURPOSE FOR REQUEST:</u> To purchase two (2) TruNarc narcotics detection devices utilizing the opioid grant money	
<u>AMOUNT OF EXPENDITURE:</u> \$85,755	
<u>SIGNATURE OF DEPARTMENT HEAD:</u> 	
<u>FUNDS CURRENTLY AVAILABLE:</u> Yes  \$ 85,755	
<u>FINANCE DEPARTMENT APPROVAL:</u> 	
<u>DATE:</u> 11/7/2025	



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **December 8, 2025**

Item No. I.

General Description: Introduction of Budget Amendment 25/26-11

Resolution No. _____

<i>Moved by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Seconded by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

<i>Ayes:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Nays:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Abstain:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: Introduction of Budget Amendment 25/26-11
DATE: December 2, 2025

I am hereby requesting introduction of Budget Amendment 25/26-11 to recognize revenue from Public Safety Grant.

Motion by _____, supported by _____ to concur with the administration and introduce budget amendment 25/26-11 to recognize revenue from Public Safety Grant.

Memorandum

To: Mayor Robert A. McCraight

From: Gary Harris, Deputy Finance Director

Date: December 2, 2025

Re: Budget Amendment 25/26-11

Attached please find a copy of the requested Budget Amendment 25/26-11 to be added to the agenda for December 2, 2025, City Council meeting.

This budget amendment is to recognize \$1,000,000 in revenue from the Romulus25 reimburse grant to cover costs associated with the repair and maintenance of the police and fire departments in the Public Safety fund, 205-000-569.000 and recognize \$1,000,000 in expenses, Public Safety Fund ,Capital Outlay (205-301-971.000).

If you should have any additional questions, please feel free to contact me or Maria Farris.

MEMO



To: Maria Farris, Finance Director
From: Roger Salwa, Support Services Captain
Date: 11/7/2025
Re: Budget Amendment Request

Attached is a request for a budget amendment to be presented at the November 24, 2025, City Council meeting. This amendment seeks approval to increase revenue account 205-000-569.000-PUBSAF a total of \$903,400.00 for the use of funds from the Romulus25 reimbursement grant awarded to Romulus Police Department.

This adjustment is necessary for us to spend the funds awarded to cover costs associated with the maintenance and repair of the police and fire department.

Should you have any questions or require further clarification, please do not hesitate to contact me

MEMORANDUM

TO: Mayor Robert A. McCraight
FROM: Gary Harris, Deputy Finance Director
DATE: 12/2/2025 GPH
SUBJECT: Budget Amendment 25/26-11

<u>FUND/DEPT.</u> <u>ACCOUNT NO.</u>	<u>ACCOUNT NAME</u>	<u>CURRENT</u> <u>BALANCE</u>	<u>AMENDMENT</u>	<u>AMENDED</u> <u>BUDGET</u>
205-301	Public Safety Police			
<u>Expense</u>				
205-301-971.000-PUBSAF	Capital Outlay	-	1,000,000	1,000,000
<u>Revenue</u>				
205-000-569.000-PUBSAF	Federal Grant FEMA AFG	-	1,000,000	1,000,000

To recognize revenue from Public Safety Grant

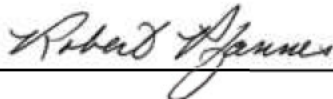
BUDGET AMENDMENT FORM

INCREASE		INCREASE	
Account Number /Name	Amount	Account Number /Name	Amount
205-301-971.000-PUBSAF PUBSAF - Capital Outlay Expense	\$1,000,000.00	205-000-569-PUBSAF PUBSAF - Capital Outlay Revenue	\$1,000,000.00
TOTAL	\$ 1,000,000.00	TOTAL	\$ 1,000,000.00

PURPOSE: To use the funds from the "Romulus25" reimbursement grant to cover the expenses of approved building enhancements

DATE: 11/7/2025

Department Head Signature:



Finance Signature:



Mayor's Authorization:



THIS FORM IS TO BE USED WHEN THE TOTAL AMOUNT OF EXPENDITURES WITHIN A DEPARTMENT IS REQUESTED TO BE INCREASED. IT REQUIRES PRIOR APPROVAL FROM THE MAYOR AND THE FINANCE DEPARTMENT WILL DETERMINE IF THE FUNDS ARE AVAILABLE EITHER FROM FUND BALANCE/RETAINED EARNINGS OR YOU MAY ALSO REQUEST FUNDS TO BE TRANSFERRED FROM ANOTHER ONE OF YOUR DEPARTMENTAL BUDGETS. THIS REQUEST REQUIRES COUNCIL APPROVAL.

GRANT NO. ROMULUS25

GRANT BETWEEN
THE STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
AND
City of Romulus

GRANTEE/ADDRESS:

Robert Pfannes
City of Romulus
11111 Wayne Rd.
Romulus, MI 48174
734-942-6856
rpfannes@romulusgov.com

GRANT ADMINISTRATOR/ADDRESS:

Amber Covington
Michigan Department of Labor & Economic Opportunity
320 S. Walnut Street, 6th Floor
Lansing MI, 48933
(517) 284-4007
LEO-GRANTS@michigan.gov

GRANT PERIOD:

This Agreement will commence on June 1, 2025, and continue through June 30, 2027. No activity will be performed and no costs to the state will be incurred prior to the effective date of the Agreement. Throughout the Agreement, the effective date June 1, 2025, shall be referred to as the start date. This Agreement is in full force and effect for the period specified.

TOTAL AUTHORIZED BUDGET: \$ 1,000,000.00

Federal Contribution:
State Contribution: \$ 1,000,000.00
Local Contribution:
Other Contributions:

ACCOUNTING DETAIL:

UEI: N/A
Federal ID: 38-6006334
SIGMA Vendor I.D. CV0048269
SIGMA Payment Address Code: 006

The Agreement is designated as a: Recipient (non-federal funding).

Special Conditions:

- A. This Agreement is valid upon approval and execution by the Department which may be contingent upon approval by the State Administrative Board and signature by the Grantee.
- B. This Agreement is conditionally approved subject to and contingent upon the availability of funds.
- C. Based on the availability of funding, the Department may specify the amount of funding the Grantee may expend during a specific time period within the Agreement Period.
- D. The Department will not assume any responsibility or liability for costs incurred by the Grantee prior to the start date of this Agreement.
- E. The Grantee is required by 2004 PA 533 to receive payments by electronic funds transfer.

GRANT

This is Grant ROMULUS25 between the Department of Labor and Economic Opportunity (Grantor), and City of Romulus (Grantee), subject to terms and conditions of this grant agreement.

General Provisions: The Grantee agrees to comply with the General Provisions and Progress Reporting as described in Part I, Part II and Attachment E Program Specific Requirements, which are part of this Agreement.

Agreement Amount: The total amount of this Agreement is \$1,000,000.00. Under the terms of this Agreement, the Department will provide funding not to exceed \$1,000,000.00.

1.0 Statement of Purpose

The purpose of the program is to provide funding for needed repairs to the Romulus Public Safety Building.

Statement of Work

Maintenance and repair of existing public safety facilities including one police headquarters located in Downtown Romulus and two existing fire stations

These services are more specifically described in the Grantee's Proposal, Attachment A, Workplan.

1.2 Detailed Budget

- A. This Agreement does not commit the State of Michigan (State) or the Department of Labor and Economic Opportunity (LEO) to approve requests for additional funds at any time.
- B. If applicable, travel expenses will not be reimbursed at rates greater than the State Travel Rates, Attachment C, without the prior written consent of the Grant Administrator.
 - 1. If the Grantee has a documented policy related to travel reimbursement for employees and if the Grantee follows that documented policy, the Department will reimburse the Grantee for travel costs at the Grantee's documented reimbursement rate for employees. Otherwise, the state of Michigan travel reimbursement rate applies.

2. Federally funded Grantees must comply with Title 2 CRF 200.475.

3. State of Michigan travel rates may be found at the following website:

https://www.michigan.gov/dtmb/0,5552,7-358-82548_13132---,00.html International travel must be preapproved by the Department and itemized in the budget.

- C. Attachment B is the Budget. The Grantee agrees that all funds shown in the Budget are to be spent as detailed in the Budget. No funds shall be spent for “lobbying” and related activities as defined in MCL 4.415.

1.3 Amendments

Changes in the Budget or workplan will be allowed only upon prior review and written approval by the Grant Administrator. Any changes to this Agreement will be valid only if made in writing and executed by all parties through an amendment to this Agreement. Any change proposed by the Grantee which would affect the Department funding of any project must be submitted in writing to the Department immediately upon determining the need for such change. The Department has sole discretion to approve or deny the amendment request. The Grantee must, upon request of the Department and receipt of a proposed amendment, amend this Agreement.

1.4 Deviation Allowance

A deviation allowance modifying an established budget category by up to 5%, is permissible without prior written approval of the Department. Any modification or deviations in excess of this provision, including any adjustment to the total amount of this Agreement, must be made in writing and executed by all parties through an amendment to this Agreement before the modifications can be implemented. This deviation allowance does not authorize new categories, subcontracts, equipment items or positions not shown in the attached Program Budget Summary and supporting detail schedules.

Changes in the Budget greater than 5% of the budget category amount will be allowed only upon prior review and written approval by the Grant Administrator. A formal grant amendment must be signed by both the Grantor and Grantee.

1.5 Payment and Reimbursements

The maximum amount of grant funding is \$ 1,000,000.00

- A. Payments may be made upon submission of Grantee Financial Reimbursement Requests indicating grant funds received to date, project expenditures to date (supported with computer printouts of accounts, general ledger sheets, balance sheets, etc.), and objectives completed to date. Backup documentation such as computer printouts of accounts, ledger sheets, check copies, etc. shall be maintained for audit purposes for the full length of the state of Michigan's retention schedule, in order to comply with this Agreement.
- B. The payment of the final grant amount shall be made after completion of the project and after the Grant Administrator has received and approved a final report, if applicable. The final payment is also contingent upon the submission of a final invoice that includes expenditures of grant funds reported by line item and compared to the approved Budget.
- C. Grantee Financial Reimbursements Requests maybe submitted at any time, but no later than 30 days after the grant end date. The Financial Reimbursement Requests must reflect total actual program expenditures, up to the total agreement amount.
- D. The Grantee representative who submits the Financial Reimbursement Request is certifying to the best of their knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of this Agreement. Costs incurred engaging in lobbying activities, as defined in MCL 4.415(2), are not allowable or reimbursable costs. The individual submitting the FSR should be aware that any false, fictitious or fraudulent information, or the omission of any material facts, may subject them to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Operational Advance: Operational Advances require prior approval from LEO. Specific Terms of the operational advance are included in Attachment E once approved by LEO.

Public Act 279 of 1984 states that the state shall take all steps necessary to assure that payment for goods or services, is mailed within 45 days after receipt of the goods or services, a complete invoice for goods or services, or a complete contract for goods or services, whichever is later.

F. Reimbursement Mechanism

All Grantees must register using the on-line vendor self-service site to receive all state of Michigan payments as Electronic Funds Transfers (EFT)/Direct Deposits, as mandated by MCL 18.1283a. Vendor registration information is available through the Department of

Technology, Management and Budget's web site:
<https://www.michigan.gov/sigmavss>.

G. Unobligated Funds

Any unobligated balance of funds held by the Grantee at the end of the Agreement period will be returned to the Department within 30 days of the end of the Agreement or treated in accordance with instructions provided by the Department.

H. Indirect Costs

The Grantee may use an approved federal or state indirect rate in their budget calculations and financial status reporting. If the Grantee does not have an existing approved federal or state indirect rate, they may use a 15% de minimis rate in accordance with 2 CFR 200 to recover their indirect costs. Governmental Grantees with an existing cost allocation plan may budget accordingly in lieu of an indirect cost rate. Non-governmental Grantees may use a cost allocation plan only if the plan was in place prior to December 26, 2014.

1.6 Monitoring and Reporting Program Performance

- A. Monitoring. The Grantee shall monitor performance to assure that time schedules are being met and projected work by time period is being accomplished.
- B. Progress Reports. The Grantee shall submit to the Grant Administrator **Quarterly** progress reports by the 15th day of the following month of the quarter's end that briefly present the following information:
 - 1. Percent of completion of the project objectives. This should include a brief outline of the work accomplished during the reporting period and the work to be completed during the subsequent reporting period.
 - 2. Brief description of problems or delays, real or anticipated, which should be brought to the attention of the Grant Administrator.
 - 3. Statement concerning any significant deviation from previously agreed-upon Statement of Work.
- C. A Final Report is required. The Grantee will do the following:

1. Submit the final report no later than 30 days past the close of the grant agreement period for review by the Grant Administrator.
2. The final report will include the following information:
 - a. A summary of the project implementation plan and any deviations from the original project as proposed.
 - b. Accomplishments and problems experienced while carrying out the project activities.
 - c. Coordinated efforts with other organizations to complete the project.
 - d. Impacts, anticipated and unanticipated, experienced as a result of the project implementation.
 - e. Financial expenditures of grant money and other contributions to the project, in-kind and/or direct funding.
 - f. Any experience in applying the project products and anticipated “next steps”.
 - g. Actual Budget expenditures compared to the Budget in this Agreement. Include the basis or reason for any discrepancies.

PART II - GENERAL PROVISIONS

2.1 Project Changes

Grantee must obtain prior written approval for project changes from the Grant Administrator. **See Section 1.2, Detailed Budget.**

2.2 Delegation

Grantee must notify the State at least 90 calendar days before the proposed delegation, provide a statement ensuring that no conflicts of interest or ethical concerns exist (as described in Section 3.5 - Conflict and Ethics), and provide the State any information it requests to determine whether the delegation is in its best interest.

2.3 Program Income/Interest Income

A. Program Income

Program income includes income from fees for services performed from the use of rental of real or personal property acquired with grant funds, from the sale of commodities or items fabricated under a grant agreement, and from payments of principal and interest on loans made with grant funds. Program income does not include rebates, credits, discounts, refunds, etc., or interest earned on any of these items.

Program income means gross income received, and directly generated by a grant-supported activity, or earned only as a result of the grant agreement during the grant period. "During the grant period" is the time between the effective date of the award and the ending date of the award reflected in the final closeout expenditure report.

All program income must be used prior to the submission of the final closeout report for the Fiscal Year (FY) for which program income was earned.

B. Interest Income

Interest income earned by grantee must be treated as, and included in, the calculation and reporting of program income.

Interest income earned by grantee is not considered program income and must be identified and reported separately.

Remittance of interest income earned in excess of \$1,000 must be remitted via check made payable to the "State of Michigan," along with a completed remittance submission form (Attachment A) to the following address:

State of Michigan

Department of Labor and Economic Opportunity, Finance PO Box 30823
Lansing, MI 48909
Interest income earned is due no later than the 20th calendar day after the
end of the calendar quarter.

2.4 Share-in-savings

The Grantor expects to share in any cost savings realized by the Grantee. Therefore, final Grantee reimbursement will be based on actual expenditures. Exceptions to this requirement must be approved in writing by the Grant Administrator.

2.5 Order of Spending

Unless otherwise required, Grantee shall expend funds in the following order: (1) private or local funds, (2) federal funds, and (3) state funds. Grantee is responsible for securing any required matching funds from sources other than the State.

2.6 Purchase of Equipment

The purchase of equipment not specifically listed in the Budget, Attachment B, must have prior written approval of the Grant Administrator. Equipment is defined as non-expendable personal property having a useful life of more than one year. Such equipment shall be retained by the Grantee unless otherwise specified at the time of approval.

2.7 Accounting

The Grantee shall adhere to the Generally Accepted Accounting Principles and shall maintain records which will allow, at a minimum, for the comparison of actual outlays with budgeted amounts. The Grantee's overall financial management system must ensure effective control over and accountability for all funds received. Accounting records must be supported by source documentation including, but not limited to, balance sheets, general ledgers, time sheets and invoices. The expenditure of state funds shall be reported by line item and compared to the Budget.

2.8 Records Maintenance, Inspection, Examination, and Audit

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

Within 10 calendar days of providing notice, the State and its authorized representatives or designees have the right to enter and inspect Grantee's premises or any other places where Grant Activities are being performed, and examine, copy, and audit all records related to this Grant. Grantee must cooperate and provide reasonable assistance. If any financial errors are revealed, the amount in error must be reflected as a credit or debit on subsequent invoices until the amount is paid or refunded. Any remaining balance at the end of the Grant must be paid or refunded within 45 calendar days.

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

If the Grantee is a governmental or non-profit organization and expends the minimum level specified in OMB Uniform Guidance (\$750,000 as of December 26, 2013) or more in total federal funds in its fiscal year, then Grantee is required to submit an Audit Report to the Federal Audit Clearinghouse (FAC) as required in 200.36.

2.9 Competitive Bidding

The Grantee agrees that all procurement transactions involving the use of state funds shall be conducted in a manner that provides maximum open and free competition. When competitive selection is not feasible or practical, the Grantee agrees to obtain the written approval of the Grant Administrator before making a sole source selection. Sole source contracts should be negotiated to the extent that such negotiation is possible.

3.0 Liability

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

3.1 Intellectual Property

Unless otherwise required by law, all intellectual property developed using funds from this Agreement, including copyright, patent, trademark and trade secret, shall belong to the Grantee.

3.2 Safety

The Grantee, and all subgrantees are responsible for insuring that all precautions are exercised at all times for the protection of persons and property. Safety provisions of all Applicable Laws and building and construction codes shall be observed. The Grantee, and every subgrantee are responsible for compliance with all federal, state and local laws and regulations in any manner affecting the work or performance of this Agreement and shall at all times carefully observe and comply with all rules, ordinances, and

regulations. The Grantee, and all subgrantees shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of this Agreement.

3.3 General Indemnification

Inasmuch as each party to this grant is a governmental entity of the State of Michigan, each party to this grant must seek its own legal representation and bear its own costs; including judgments, in any litigation which may arise from the performance of this grant. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

3.4 Termination

A. Termination for Cause

The State may terminate this Grant for cause, in whole or in part, if Grantee, as determined by the State: (a) endangers the value, integrity, or security of any location, data, or personnel; (b) becomes insolvent, petitions for bankruptcy court proceedings, or has an involuntary bankruptcy proceeding filed against it by any creditor; (c) engages in any conduct that may expose the State to liability; (d) breaches any of its material duties or obligations; or (e) fails to cure a breach within the time stated in a notice of breach. Any reference to specific breaches being material breaches within this Grant will not be construed to mean that other breaches are not material.

If the State terminates this Grant under this Section, the State will issue a termination notice specifying whether Grantee must: (a) cease performance immediately, or (b) continue to perform for a specified period. If it is later determined that Grantee was not in breach of the Grant, the termination will be deemed to have been a Termination for Convenience, effective as of the same date, and the rights and obligations of the parties will be limited to those provided in Subsection B, Termination for Convenience.

The State will only pay for amounts due to Grantee for Grant Activities accepted by the State on or before the date of termination, subject to the State's right to set off any amounts owed by the Grantee for the State's reasonable costs in terminating this Grant. The Grantee must pay all reasonable costs incurred by the State in terminating this Grant for cause, including administrative costs, attorneys' fees, court costs, transition costs, and any costs the State incurs to procure the Grant Activities from other sources.

B. Termination for Convenience

The State may immediately terminate this Grant in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. If the State terminates this Grant for convenience, the State will pay all reasonable costs, as determined by the State, for State approved Grant Responsibilities.

- i. By either party by giving 30 days written notice to the other party stating the reasons for termination and the effective date.

C. Stop Work Order

The Department may suspend any or all activities under this Agreement at any time. The Department will provide the Grantee with a written stop work order detailing the suspension. Grantee must comply with the stop work order upon receipt. The Department will not pay for activities, Grantee's incurred expenses or financial losses, or any additional compensation during a stop work period.

3.5 Conflicts and Ethics

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

3.6 Non-Discrimination

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

3.7 Unfair Labor Practices

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

3.8 Force Majeure

Neither party will be in breach of this Grant because of any failure arising from any disaster or acts of god that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. Grantee will not be relieved of a breach or delay caused by its subgrantees. If immediate performance is necessary to ensure public health and safety, the State may immediately Grant with a third party.

3.9 Media Releases

News releases (including promotional literature and commercial advertisements) pertaining to the Grant or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.

4.0 Website Incorporation

The State is not bound by any content on Grantee's website unless expressly incorporated directly into this Grant.

4.1 Certification Regarding Debarment

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

4.2 Illegal Influence

The Grantee certifies, to the best of his or her knowledge and belief that:

- A. No federal appropriated funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer

or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this grant, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- C. The Grantee shall require that the language of this certification be included in the award documents for all grants or subcontracts and that all subrecipients shall certify and disclose accordingly.

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

The Grantee certifies, to the best of his or her knowledge and belief that no state funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any State agency, a member of the Legislature, or an employee of a member of the Legislature in connection with the awarding of any state contract, the making of any state grant, the making of any state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state contract, grant, loan or cooperative agreement.

4.3 Governing Law

This Grant is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Grant are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Grant must be resolved in Michigan Court of Claims. Grantee consents to venue in Ingham County, and waives any objections, such as lack of personal jurisdiction or forum non conveniens. Grantee must appoint agents in Michigan to receive service of process.

4.4 Compliance with Laws

Grantee must comply with all federal, state and local laws, rules and regulations.

4.5 Disclosure of Litigation, or Other Proceeding

Grantee must notify the State within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "Proceeding") involving Grantee, a subgrantee, or an officer or director of Grantee or subgrantee, that arises during the term of the Grant, including: (a) a criminal Proceeding; (b) a parole or probation Proceeding; (c) a Proceeding under the Sarbanes-Oxley Act; (d) a civil Proceeding involving: (1) a claim that might reasonably be expected to adversely affect

Grantee's viability or financial stability; or (2) a governmental or public entity's claim or written allegation of fraud; or (e) a Proceeding involving any license that Grantee is required to possess in order to perform under this Grant.

4.6 Assignment

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

4.7 Entire Grant and Modification

This Grant is the entire agreement and replaces all previous agreements between the parties for the Grant Activities. This Grant may not be amended except by signed agreement between the parties.

4.8 Grantee Relationship

Grantee assumes all rights, obligations and liabilities set forth in this Grant. Grantee, its employees, and agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Grant. Grantee, and not the State, is responsible for the payment of wages, benefits and taxes of Grantee's employees and any subgrantees. Prior performance does not modify Grantee's status as an independent Grantee.

4.9 Dispute Resolution

The parties will endeavor to resolve any Grant dispute in accordance with this provision. The dispute will be referred to the parties' respective Grant Administrators or Program Managers. Such referral must include a description of the issues and all supporting documentation. The parties must submit the dispute to a senior executive if unable to resolve the dispute within 15 business days. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance. A dispute involving payment does not preclude performance.

Litigation to resolve the dispute will not be instituted until after the dispute has been elevated to the parties' senior executive and either concludes that resolution is unlikely or fails to respond within 15 business days. The parties are not prohibited from instituting formal proceedings: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party makes a determination that a temporary restraining order or other injunctive relief is the only adequate remedy. This Section does not limit the State's right to terminate the Grant.

5.0 Severability

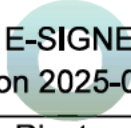
If any part of this Grant is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Grant and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Grant will continue in full force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

5.1 Waiver

Failure to enforce any provision of this Grant will not constitute a waiver.

5.2 Signatories

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

 E-SIGNED by Gregory Rivet
on 2025-06-18 09:44:46 EDT

2025-06-18 09:44:46
Date _____

Greg Rivet
Chief Administrative Officer
Department of Labor and Economic Opportunity
State of Michigan

 E-SIGNED by Robert McCraight
on 2025-06-13 14:52:51 EDT

2025-06-13 14:52:51
Date _____

Authorized Official Signature

Robert McCraight

Authorized Official Name
City of Romulus

GRANT NO. ROMULUS25

Special Grant Application Form

Official Grantee: City of Romulus

Grantee Full Address: 11111 Wayne Rd, Romulus, MI 48174

Grantee Primary Contact: Robert Pfannes

Phone: 734-942-6856 Email: rpfannes@romulusgov.com

Legislative Sponsor(s): Rep. Reggie Miller Appropriated Amount: \$1,000,000.00

Rep. Reggie Miller Rep. Reggie Miller

Questions for Legislative Sponsor

1. Is the legislative sponsor and/or any family members of the legislative sponsor associated with this organization? (Ex: board member, employee, financial donor, etc.) **No**

If so, please explain:

2. Does this grant comply with the provisions of Article IV, § 10 of the Michigan Constitution and PA 318 of 1968, MCL 15.301 to 15.310? **Yes**

Questions for Official Grantee

1. Is the grantee a unit of local government, public authority or other political instrumentality as authorized by law, institution of higher education, or other state department? **Yes**

2. If no, is the entity registered with the department of licensing and regulatory affairs or the department of attorney general and been in existence for at least the 12 months preceding the effective date of this act? **N/A**

3. If the answers to #1 and #2 are no, does the grantee have other state or federal tax filings or other government records that demonstrate the grantee has been in existence for at least the 12 months preceding the effective date of this act? **N/A**

If yes, please attach any relevant records.

4. Please describe the public purpose of the project, demonstrating it is consistent with language authorizing grant in PA 121 of 2024. Please provide additional explanation that gives more detail than is currently contained in the boilerplate language.

The project is the complete renovation and redesign of the police public safety facility which is housed in a 100 year old former elementary school in the Romulus downtown district. The building is a historic landmark that anchors two neighborhoods and the City's senior facilities. The current facility is not designed to serve its function, has highly inefficient work flows, is decaying, and does not meet the demands of a modern agency. It is a detrimental to police recruiting.

*Grantees can check registration with LARA [here](#) and with AG [here](#).

5. Fill out the anticipated dollar amount for each respective category of the budget, using the excel budget form provided. Please note the general administrative expense cannot exceed 10% of the grant amount.

6. Anticipated time-frame for each cost identified in the budget (this will reflect the period of the grant).

The City of Romulus has already budgeted for and is in the process of the programming and design phase of the project. The grant will be applied to the \$10-15 million dollar estimated cost of construction to begin in 2025.

7. I acknowledge that the boilerplate language related to this grant has been read and confirm that all requirements for the grantee and project comply with the boilerplate language pertaining to this grant. (Sign to acknowledge)

Robert Pfannes

8. I acknowledge that I will be required to submit progress reports and a final report including:

- i. A summary of the Grant Activities performed over the period determined by the department;
- ii. An accounting of Grantee's actual expenditure of all funds on the Project over the period determined by the department, including the breakdown of Grantee's actual use of Grant funds on the Project within each applicable category of the Budget, and corresponding copies of supporting documentation of such expenditures, such as receipts, general ledgers, or other evidence of expenditure activity statements; the Grantee's estimated percentage of completion of the Project; and
- iii. Any other information deemed relevant by Grantee to support the Grant Activities actually performed.

9. Identify authorized signer(s) for Grant Agreement.

Robert Pfannes

10. Please be advised any portion of the grant funds paid to grantee and not spent or not spent in accordance with the grant agreement must be returned to the department.

NOTICE:

This Grant Application Form is not a legally binding agreement and should not be viewed as such. Moreover, the Grant Application Form does not embody all of the terms and conditions of the grant agreement and neither the department nor the grantee will be bound until there is an executed grant agreement that sets forth all the terms and conditions.



31ST DISTRICT
STATE CAPITOL
P.O. BOX 30014
LANSING, MI 48909-7514

MICHIGAN HOUSE OF REPRESENTATIVES

REGGIE MILLER

STATE REPRESENTATIVE

PHONE: (517) 373-0159
FAX: (517) 373-5893
ReggieMiller@house.mi.gov

October 1, 2024

Jennifer L. Flood
State Budget Director
111 South Capitol Avenue
Lansing, MI 48910

Director Corbin
Department of Labor and Economic Development
105 W. Allegan St.
Lansing, MI 48933

Dear Directors:

SUBJECT: Legislative Sponsorship of Public Act 121 of 2024 Grant

In accordance with Public Act 121 of 2024, Article 9, Section 1054, I am pleased to sponsor the grant identified below and I certify that this grant is for a public purpose.

The following information summarizes the grant I am sponsoring:

GRANT SUMMARY

Grant Recipient:	City of Romulus
Grant Amount:	\$1,000,000.00
Boilerplate Section:	Article 9, Sec. 1054(10)
Authorizing Grant	
Boilerplate Language:	(10) From the funds appropriated in part 1 for public safety grants, \$1,000,000.00 shall be awarded to a city with a population between 25,100 and 25,200 in a county with a population greater than 1,500,000 according to the most recent federal decennial census for maintenance and repairs of a public safety building
Public Purpose:	For much-needed repairs to the Romulus Public Safety building

Please see attachments for completed grant application form and grant project budget which provide additional detail and contact information for the grant recipient. My office is available for questions should they arise.

Sincerely,

Representative Reggie Miller

Please enter the major cost elements of the project, selecting from the drop down list options. If you select an activity with a ":" please add a few additional words of description in the "Other/Additional Notes" column. You will be asked to report based on these budget categories. It is recommended that the budget have between 2-5 line items. Keeping the budget at a fairly high-level minimizes the need to amend the budget if the project costs deviate slightly from the plan. The "Local" and "Other" columns are optional. Six line items is the maximum allowed.

1. Grantee: City of Romulus	2. Project Title: Public Safety Building Renovation						
3. Project Cost Elements	4. Funding Sources						
Activities	Other/Additional Notes	Michigan Enhancement Grant	Local Funding	Other Funding	Total		
Construction:		\$ 1,000,000.00	\$ 14,000,000.00		\$ 15,000,000.00		
	Total	\$ 1,000,000.00	\$ 14,000,000.00	\$ -	\$ 15,000,000.00		

**DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET,
VEHICLE AND TRAVEL SERVICES
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES
FY 2025 – Effective October 1, 2024**

MICHIGAN SELECT CITIES*

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	\$98.00	
Breakfast	\$11.75	\$14.75
Lunch	\$11.75	\$14.75
Dinner	\$28.00	\$31.00

MICHIGAN IN-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	\$98.00	
Breakfast	\$9.75	\$12.75
Lunch	\$9.75	\$12.75
Dinner	\$22.00	\$25.00
Lodging	\$66.00	
Breakfast	\$9.75	
Lunch	\$9.75	
Dinner	\$22.00	
Per Diem Total	\$107.50	

OUT-OF-STATE SELECT CITIES*

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact Conlin Travel	
Breakfast	\$15.00	\$18.00
Lunch	\$15.00	\$18.00
Dinner	\$29.00	\$32.00

OUT-OF-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact Conlin Travel	
Breakfast	\$11.75	\$14.75
Lunch	\$11.75	\$14.75
Dinner	\$27.00	\$30.00
Lodging	\$66.00	
Breakfast	\$11.75	
Lunch	\$11.75	
Dinner	\$27.00	
Per Diem Total	\$104.75	

Incidental Costs Per Day (with overnight stay) \$5.00

Mileage Rates	Current
Premium Rate	\$0.67 per mile
Standard Rate	\$0.440 per mile

* See Select Cities Listing

** Lodging available at State rate, or call Conlin Travel at 877-654-2179 or www.conlintravelhub.com/som

SELECT CITY LIST
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES
Effective October 1, 2024

Michigan Select Cities/Counties		
	CITIES	COUNTIES
	Ann Arbor, Auburn Hills, Beaver Island, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Midland, Muskegon, Petoskey, Pontiac, South Haven, Traverse City	Grand Traverse, Oakland, Wayne
Out of State Select Cities/Counties		
STATE	CITIES	COUNTIES
Alaska	All locations	
Arizona	Phoenix, Scottsdale, Sedona	
California	Arcata, Edwards AFB, Eureka, Los Angeles, Mammoth Lakes, McKinleyville, Mill Valley, Monterey, Novato, Palm Springs, San Diego, San Francisco, San Rafael, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	Los Angeles, Mendocino, Orange, Ventura
Colorado	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail	
Connecticut	Bridgeport, Danbury	
District of Columbia	Washington DC (See also Maryland & Virginia)	
Florida	Boca Raton, Delray Beach, Ft Lauderdale, Jupiter, Key West, Miami	
Georgia	Brunswick, Jekyll Island	
Hawaii	All locations	
Idaho	Ketchum, Sun Valley	
Illinois	Chicago	Cook, Lake
Kentucky	Kenton	
Louisiana	New Orleans	
Maine	Bar Harbor, Kennebunk, Kittery, Rockport, Sandford	
Maryland	Baltimore City, Ocean City	Montgomery, Prince George
Massachusetts	Boston, Burlington, Cambridge, Martha's Vineyard, Woburn	Suffolk
Minnesota	Duluth, Minneapolis, St. Paul	Hennepin, Ramsey
Nevada	Las Vegas	
New Mexico	Santa Fe	
New York	Bronx, Brooklyn, Lake Placid, Manhattan, Melville, New Rochelle, Queens, Riverhead, Ronkonkoma, Staten Island, Tarrytown, White Plains	Suffolk
Ohio	Cincinnati	
Pennsylvania	Pittsburgh	Bucks
Puerto Rico	All locations	
Rhode Island	Bristol, Jamestown, Middletown, Newport, Providence	Newport
Texas	Austin, Dallas, Houston, L.B. Johnson Space Center	
Utah	Park City	Summit
Vermont	Manchester, Montpelier, Stowe	Lamoille
Virginia	Alexandria, Fairfax, Falls Church	Arlington, Fairfax
Washington	Port Angeles, Port Townsend, Seattle	
Wyoming	Jackson, Pinedale	

Program Specific Requirements

Additional Reporting Requirements:

- A. The Grantee must submit the following reports on the following dates:

Financial Status Report: For all payment requests, please send to LEO-GRANTS@michigan.gov with "Payment Request" in the subject line. Reimbursement requests can be made at any time. Any other reports requested by LEO

Quarterly Progress Report: Quarterly. Due 15 days after the quarter ends. Quarter is based on the State's Fiscal Year.

October-December due January 15

January-March due April 15

April – June due July 15

July- September due October 15

- B. Reports and information must be submitted to the Program Manager The email address is: LEO-GRANTS@michigan.gov
- C. Any such other information as specified in the Statement of Work, Attachment A must be developed and submitted by the Grantee as required by the Program Manager.
- D. The Grantee must permit the Department or its designee to visit and to make an evaluation of the project as determined by Program Manager

Other Program Requirements:

Ineligible expenses include, but not limited to:

- Lobbying / Political Activities
- Court fees/costs
- Contributions and donations
- Fines and penalties
- Legislative expenses
- Entertainment expenses

- Fundraising – cost associated with hosting fundraising events
- Cash reserves and endowment contributions
- Any other expenses determined not eligible by LEO

From: [McCraight, Robert](#)
To: [Pfannes, Robert](#)
Cc: [Farris, Maria](#)
Subject: FW: Signing completed - the documents from "FY25 ROMULUS25 One Time Grant" are available for download.
Date: Wednesday, June 18, 2025 11:21:50 AM

From: State of Michigan eSignature <NoReply-eSignature@Michigan.gov>
Sent: Wednesday, June 18, 2025 9:45 AM
To: McCraight, Robert <rmccraight@romulusgov.com>
Subject: Signing completed - the documents from "FY25 ROMULUS25 One Time Grant" are available for download.

Hi Robert McCraight,

Everyone has signed "FY25 ROMULUS25 One Time Grant".

You can securely download the completed documents here:

DOWNLOAD COMPLETED DOCUMENTS

Documents will be available for download for 120 days unless removed by the sender (Amber Covington).

Thank you,

Administrative Services
Michigan Department of Labor and Economic Opportunity
<https://www.michigan.gov/leo/>



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **December 8, 2025**

Item No. J.

General Description: ITB 25/26-06 - 2026 & 2027 Official Newspaper

Resolution No. _____

<i>Moved by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Seconded by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

<i>Ayes:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Nays:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Abstain:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: ITB 25/26-06 – 2026 & 2027 Official Newspaper
DATE: December 4, 2025

I concur with the recommendation of Ellen Craig-Bragg, City Clerk, and respectfully request City Council award bid ITB 25/26-06 to the lowest most responsive bidder, Associated Newspapers, for a twenty-four (24) month contract to publish all legal notices for the City of Romulus, Clerk's Office.

Gary Harris, Deputy Finance Director has verified that funds for this acquisition have been budgeted and are available in the General Fund, Clerk and Elections, Printing & Publications, Planning Printing & Publications Expense accounts #101-215-900.000, 101-262-900.000 & 101-701-900.000.

Motion by _____, supported by _____, to concur with the administration and award bid ITB 25/26-06 to the lowest most responsive bidder, Associated Newspapers, for a twenty-four (24) month contract to publish all legal notices for the City of Romulus, Clerk's Office.



MEMORANDUM

DATE: December 4, 2025
TO: Mayor Robert A. McCraight
FROM: Christina Parker, Purchasing Director
SUBJECT: ITB 25/26-06 OFFICIAL NEWSPAPER 2026 & 2027

Bids were solicited for a twenty-four (24) month contractual services contract with a qualified publisher for the purpose of establishing the official newspaper for the publishing of all legal notices for the City of Romulus, Clerk's Office.

On September 30, 2025 notice of the bidding opportunity and copies of the solicitation documents were posted on the MITN Purchasing Group page of Bidnet Direct. Two hundred and sixty (260) companies were notified of the bidding opportunity and of them, seventeen (17) companies downloaded the bid documents. Additionally, five (5) courtesy emails were sent notifying companies of the bidding opportunity (see "Courtesy Email" list).

Section 6.12. - Official publication site.

At or prior to the first regular meeting in December of each odd year, Council after investigating the rates, quality of the sites, availability of newspapers and electronic sites and after receiving bids, shall designate some newspaper or two electronic sites of general circulation in the city which are qualified to publish legal notices under the laws of the State of Michigan, as the official publications of the city for the next 24 months. All notices, ordinances, and other records required by the provisions of this charter to be published shall be published in said official publications in a manner and form in this charter provided; provided however that council may order additional publications of any such notice, ordinance or other record in other newspapers or electronic sites in any financial or trade paper, journal or magazine. If, at any time no publications have been designated as the official publication sites of the city, or in case of publication sites designated as the official publication sites of the city cease regular publication or are violating any of the terms of their contracts, the council shall order publication of such notices, proceedings, ordinances, and other records as are required to be published, in some other publications in English language and available in the city; provided however that the city shall not be without official publication sites more than thirty (30) days.

On October 14, 2025 one (1) bid was received and publicly opened.

Pricing of \$4.75 per column inch was received from Associated Newspapers. Associated Newspapers is currently only offering only a virtual publication.

I concur with the recommendation of Clerk, Ellen Craig-Bragg, to award ITB 25/26-06 to the lowest most responsive bidder, Associated Newspapers, for a twenty-four (24) month contract to publish all legal notices for the City of Romulus, Clerk's Office.

Gary Harris, Assistant Finance Director has verified that funds for this acquisition have been budgeted for and are available in the General Fund, Clerk and Elections, Printing & Publications, Planning Printing & Publications Expense Accounts (101-215-900.000 & 101-262-900.000 & 101-701-900.000).

If I can be of any further assistance to you regarding this matter, please contact me.

Christina Parker

Christina Parker
Purchasing Director



Memo

To: Christina Parker, Purchasing Director
From: Ellen L. Craig-Bragg, Clerk
CC: D'Sjonaun Hockenhull, Deputy Clerk
Date: December 4, 2025
Re: Bid ITB 25/26-06, 2026 & 2027 Official Newspaper

At the November 2, 2021, General Election, Romulus residents approved a charter amendment that allowed for publication of legal notices and minutes to two (2) electronic publication sites or a newspaper of general circulation and the reappointment of the city's publication for 24 months starting in calendar year 2023.

Chapter 6, Section 6.12 of the Romulus City Charter states, "*at or prior to the first regular meeting in December of **each odd year**, Council after investigating rates, quality of sites, availability of newspapers and electronic sites and after receiving bids, shall designate some newspaper or two electronic sites of general circulation in the city which are qualified to publish legal notices under the laws of the State of Michigan, as the official publications of the city for the next 24 months.*"

One bid was received, Associated Newspaper.

I therefore recommend that Associated Newspaper be awarded bid ITB 25/26-06 for the designation of the Official Newspaper for the City of Romulus for 2026 and 2027.

VENDOR LIST
ITB 25/26-06 Official Newspaper 2026 & 2027

Associated Newspaper
PO BOX 6320
Plymouth, MI 481710
swillett@journalgroup.com
ads@journalgroup.com

Telegram Newspaper
PO Box 29085
River Rouge, MI 48218
telegram@telegramnews.net

The News-Herald
1 Heritage Dr., Ste 100
Southgate, MI 48195
jackie@thenewsherald.com

Belleville Area Independent
152 Main St #9
Belleville, MI 48111
Baindependent@ameritech.net

The Wayne Dispatch
PO Box 156
Wayne, MI 48184
john@thewaynedispatch.com

MINUTES OF ITB 25/26-06 Official Newspaper 2026 & 2027

The public opening of the afore mentioned solicitation was held at 3:00 PM, in the Council Chambers at Romulus City Hall on Tuesday, October 14, 2025.

The following were present for the opening:

Christina Parker – Purchasing Director

One (1) sealed bid was received and publicly opened

Associated Newspaper

A copy of the tabulation sheet is attached.

Respectfully submitted,



Christina Parker,
Purchasing Director

I, Christina Parker, Purchasing Director for the City of Romulus, do hereby certify the foregoing to be a true copy of the minutes of ITB 24/25-05 held on December 17, 2024 at 3:00pm.



Christina Parker,
Purchasing Director

TABULATION SHEET ITB 25/26-06 OFFICIAL NEWSPAPER 2026 & 2027

COMPANY	Associated Newspapers					
	Cost Per Column Inch 2026	Cost Per Column Inch 2027	Cost Per Column Inch 2026	Cost Per Column Inch 2027	Cost Per Column Inch 2026	Cost Per Column Inch 2027
8 PT. BODY TEXT/per column inch	\$ 4.75	\$ 4.75	\$		\$	
9 PT. BODY TEXT/per column inch	\$ 4.75	\$ 4.75	\$		\$	
10 PT. BODY TEXT/per column inch	\$ 4.75	\$ 4.75	\$		\$	
12 PT. BODY TEXT/per column inch	\$ 4.75	\$ 4.75	\$		\$	
Illustrations/Images	\$ 4.75	\$ 4.75	\$		\$	
Other Charges?	NA					
# Years Serving Romulus W/O Interruption	82 Years					
Frequency Of Publication	Weekly					
Number of Carriers	NA					
Number of News stands	NA					
# of Virtual Subscribers Living in Romulus	150 (estimate)					
Total Weekly Circulation Within Romulus?	200-250 (estimate)					
Cost Per Issue?	\$0.00					
Day Paper Is Published?	Thursday					
Deadline For Submitting Legals (Day And Time)?	Monday Noon					
Will A Reporter Be Assigned To The City?	Yes					
Approximate Number Of Hours Per Week	Will vary as needed					
Can Accept Legals Electronically?						
Microsoft Office Word 2013 PDF JPEG PNG	YES YES YES YES					
Can accept camera ready slicks for events?	Yes					
Does the newspaper have a website?	Yes					
Can the publication be viewed online?	Yes					
Is "Attachment IV – Sworn Statement of Circulation"?	Yes					
	Cost 2026	Cost 2027	Cost 2026	Cost 2027	Cost 2026	Cost 2027
Is Attachment V- Sample Doc. #1? COST	\$422.10	\$422.10	\$		\$	
Is Attachment VI- Sample Doc #2? COST	\$227.29	\$227.29	\$		\$	
Is Attachment VII- Sample Doc #3? COST	\$96.24	\$96.24	\$		\$	
Is Attachment VIII- Sample Doc #4? COST	\$63.59	\$63.59	\$		\$	
Will any free ad space shall be provided?	Will provide up to 4 Quarter page advertisements in color for city sponsored events each year-Space can be used in ¼ page increments as ½ and two quarters or as a full page units – Submitted in accordance with regular pub. deadlines					
Will any ad space be provided at a discounted or special rate to the City?	See Bid					
Attachment IX- Reduced Pricing for Event or Program Publications Schedule Attached?	Included					
Virtual Option						
Virtual Only?	Yes					
Virtual Pricing the same?	Yes					
Attachment X - Virtual Pricing Attachment?	Yes					
Exceptions?	None					
CERTIFIED?	Yes					

PUBLICLY OPENED 3:00 pm, Tuesday October 14, 2025 in the Romulus Council Office

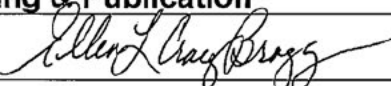
THOSE IN ATTENDANCE:

#	NAME	COMPANY	TITLE
1	Christina Parker	City of Romulus	Purchasing Director
2	Dawn Taylor	City of Romulus	Assessing Technician
3			
4			

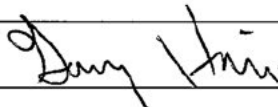
REQUEST FOR COMPETITIVE BIDS

DO NOT FILL THIS FORM IN AND SAVE A COPY TO THIS FOLDER!!!!

- You can save a copy to the Completed forms from Departments Folder or to your own Department's folder.
- Email the completed form to Christina Parker

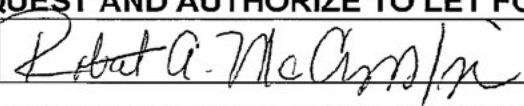
DEPARTMENT NAME: Clerk		DATE: 9/4/2025	
I HEREBY REQUEST THAT COMPETITIVE BIDS BE LET FOR THE FOLLOWING MATERIAL,			
PURPOSE: Official Newspaper for 2026 and 2027			
IF REPLACEMENT, WILL EQUIPMENT BE (CHECK ONE IF APPLICABLE):			
☐ Traded in ☐ Sold at auction ☐ Transferred for use elsewhere, if so where? _____ ☐ Used for parts ☐ Disposed of			
BUDGET YEAR	2025/2026		
ACCOUNT INFORMATION			
ACCOUNT/S NUMBER		\$ AMOUNT BUDGETED	
101-215-900.000 – Clerk Printing & Publication		\$ 12,000.00	
101-262-900.000 – Elections Printing & Publication		\$ 1,000.00	
101-701-900.000 – Planning Printing & Publication		\$ 500.00	
SIGNATURE OF DEPARTMENT HEAD: 		DATE: 9/4/2025	

FINANCE DEPARTMENT APPROVAL

FUNDS AVAILABILITY	
ACCOUNT/S NUMBER	\$ FUNDS AVAILABLE
101-215-900.000	\$11,738.75
101-262-900.000	\$699.70
101-701-900.000	\$315.61
SIGNATURE OF FINANCE DEPARTMENT: 	DATE: 9/4/2025

ADMINISTRATIVE APPROVAL

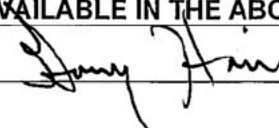
I HAVE REVIEWED THE REQUEST AND AUTHORIZE TO LET FOR COMPETITIVE BIDS.

SIGNATURE OF MAYOR: 	DATE:
---	--------------

AVAILABILITY OF FUNDS FOR AWARD

THE BID SHALL BE AWARDED IN THE AMOUNT OF \$ not to exceed budgeted amount

I AFFIRM THAT THE FUNDS ARE AVAILABLE IN THE ABOVE MENTIONED ACCOUNT/S

FINANCE DEPT. APPROVAL: 	DATE: 12/4/25
--	----------------------



City of Romulus

Clerk's Report – Ellen L. Craig-Bragg, Clerk

Council Meeting Held: **December 8, 2025**

Item No. A.

General Description: Appointments to the Executive Advisory Committee

Resolution No. _____

<i>Moved by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Seconded by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

<i>Ayes:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Nays:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Abstain:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

Administrative Officials

Robert McCraight, Mayor

Ellen L. Craig-Bragg, City Clerk

Stacy Paige, City Treasurer

City Council

Tina Talley Mayor Pro Tem

Celeste Roscoe, Councilwoman

David Jones, Councilman

Kathleen Abdo Councilwoman

William Wadsworth Councilman

James Bullock Councilman

Mark Wilhide, Councilman



CITY COUNCIL AGENDA ITEM REQUEST FORM

Submitted to: **Romulus City Council** Date Submitted: **12/4/2025**

Submitted by: **Ellen Craig-Bragg, City Clerk**
cc: D'Sjonaun Hockenhull, Deputy Clerk

Department: **Clerks Office**

Council Meeting of: **December 8, 2025**

TITLE/DESCRIPTION OF ITEM

Appointments to the Executive Advisory Committee

ACTION REQUESTED

Contract/Agreement	☐	New/Amended Ordinance	☐
Bid/Piggyback	☐	Public Hearing Request	☐
Budget Amendment	☐	Resolution	☐
Board Appointment	☒	Rezoning	☐
Fee Waiver	☐	Special Meeting Request	☐
Other	☐	Special Land Use Request	☐

RECOMMENDED RESOLUTION/ACTION

To concur with the recommendation of Mayor Pro Tem Tina Talley and appoint Council members Celeste Roscoe and William Wadsworth to the Executive Advisory Committee with terms to run concurrent with their elective office.

City of Romulus

11111 Wayne Road

Romulus, MI 48174

(734) 942-7500

www.romulusgov.com

OFFICE USE ONLY

Approved for Council Agenda: ☒

AGENDA ITEM # .

Memo

To: Ellen L. Craig-Bragg, City Clerk

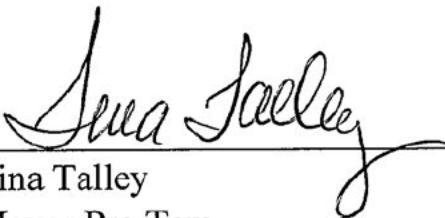
From: Tina Talley, Mayor Pro Tem

Date: December 4, 2025

Re: Appointment to Executive Advisory Committee

I recommend Councilpersons Celeste Roscoe and William Wadsworth be appointed to the Executive Advisory Committee with a term to run concurrent with their elective office.

Please place on the December 8th Agenda for City Council approval.



Tina Talley
Mayor Pro Tem



City of Romulus

Clerk's Report – Ellen L. Craig-Bragg, Clerk

Council Meeting Held: **December 8, 2025**

Item No. B.

General Description: Appointment to the Cemetery Board of Trustees

Resolution No. _____

<i>Moved by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Seconded by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

<i>Ayes:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Nays:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Abstain:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

Administrative Officials

Robert McCraight, Mayor
Ellen L. Craig-Bragg, City Clerk
Stacy Paige, City Treasurer

City Council

Tina Talley Mayor Pro Tem
Celeste Roscoe, Councilwoman
David Jones, Councilman
Kathleen Abdo Councilwoman
William Wadsworth Councilman
James Bullock Councilman
Mark Wilhide, Councilman

City of Romulus

11111 Wayne Road
Romulus, MI 48174
(734) 942-7500
www.romulusgov.com



CITY COUNCIL AGENDA ITEM REQUEST FORM

Submitted to: **Romulus City Council** Date Submitted: **12/4/2025**

Submitted by: **Ellen Craig-Bragg, City Clerk**
cc: D'Sjonaun Hockenhull, Deputy Clerk

Department: **Clerks Office**

Council Meeting of: **December 8, 2025**

TITLE/DESCRIPTION OF ITEM

Appointment to Cemetery Board of Trustees

ACTION REQUESTED

Contract/Agreement	☐	New/Amended Ordinance	☐
Bid/Piggyback	☐	Public Hearing Request	☐
Budget Amendment	☐	Resolution	☐
Board Appointment	☒	Rezoning	☐
Fee Waiver	☐	Special Meeting Request	☐
Other	☐	Special Land Use Request	☐

RECOMMENDED RESOLUTION/ACTION

To concur with the recommendation of Mayor Pro Tem Tina Talley and appoint Councilwoman Kathy Abdo to the Cemetery Board of Trustees pursuant to Chapter 2, Article VII, Section 2-409 of the Romulus Code of Ordinance, with a term to run concurrent with her elective office.

OFFICE USE ONLY

Approved for Council Agenda: ☒

AGENDA ITEM # .

Memo

To: Ellen L. Craig-Bragg, City Clerk

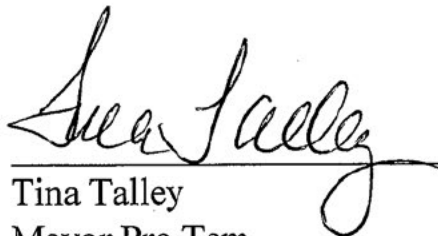
From: Tina Talley, Mayor Pro Tem

Date: December 4, 2025

Re: Appointment to Cemetery Board of Trustees

I recommend Councilperson Kathy Abdo be appointed to the Cemetery Board of Trustees with a term to run concurrent with her elected term.

Please place on the December 8th Agenda for City Council approval.



Tina Talley
Mayor Pro Tem



City of Romulus

Clerk's Report – Ellen L. Craig-Bragg, Clerk

Council Meeting Held: **December 8, 2025**

Item No. C.

General Description: Appointment to the Public Employee Health Care Trust Administration Board of Trustees

Resolution No. _____

<i>Moved by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Seconded by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

<i>Ayes:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Nays:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Abstain:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

Administrative Officials

Robert McCraight, Mayor

Ellen L. Craig-Bragg, City Clerk

Stacy Paige, City Treasurer

City Council

Tina Talley Mayor Pro Tem

Celeste Roscoe, Councilwoman

David Jones, Councilman

Kathleen Abdo Councilwoman

William Wadsworth Councilman

James Bullock Councilman

Mark Wilhide, Councilman

City of Romulus

11111 Wayne Road

Romulus, MI 48174

(734) 942-7500

www.romulusgov.com



CITY COUNCIL AGENDA ITEM REQUEST FORM

Submitted to: **Romulus City Council** Date Submitted: **12/4/2025**

Submitted by: **Ellen Craig-Bragg, City Clerk**
cc: D'Sjonaun Hockenhull, Deputy Clerk

Department: **Clerks Office**

Council Meeting of: **December 8, 2025**

TITLE/DESCRIPTION OF ITEM

**Appointments to the Public Employee Health Care Trust
Administration Board of Trustees**

ACTION REQUESTED

Contract/Agreement	☐	New/Amended Ordinance	☐
Bid/Piggyback	☐	Public Hearing Request	☐
Budget Amendment	☐	Resolution	☐
Board Appointment	☒	Rezoning	☐
Fee Waiver	☐	Special Meeting Request	☐
Other	☐	Special Land Use Request	☐

RECOMMENDED RESOLUTION/ACTION

To concur with the recommendation of Mayor Pro Tem Tina Talley and appoint Councilman William Wadsworth to the Public Employee Health Care Trust Administration Board of Trustees with a term to run concurrent with his elective office pursuant to Appendix D, Article IX, Section 9.1 of the Romulus Code of Ordinance.

OFFICE USE ONLY

Approved for Council Agenda: ☒

AGENDA ITEM # .

Memo

To: Ellen L. Craig-Bragg, City Clerk

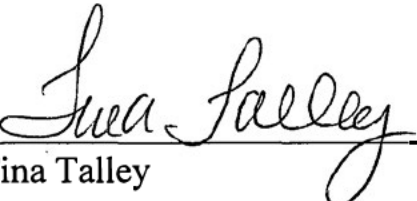
From: Tina Talley, Mayor Pro Tem

Date: December 4, 2025

Re: Appointment to Public Employee Health Care Trust
Administration Board of Trustees

I recommend Councilperson William Wadsworth be appointed to the Public Employee Health Care Trust Administration Board of Trustees with a term to run concurrent with his elective office.

Please place on the December 8th Agenda for City Council approval.



Tina Talley
Mayor Pro Tem



City of Romulus

Clerk's Report – Ellen L. Craig-Bragg, Clerk

Council Meeting Held: **December 8, 2025**

Item No. D.

General Description: Appointment to the Pension Plan Committee

Resolution No. _____

<i>Moved by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Seconded by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

<i>Ayes:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Nays:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Abstain:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

Administrative Officials

Robert McCraight, Mayor

Ellen L. Craig-Bragg, City Clerk

Stacy Paige, City Treasurer

City Council

Tina Talley Mayor Pro Tem

Celeste Roscoe, Councilwoman

David Jones, Councilman

Kathleen Abdo Councilwoman

William Wadsworth Councilman

James Bullock Councilman

Mark Wilhide, Councilman



CITY COUNCIL AGENDA ITEM REQUEST FORM

Submitted to: **Romulus City Council** Date Submitted: **12/4/2025**

Submitted by: **Ellen Craig-Bragg, City Clerk**
cc: D'Sjonaun Hockenhull, Deputy Clerk

Department: **Clerks Office**

Council Meeting of: **December 8, 2025**

TITLE/DESCRIPTION OF ITEM

Appointment to the Pension Plan Committee

ACTION REQUESTED

Contract/Agreement	☐	New/Amended Ordinance	☐
Bid/Piggyback	☐	Public Hearing Request	☐
Budget Amendment	☐	Resolution	☐
Board Appointment	☒	Rezoning	☐
Fee Waiver	☐	Special Meeting Request	☐
Other	☐	Special Land Use Request	☐

RECOMMENDED RESOLUTION/ACTION

To concur with the recommendation of Mayor Pro Tem Tina Talley and appoint Councilman David Jones to the Pension Plan Committee with a term to run concurrent with his elective office pursuant to Appendix B, Article VI, Section 38.6.2 of the Romulus Code of Ordinance.

City of Romulus

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Romulus, MI 48174

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OFFICE USE ONLY

Approved for Council Agenda: ☒

AGENDA ITEM # .

Memo

To: Ellen L. Craig-Bragg, City Clerk

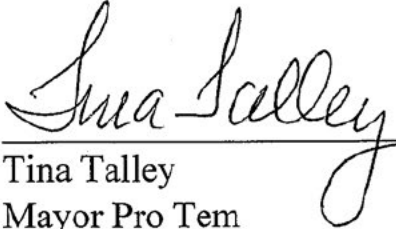
From: Tina Talley, Mayor Pro Tem

Date: December 4, 2025

Re: Appointment to Pension Plan Committee

I recommend Councilperson David Jones be appointed to the Pension Plan Committee with a term to run concurrent with his elective office.

Please place on the December 8th Agenda for City Council approval.



Tina Talley
Mayor Pro Tem



City of Romulus

Clerk's Report – Ellen L. Craig-Bragg, Clerk

Council Meeting Held: **December 8, 2025**

Item No. E.

General Description: Appointments to the Romulus Board of Zoning Appeals

Resolution No. _____

<i>Moved by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Seconded by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

<i>Ayes:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Nays:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Abstain:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

Administrative Officials

Robert McCraight, Mayor

Ellen L. Craig-Bragg, City Clerk

Stacy Paige, City Treasurer

City Council

Tina Talley Mayor Pro Tem

Celeste Roscoe, Councilwoman

David Jones, Councilman

Kathleen Abdo Councilwoman

William Wadsworth Councilman

James Bullock Councilman

Mark Wilhide, Councilman



CITY COUNCIL AGENDA ITEM REQUEST FORM

Submitted to: **Romulus City Council** Date Submitted: **12/4/2025**

Submitted by: **Ellen Craig-Bragg, City Clerk**
cc: D'Sjonaun Hockenhull, Deputy Clerk

Department: **Clerks Office**

Council Meeting of: **December 8, 2025**

TITLE/DESCRIPTION OF ITEM

Appointment to the Romulus Board of Zoning Appeals

ACTION REQUESTED

Contract/Agreement	☐	New/Amended Ordinance	☐
Bid/Piggyback	☐	Public Hearing Request	☐
Budget Amendment	☐	Resolution	☐
Board Appointment	☒	Rezoning	☐
Fee Waiver	☐	Special Meeting Request	☐
Other	☐	Special Land Use Request	☐

RECOMMENDED RESOLUTION/ACTION

To concur with the recommendation of Jeff Kemp, Director of Building and Planning, and appoint Roxanne Kucharski to the Romulus Board of Zoning Appeals with a term to expire on June 30, 2027, and appoint Kathy Hood as an alternate member to the Romulus Board of Zoning Appeals, with a term to expire on June 30, 2028, in accordance with the Michigan Zoning Enabling Act of 2006.

City of Romulus

11111 Wayne Road

Romulus, MI 48174

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OFFICE USE ONLY

Approved for Council Agenda: ☒

AGENDA ITEM # .

PLANNING DEPARTMENT MEMORANDUM

DATE: December 4, 2025

TO: Ellen Craig-Bragg, City Clerk

FROM: Jeff Kemp Jr., Director of Building and Planning

SUBJECT: **Board of Zoning Appeals Appointments 2026**

In accordance with Michigan Zoning Enabling Act 110 of 2006, the legislative body, the City Council, shall appoint the members of the Board of Zoning Appeals. Please find the Planning Department's recommendations for Board of Zoning appeals appointments:

To fill the Board of Zoning Appeals position vacated by DeAndre Green, we recommend:

Roxanne Kucharski

Ms. Kucharski will complete the remainder of Mr. Green's term, which **will expire on June 30, 2027.**

To fill the vacant Board of Zoning Appeals alternate (even year) position, we recommend:

Kathy Hood

Ms. Hood's term will be for 2 years and **will expire on June 30, 2028.**

Please forward this to the City Council Executive Advisory Committee so they may act on the appointment which will then be forwarded to the City Council for their review and approval. We respectfully request that this matter be placed on the December 8, 2025. City Council agenda.

cc: R. McCraight, Mayor
J. Wojtylko, Chief of Staff
J. Lambert, Executive Aide
C. Maise, City Planner

Status

Name Roxanne Kucharski
Application Date 10/30/2025
Expiration Date 10/30/2027
Board Member [Roxanne Kucharski](#)
Status Validated

Board	Vacancies	Status
Planning Commission	0	Pending

Basic Information

Name
Roxanne Kucharski
Date of Birth
[REDACTED]
Resume File
[Download](#)

Contact Information

Address
2 [REDACTED]
Romulus, MI 48174
Yes, I am a resident
Yes
Ward/District
Email
[rkucharski@romulusmi.gov](#)
Alternate email
[REDACTED]
Cell Phone
[REDACTED]

How long have you lived continuously in the City of Romulus?

42 Years

Are you a register voter in the City of Romulus

Yes

Are you a graduate of Romulus' Citizen Academy?

No

Are you related to anyone employed by, or an elected official of the City of Romulus?

No

Have you ever been convicted of a felony?

No

Do you have access to electronic resources (home computer, email, Internet access)?

Yes

Professional Qualifications and/or Work Experience Relevant to the Board or Commission:

See attached letter.

Community Activities and/or Other Experience

See attached letter

Educational Background:

High School Grad

Three Personal or Business References

Dan McAnally: ([REDACTED] Carol Bales: [REDACTED] Paulette O'Connor: { [REDACTED]

Why are you interested in this particular board or commission?

I would like to be a part of the good things happening in Romulus

Generated 10/31/2025, 9:21:52 AM

Kathyrn Wanda Hood

City of Romulus | Generated 11/4/2025 @ 11:49 am by OnBoardGOV - Powered by ClerkBase

Status		Board	Vacancies	Status
Name	Kathyrn Wanda Hood	Planning Commission	1	Pending
Application Date	11/4/2025			
Expiration Date	11/4/2027			
Status	Received			

Basic Information

Name
Kathyrn Wanda Hood

Date of Birth
[REDACTED]

Contact Information

Address
[REDACTED]
Romulus, MI 48174

Yes, I am a resident
Yes

Ward/District

Email
[REDACTED]

Cell Phone
[REDACTED]

Business Phone
[REDACTED]

How long have you lived continuously in the City of Romulus?
6 years current, 2 years Van Buren Twp, 48 years Romulus

Are you a register voter in the City of Romulus
Yes

Are you a graduate of Romulus' Citizen Academy?
No

Are you related to anyone employed by, or an elected official of the City of Romulus?
No

Have you ever been convicted of a felony?
No

Do you have access to electronic resources (home computer, email, Internet access)?
Yes

Professional Qualifications and/or Work Experience Relevant to the Board or Commission:
Worked for Romulus Public Works Department for 33 years before retiring in 2023. Currently employed with Van Buren Township Public Services Department

Community Activities and/or Other Experience
Attend many community events

Educational Background:
Romulus High School Diploma 1987

Three Personal or Business References
Shari Taylor - [REDACTED] Lisa Green - [REDACTED] Margeret Prybela - [REDACTED]

Why are you interested in this particular board or commission?
I am interested in progressively moving the City forward with development projects within the City.

Any other additional information you'd like to share?
Have a strong understanding of the planning process in the City of Romulus with my past work history in Public Works

Generated 11/4/2025 @ 11:49 am

Kathryn Hood

Romulus, Mi 48174

EXPERIENCE

City of Romulus

October 1, 1990 - PRESENT

Work History as follows:

1990-2000 - Clerk II Receptionist

2000-2003 - Inspection Technician - Underground Utilities

2003-2015 - Inspection Coordinator - Underground Utilities

2015-2016 - Foreman - Grounds Department, Fleet and Mechanics, Water Meter, Underground Inspections/Utilities

2016- present - Assistant Department of Public Works Director

Approximately 2003-2012 - Chief Union Steward Teamsters Local 214
Clerical and Labor and Trades

Chair of the Alliance of the Downriver Watershed (ADW)

EDUCATION

Romulus High School — 1987 Diploma

LICENSES HELD -

S-4 Waterworks System Operator - #12668 - Exp. 2025

Storm Water Management - Construction Site #15895 - Exp. 2027

Soil Erosion and Sedimentation Plan Review and Design - # 03494Exp.
2028

References - Joshua Monte - [REDACTED] - former co-worker
Merrie Coburn - [REDACTED] - former co-worker
Brian Norman - [REDACTED]

The above references are for people I worked with and currently work with that did not directly supervise me. I worked with them on numerous projects and issues, including police fleet procurement, maintenance and upfitting, City Events, and numerous other daily duties.

If you are interested in a more detailed description of my career at the City of Romulus please feel free to contact me. Other references will be provided upon request.



City of Romulus

Clerk's Report – Ellen L. Craig-Bragg, Clerk

Council Meeting Held: **December 8, 2025**

Item No. F.

General Description: Public Hearing Request for Monday, January 26, 2026, at 6:45 p.m.

Resolution No. _____

<i>Moved by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Seconded by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

<i>Ayes:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Nays:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Abstain:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

Administrative Officials

Robert McCraight, Mayor

Ellen L. Craig-Bragg, City Clerk

Stacy Paige, City Treasurer

City Council

Tina Talley Mayor Pro Tem

Celeste Roscoe, Councilwoman

David Jones, Councilman

Kathleen Abdo Councilwoman

William Wadsworth Councilman

James Bullock Councilman

Mark Wilhide, Councilman

City of Romulus

11111 Wayne Road

Romulus, MI 48174

(734) 942-7500

www.romulusgov.com



CITY COUNCIL AGENDA ITEM REQUEST FORM

Submitted to: **Romulus City Council** Date Submitted: **12/4/2025**

Submitted by: **Ellen Craig-Bragg, City Clerk**
cc: D'Sjonaun Hockenhull, Deputy Clerk

Department: **Clerks Office**

Council Meeting of: **December 8, 2025**

TITLE/DESCRIPTION OF ITEM

Public Hearing Request for Monday, January 26, 2026 at 6:45 p.m.

ACTION REQUESTED

Contract/Agreement	☐	New/Amended Ordinance	☐
Bid/Piggyback	☐	Public Hearing Request	☒
Budget Amendment	☐	Resolution	☐
Board Appointment	☐	Rezoning	☐
Fee Waiver	☐	Special Meeting Request	☐
Other	☐	Special Land Use Request	☐

RECOMMENDED RESOLUTION/ACTION

Kevin Krause, Director of Community Safety & Development, is requesting a 30 minute public hearing for Monday, January 26, 2026, at 6:45 p.m. for the purpose of discussing the TIFA Plan Amendment adoption completed by CIB Planning.

The date and time are available for this request.

OFFICE USE ONLY

Approved for Council Agenda: ☒

AGENDA ITEM # .

INTEROFFICE MEMORANDUM

TO: ELLEN CRAIG-BRAGG, CITY CLERK
FROM: KEVIN KRAUSE, DIRECTOR OF COMMUNITY
SAFETY & DEVELOPMENT
SUBJECT: REQUEST FOR PUBLIC HEARING
DATE: November 24, 2025

I am respectfully requesting a Public Hearing with the Romulus City Council for the purpose of discussing the Tax Increment Finance Authority Plan Amendment adoption completed by CIB Planning.

I will need 30 minutes, and I have confirmed availability on Monday, January 26, 2026 from 6:45 pm to 7:15 p.m.

Thank you for your consideration.



City of Romulus

Clerk's Report – Ellen L. Craig-Bragg, Clerk

Council Meeting Held: **December 8, 2025**

Item No. G.

General Description: Study Session Request for Monday, January 12, 2026, at 6:00 p.m.

Resolution No. _____

<i>Moved by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Seconded by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

<i>Ayes:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Nays:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Abstain:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

Administrative Officials

Robert McCraight, Mayor

Ellen L. Craig-Bragg, City Clerk

Stacy Paige, City Treasurer

City Council

Tina Talley Mayor Pro Tem

Celeste Roscoe, Councilwoman

David Jones, Councilman

Kathleen Abdo Councilwoman

William Wadsworth Councilman

James Bullock Councilman

Mark Wilhide, Councilman

City of Romulus

11111 Wayne Road

Romulus, MI 48174

(734) 942-7500

www.romulusgov.com



CITY COUNCIL AGENDA ITEM REQUEST FORM

Submitted to: **Romulus City Council** Date Submitted: **12/4/2025**

Submitted by: **Ellen Craig-Bragg, City Clerk**
cc: D'Sjonaun Hockenhull, Deputy Clerk

Department: **Clerks Office**

Council Meeting of: **December 8, 2025**

TITLE/DESCRIPTION OF ITEM

Study Session Request for Monday, January 12, 2026 at 6:00 p.m.

ACTION REQUESTED

Contract/Agreement	☐	New/Amended Ordinance	☐
Bid/Piggyback	☐	Public Hearing Request	☒
Budget Amendment	☐	Resolution	☐
Board Appointment	☐	Rezoning	☐
Fee Waiver	☐	Special Meeting Request	☐
Other	☐	Special Land Use Request	☐

RECOMMENDED RESOLUTION/ACTION

Patty Braden, Library Director, is requesting a 30 minute Study Session for Monday, January 12, 2026, at 6:00 p.m. to discuss the library's current budget situation and the 2026/27 proposed Library Budget.

The date and time are available for this request.

OFFICE USE ONLY

Approved for Council Agenda: ☒

AGENDA ITEM # .

INTEROFFICE MEMORANDUM

TO: Ellen Craig-Bragg, City Clerk
FROM: Patty Braden, Library Director
SUBJECT: Request For Study Session
DATE: December 4, 2025

I am respectfully requesting a City Council Study Session to provide Council with an overview of the library's current budget situation and the 2026/27 proposed Library Budget.

The Study Session is requested for Monday, January 12, 2026 from 6:00 p.m. to 6:30 p.m. in advance of the Regular Council Meeting.

Thank you for your consideration.



City of Romulus

Clerk's Report – Ellen L. Craig-Bragg, Clerk

Council Meeting Held: **December 8, 2025**

Item No. H.

General Description: Local Officers Compensation Commission Report/Determination

No action is necessary unless the determination by the commission is rejected by a 2/3 vote of the Council-elect (MCL 117.5c(c))

Resolution No. _____

<i>Moved by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Seconded by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

<i>Ayes:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Nays:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Abstain:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

Administrative Officials

Robert McCraight, Mayor

Ellen L. Craig-Bragg, City Clerk

Stacy Paige, City Treasurer

City Council

Tina Talley Mayor Pro Tem

Celeste Roscoe, Councilwoman

David Jones, Councilman

Kathleen Abdo Councilwoman

William Wadsworth Councilman

James Bullock Councilman

Mark Wilhide, Councilman



CITY COUNCIL AGENDA ITEM REQUEST FORM

Submitted to: **Romulus City Council** Date Submitted: **12/4/2025**

Submitted by: **Ellen Craig-Bragg, City Clerk**
Carole Bales, Chairperson

Department: **Clerks Office**

Council Meeting of: **December 8, 2025**

TITLE/DESCRIPTION OF ITEM

Local Officers Compensation Commission Report/Determination

ACTION REQUESTED

Contract/Agreement	☐	New/Amended Ordinance	☐
Bid/Piggyback	☐	Public Hearing Request	☐
Budget Amendment	☐	Resolution	☐
Board Appointment	☐	Rezoning	☐
Fee Waiver	☐	Special Meeting Request	☐
Other	☐	Special Land Use Request	☐

RECOMMENDED RESOLUTION/ACTION

On December 2, 2025, the Local Officer's Compensation Commission held a meeting to determine the salaries of the city's elected official. The commission through its Chairperson, Carole Bales, submits its determination to Council for your review.

Action is not needed unless 2/3 of the council-elect vote to reject the determination of the commission.

City of Romulus

11111 Wayne Road

Romulus, MI 48174

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OFFICE USE ONLY

Approved for Council Agenda: ☒

AGENDA ITEM # .



**ROMULUS LOCAL OFFICERS COMPENSATION COMMISSION MEETING
TUESDAY, DECEMBER 2, 2025
ROMULUS CITY HALL COUNCIL CHAMBERS
ROMULUS, MI 48174.**

The meeting was called to order at 5:00 p.m. by Carole Bales, Chairwoman.

Roll Call:

Present: Carole Bales, Cheryle Buckley, Linda Collier, Adewunmi Gbogboade, Daniel McAnally, Catherine Morse, Wanda Sanchez

Absent/Excused: None

Also Present: D’Sjonaun Hockenhull, Deputy Clerk

1. Agenda

Moved by **McAnally**, seconded by **Sanchez** to accept the agenda as presented.

Roll Call: Ayes – Bales, Buckley, Collier, Gbogboade, McAnally, Morse, Sanchez,
Nays – None.

Motion Carried Unanimously.

2. Minutes

Moved by **Buckley**, seconded by **Collier** to approve the Minutes from the November 1, 2023, Officers Compensation Commission meeting.

Roll Call: Ayes – Bales, Buckley, Collier, Gbogboade, McAnally, Morse, Sanchez,
Nays – None.

Motion Carried Unanimously.

3. Chairperson’s Report

Chairwoman Bales stated she has done extensive research and had multiple conversations with city officials regarding the compensation for elected officials. She gave a brief overview of increases as outlined in the collective bargaining units with the city including wage adjustments for Police & Fire as an incentive to retain and attract talented individuals. She recommended a \$5,000.00 salary adjustment for the Mayor, Clerk, and Treasurer starting in 2026 and a 5% salary increase for all elected officials for 2026 and 2027.

4. Discussion

Deputy Clerk Hockenhull provided context for the wage adjustments given to Police & Fire personnel.

Chairwoman Bales stated the increases are justified for the Clerk & Treasurer because they have taken on additional responsibilities in the City and requirements from the State. Additionally, she stated that the increase for the Mayor would put his salary on par with other department heads.

Commission McAnally explained that the recommendation is similar to what was given at the 2023 Compensation Commission Meeting. He further explained that the only difference is what was given over two years is recommended for one year. He concluded that after the proposed increases, the commission would not need to play “catch-up” in comparison to salary increases given to union and non-union city personnel and that department heads shouldn’t make more than the Mayor.

Commission Buckley agreed with the recommendation of Chairwoman Bales and feels that it is a fair proposal.

Commissioner Gbogboade agreed with the recommendation of Chairwoman Bales and that it is justifiable from a cost-of-living standpoint.

Moved by **McAnally**, seconded by **Sanchez** to increase the Mayor’s salary of \$118,693.33 to \$123,693.33, effective January 1, 2026.

Roll Call: Ayes – Bales, Buckley, Collier, Gbogboade, McAnally, Morse, Sanchez,
Nays – None.

Motion Carried Unanimously.

Moved by **McAnally**, seconded by **Sanchez** to increase the City Clerk and City Treasurer’s salaries from \$95,093.65 to \$100,093.65, effective January 1, 2026.

Roll Call: Ayes – Bales, Buckley, Collier, Gbogboade, McAnally, Morse, Sanchez,
Nays – None.

Motion Carried Unanimously.

Moved by **McAnally**, seconded by **Sanchez** to approve a 5% increase in salaries for the Mayor, Clerk, Treasurer, and City Council to be effective January 1, 2026.

Roll Call: Ayes – Bales, Buckley, Collier, Gbogboade, McAnally, Morse, Sanchez,
Nays – None.

Motion Carried Unanimously.

Moved by **McAnally**, seconded by **Collier** to approve a 5% increase in salaries for the Mayor, Clerk, Treasurer, and City Council to be effective January 1, 2027.

Roll Call: Ayes – Bales, Buckley, Collier, Gbogboade, McAnally, Morse, Sanchez,
Nays – None.

Motion Carried Unanimously.

5. **Public Comment - None**

6. **Adjournment**

Moved by **Collier**, seconded by **Morse** to adjourn the meeting at 5:20 p.m.

Roll Call: Ayes – Bales, Buckley, Collier, Gbogboade, McAnally, Morse, Sanchez,
Nays – None.

Motion Carried Unanimously.

Respectfully Submitted,
D’Sjonaun Hockenhull
Deputy City Clerk

Approved as to form & content on **12/3/2025**
Carole Bales, Chairperson
Romulus Officers Compensation Commission

I, Ellen L. Craig-Bragg, Clerk for the City of Romulus, Michigan, hereby certify the foregoing to be a true copy of the Minutes of the Romulus Officers Compensation Commission meeting held on **December 2, 2025**.



Ellen L. Craig-Bragg, City Clerk
City of Romulus, Michigan



City of Romulus

Treasurer's Report

Council Meeting Held:

December 8, 2025

Item No. 7.

General Description: _____

Resolution No. _____

Moved by: Abdo Bullock Jones Roscoe Talley Wadsworth Wilhide

Seconded by: Abdo Bullock Jones Roscoe Talley Wadsworth Wilhide

Ayes: All Abdo Bullock Jones Roscoe Talley Wadsworth Wilhide

Nays: All Abdo Bullock Jones Roscoe Talley Wadsworth Wilhide

Abstain: All Abdo Bullock Jones Roscoe Talley Wadsworth Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Public Comment

Council Meeting Held:

December 8, 2025

Item No. 8.

General Description: _____

Resolution No. _____

Moved by:	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide
Seconded by:	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide

Ayes:	All	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide
Nays:	All	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide
Abstain:	All	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Unfinished Business

Council Meeting Held:

December 8, 2025

Item No. 9.

General Description: _____

Resolution No._____

Moved by:	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide
Seconded by:	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide

Ayes:	All	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide
Nays:	All	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide
Abstain:	All	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

New Business

Council Meeting Held:
Item No. 10.

December 8, 2025

General Description: _____

Resolution No. _____

Moved by:	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide
Seconded by:	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide

Ayes:	All	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide
Nays:	All	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide
Abstain:	All	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Warrant

Council Meeting Held: **December 8, 2025**

Item No. A.

General Description: Approval of Warrant #: 25-23 for checks presented in the amount of \$1,351,059.80.

Resolution No. _____

<i>Moved by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Seconded by:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

<i>Ayes:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Nays:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide
<i>Abstain:</i>	Abdo	Bullock	Jones	Talley	Roscoe	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

CITY OF ROMULUS WARRANT REGISTER SUMMARY

Council Meeting Date: December 8, 2025
Warrant Number: 25-23

TOTAL WARRANT REGISTER

\$1,351,059.80

P.O.#	CHECK #	PAYEE	AMOUNT

TOTAL DELETIONS

TOTAL ADJUSTED WARRANT (IF ANY DELETIONS)

REWARRANTED ITEMS: (not included in above totals)

P.O.#	CHECK #	PAYEE	AMOUNT

COUNCIL AUTHORIZATION

DATE

The obligations of transfer of funds described on the attached warrant register including the required interfund advances have been authorized by the Council. We hereby authorize the Treasurer of the City of Romulus to disburse funds as listed in payment thereof with the exception of deleted items listed above.

MAYOR

CLERK

12/3/2025

CHECK DISBURSEMENT REPORT FOR CITY OF ROMULUS
CHECK DATE FROM 11/20/25 - 12/03/25

Fund		Amount
Total for fund 101	General Fund	\$185,470.80
Total for fund 202	Major Street Fund	\$11,545.37
Total for fund 203	Local Street Fund	\$5,111.32
Total for fund 205	Public Safety Fund	\$14,940.86
Total for fund 218	Merriman Rd. Spec. Assess	\$4,250.00
Total for fund 226	Garbage & Rubbish Collection Fund	\$9.00
Total for fund 247	Tax Increment Finance Authority	\$58,208.00
Total for fund 248	Downtown Development Authority	\$7,793.27
Total for fund 260	Michigan Indigent Defense Fund	\$15,205.82
Total for fund 261	911 Service Fund	\$9,887.61
Total for fund 271	Library Fund	\$14,046.26
Total for fund 305	C.I.P. Bonds - Court Building	\$100,266.66
Total for fund 592	Water & Sewer Fund	\$456,819.48
Total for fund 661	Motor Vehicle	\$18,631.42
Total for fund 664	Technology Services	\$1,079.87
Total for fund 676	Retiree's Ins. Benefits	\$135,837.94
Total for fund 701	Revolving Fund	\$5,730.00
Total for fund 703	Current Tax	\$1,292.35
Total for fund 704	Imprest Payroll Fund	\$304,933.77
TOTAL - ALL FUNDS		\$1,351,059.80

12/03/2025

CHECK REGISTER FOR CITY OF ROMULUS
CHECK DATE FROM 11/20/2025 - 12/03/2025

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank POOL POOLED CASH						
11/20/2025	POOL	91285	1299	POSTMASTER	REFILL BRM ACCOUNT THROUGH POSTMASTER	1,000.00
11/25/2025	POOL	91286	4107	MONEYGREEN LAWN SERVICE LLC	REMAINING PAYMENT 2025 DOWNTOWN CHRISTMA	2,360.00
11/25/2025	POOL	91287	4315	BUBBIE'S PIZZA & CATERING	CATERING FOR ELECTION TRAINING & EARLY V	2,479.05
					CATERING FOR JOHN BARDEN'S FAREWELL CELE	420.00
						<u>2,899.05</u>
11/26/2025	POOL	91288	4107	MONEYGREEN LAWN SERVICE LLC	CHRISTMAS LIGHTING FOR MERRIMAN RD SAD F	4,250.00
11/26/2025	POOL	91289	4107	MONEYGREEN LAWN SERVICE LLC	CHRISTMAS LIGHTING FOR MERRIMAN RD SAD F	4,250.00
12/03/2025	POOL	2331(E)	0017	BLUE CARE NETWORK	DEC 2025 HEALTH INSURANCE	21,555.70
12/03/2025	POOL	2332(E)	0016	BLUE CROSS/BLUE SHIELD OF MICH	DECEMBER 2025 HEALTH INSURANCE	407,684.57
12/03/2025	POOL	2333(E)	2965	CLEAR RATE COMMUNICATIONS, INC.	ACCOUNT # 4876633 11/21/25-12/20/25	7,640.70
12/03/2025	POOL	2334(E)	0581	COMERICA COMM. CARD SERV.	COMERICA CHARGE NOV 2025 CHRISTINA PARKER	1,079.87
					COMERICA CHARGE NOV 2025 CHRISTINA PARKER	<u>365.92</u>
						1,445.79
12/03/2025	POOL	2335(E)	0012	DTE ENERGY	37200 GODDARD-MARY ANN BANKS PARK - 10/1	58.96
					PAVILION DOWNTOWN DDA - 36095 GODDARD 10	23.63
					MARY ANN BANKS (RESTROOM) - 37350 GODDAR	19.41
					PUMP STATION - 16326 HARRISON - 10/16/25	109.40
					7930 AMBER PUMP STATION - 10/16/25-11/1	<u>19.11</u>
						230.51
12/03/2025	POOL	2336(E)	0012	DTE ENERGY	FEDEX HOT BOX ELECTRIC 8/5/25-10/2/25	11.27
12/03/2025	POOL	2337(E)	0891	HOME DEPOT	REPAIR LEAKING HOT WATER HEATER IN INSP.	385.67
					25/26 BLANKET PO FOR MISC SUPPLIES - DPW	24.47
					25/26 BLANKET PO FOR MISC SUPPLIES - DPW	38.94
					REPAIR LEAKING HOT WATER HEATER IN INSP.	<u>113.80</u>
						562.88
12/03/2025	POOL	2338(E)	4581	UMB BANK, N.A.	ROMULUS RFD GO SRS 2025	100,266.66
12/03/2025	POOL	91290	2942	AIRGAS, INC.	25/26 BLANKET PO AIRGAS INC - FOR OXYGEN	80.74
					25/26 BLANKET PO AIRGAS INC - FOR OXYGEN	<u>31.38</u>
						112.12
12/03/2025	POOL	91291	1279	AJAX MATERIALS CORPORATION	ITB 23/24-06 UPM COLD PATCH- YARD STOCK	3,299.80
12/03/2025	POOL	91292	1567	ALPHA PSYCHOLOGICAL SERVICES, PC	NEW HIRE PSYCH EXAM	875.00
					NEW HIRE PSYCH EXAMINATIONS	<u>1,590.00</u>
						2,465.00
12/03/2025	POOL	91293	2804	AMAZON CAPITAL SERVICES	PICTURE PERFECT	284.89
					CHERRY BLOSSOMS AFTER WINTER	12.00
					EVIL BONES BOOKS	79.96
					CLEAR RECLOSABLE ZIP PLASTIC	31.87
					2026 TEST PREP BOOKS	209.43
					YOUTH ORDER	43.55
					SHARPIES	32.09
					GORILLA GLUE	4.27
					ROBERT PARKERS SHOWDOWN	17.60
					KIDS & TEEN BOOK ORDER	<u>333.34</u>
						1,049.00
12/03/2025	POOL	91294	4027	AMAZON CAPITAL SERVICES	OFFICE SUPPLIESFOR COM DEV & MEDALS FOR	61.27
					MISC ITEMS FOR ISB & RECORDS	299.63
					FIRE DEPARTMENT: TRICKLE CHARGER FOR UTI	39.97
					FIRE DEPARTMENT: COPIER PAPER, IPHONE AC	135.12
					COMMUNITY DEVELOPMENT OFFICE SUPPLIES	69.10
					NEEDLES 22G X 3/4, 18 GUAGE 1.5, SYRINGE	102.08
					PRINTER PAPER	17.04
					CHAIRS FOR OFFICE	411.97
					OFFICE SUPPLIES - PLANNING	35.19
					OFFICE SUPPLIES - PLANNING	179.23
					BREAKFAST WITH SANTA	112.95
					OC MACE SPRAY HOLSTERS	25.78

12/03/2025

CHECK REGISTER FOR CITY OF ROMULUS
CHECK DATE FROM 11/20/2025 - 12/03/2025

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					BLDG DEPT OFFICE SUPPLIES	237.72
					TREE LIGHTING 2025 SUPPLIES- REINDEER FO	88.19
						1,815.24
12/03/2025	POOL	91295	3209	ASHLEY AND NICK TAYLOR	BD BOND REFUND 7970 AMBER	2,745.00
12/03/2025	POOL	91296	0529	ASSOCIATED NEWSPAPERS OF MICHIGAN	ITB 24/25-05 ASSOC NEWS. 7/1/25 - 12/31/ ITB 24/25-05 ASSOC NEWS. 7/1/25 - 12/31/	121.13 56.41
						177.54
12/03/2025	POOL	91297	0554	AT&T	ACCT. 734 941-0666 375 3, NOV - DEC 25	620.95
12/03/2025	POOL	91298	3649	AUTO VALUE OF ROMULUS	25/26 BLANKET PO FOR MISC MECHANIC PURCH 25/26 BLANKET PO FOR MISC MECHANIC PURCH 25/26 BLANKET PO FOR MISC MECHANIC PURCH 25/26 BLANKET PO FOR MISC MECHANIC PURCH 25/26 BLANKET PO FOR MISC MECHANIC PURCH 25/26 BLANKET PO FOR MISC MECHANIC PURCH 25/26 BLANKET PO FOR MISC MECHANIC PURCH 25/26 BLANKET PO FOR MISC MECHANIC PURCH 25/26 BLANKET PO FOR MISC MECHANIC PURCH 25/26 BLANKET PO FOR MISC MECHANIC PURCH 25/26 BLANKET PO FOR MISC MECHANIC PURCH 25/26 BLANKET PO FOR MISC MECHANIC PURCH 25/26 BLANKET PO FOR MISC MECHANIC PURCH 25/26 BLANKET PO FOR MISC MECHANIC PURCH 25/26 BLANKET PO FOR MISC MECHANIC PURCH 25/26 BLANKET PO FOR MISC MECHANIC PURCH 25/26 BLANKET PO FOR MISC MECHANIC PURCH	84.29 78.78 78.78 330.10 21.84 110.00 28.36 94.08 150.48 48.59 87.36 6.17 396.39 194.08 255.09
						1,964.39
12/03/2025	POOL	91299	4401	BOB MAXEY FORD	MIDEAL CONTRACT# 240000001207 - TO PURCH	105,030.00
12/03/2025	POOL	91300	0064	BOUND TREE MEDICAL LLC	25/26 BLANKET PO - MEDICAL SUPPLIES AND 25/26 BLANKET PO - MEDICAL SUPPLIES AND	203.25 135.69
						338.94
12/03/2025	POOL	91301	2077	BREATHING AIR SYSTEMS	SEMI-ANNUAL TESTING, PM & REPAIRS TO CO	827.20
12/03/2025	POOL	91302	4315	BUBBIE'S PIZZA & CATERING	ELECTION DAY & AV CATERING - NOVEMBER 4,	1,890.00
12/03/2025	POOL	91303	0848	BURTON'S PLUMBING & HEATING CO.	BACK-FLOW TESTING - MULTIPLE LOCATIONS 1	315.00
12/03/2025	POOL	91304	3209	BURTON, CURTIS	BD PAYMENT REFUND 16127 MEADOW	15.00
12/03/2025	POOL	91305	1270	CARLISLE WORTMAN ASSOCIATES	15670 WAHRMAN RD MERRIMAN SCHOOL / ROM SELF STORAGE CONTRACTUAL SERVICES FOR MASTER PLAN UPD	2,600.00 300.00 9,255.00
						12,155.00
12/03/2025	POOL	91306	4585	CENTURY INDUSTRIES	PIGGYBACK HGAC CONTRACT# 20A09 SHOWMASTE	42,300.00
12/03/2025	POOL	91307	4575	CHARTER TOWNSHIP OF CANTON	CANTON POLICE GUN RANGE USAGE (10/29/202	500.00
12/03/2025	POOL	91308	3679	CHERYL MCGUIRE	25/26 INVERTED PO - CHERYL MCGUIRE - REC	190.00
12/03/2025	POOL	91309	4551	CHRISTOPHER R. SHEMAKE	MIDC PROGRAM SERVICE CHRISTOPHER SHEMAKE	1,495.00
12/03/2025	POOL	91310	0086	CINTAS FAS	25/26 BLANKET PO FOR WATER PURIFIER/ICE	225.00
12/03/2025	POOL	91311	0917	CITY OF WAYNE	36345 VAN BORN RD SW/WF OCT 2025	4,018.18
12/03/2025	POOL	91312	0043	CMP DISTRIBUTORS INC	OC SPRARY	809.60
12/03/2025	POOL	91313	3386	CONSTELLATION NEWENERGY	CITY GAS BILLS 11/17/25	3,003.37
12/03/2025	POOL	91314	0885	CORELOGIC	2025 Sum Tax Refund 80 142 01 0061 000	1,265.10
12/03/2025	POOL	91315	4558	CORY WESTMORELAND	MIDC SERVICE HOURS ATTORNEY COREY WESTMO	260.00
12/03/2025	POOL	91316	MISC	DAVID GERRITY	ANIMAL BOND SPAY / NEUTER REFUND 10/12/2	25.00
12/03/2025	POOL	91317	3836	DIAMOND PINNACLE GROUP	RECERTIFICATION FOR FIREFIGHTERS BLS & A RECERTIFICATION FOR FIREFIGHTERS BLS & A	1,680.00 1,040.00
						2,720.00
12/03/2025	POOL	91318	3209	DIANE BUCHANAN	BD BOND REFUND 6361 HYDE PARK	200.00
12/03/2025	POOL	91319	1916	DOUGLAS ELECTRIC COMPANY	LIBRARY SERVICE TECHNICIAN	160.00
12/03/2025	POOL	91320	2594	DOWNRIVER UTILITY WASTEWATER AUTHOR	WASTEWATER DISPOSAL CHARGES OCT 2025	58,167.89
12/03/2025	POOL	91321	1311	DTE	DAMAGE TO DTE GAS FACILITIES AT 34919 JU	849.41
12/03/2025	POOL	91322	4207	EMINENT EXCAVATING LLC	LEAD SERVICE LINE RESTORATIONS AT MULTIP LEAD SERVICE LINE RESTORATIONS AT MULTIP 6845 BALL - LEAD SERVICE LINE WATER AND	4,000.00 5,000.00 9,812.90
						18,812.90
12/03/2025	POOL	91323	2574	EQUATURE	SOLE SOURCE: EQUATURE VOICE CAPTURE LICE	9,887.61
12/03/2025	POOL	91324	2735	FIFER INVESTIGATIONS, LLC	NEW HIRE BACKGROUND INVESTIGATION	950.00

12/03/2025

CHECK REGISTER FOR CITY OF ROMULUS
CHECK DATE FROM 11/20/2025 - 12/03/2025

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/03/2025	POOL	91325	0613	GABRIEL, ROEDER, SMITH & CO.	CLIENT 4514 PREPARATION OF GASB STATEMEN	11,250.00
12/03/2025	POOL	91326	1002	GAMETIME C/O SINCLAIR RECREATION	PIGGYBACK OMNIA PARTNERS CONTRACT 201700	15,411.98
12/03/2025	POOL	91327	1002	GAMETIME C/O SINCLAIR RECREATION	PIGGYBACK OMNIA PARTNERS CONTRACT 201700	10,950.00
12/03/2025	POOL	91328	4273	GEM, INC.	LIBRARY LEAK CHECK / REPAIR CIRCUIT #2	3,567.00
					LIBRARY COLD IN BUILDING	1,350.63
					CITY HALL - UNIT HEATER REPAIR	910.00
					CITY HALL - OLD BOILER FLAME FAILURE	316.17
					OLD COURTHOUSE - COURTROOM 3 COLD	1,091.09
					OLD COURTHOUSE - REMOVE THERMOSTAT AND C	1,430.00
					OLD COURT - REPAIR VENTING IN CEILING	650.00
					CITY HALL UPGRADE NEW LANS SYSTEM	7,150.00
						16,464.89
12/03/2025	POOL	91329	0875	GENERAL FUND	AFLAC NOV 2025 3% ADMIIN FEE	275.52
					COLONIAL LIFE NOV 2025 2% ADMIN FEE	5.92
						281.44
12/03/2025	POOL	91330	0128	GIARMARCO, MULLINS, & HORTON, PC	70085-007B FIRE OCT 25	160.00
12/03/2025	POOL	91331	3264	GREAT LAKES WATER AUTHORITY	ACCT # 100-2451-W WATER USAGE/FIXED CHAR	368,333.46
12/03/2025	POOL	91332	3264	GREAT LAKES WATER AUTHORITY	300-2451-S INDUSTRIAL WASTE CONTROL FOR	855.83
12/03/2025	POOL	91333	2995	HALLAHAN & ASSOCIATES, P.C.	PROFESSIONAL SERVICES RENDERED THROUGH N	686.48
12/03/2025	POOL	91334	0885	HAMILTON GLORIA	2023 Sum Tax Refund 80 077 15 0050 000	2.93
12/03/2025	POOL	91335	1028	J.P. COOKE CO.	3 YEAR DOG TAGS AND HOOKS	162.28
12/03/2025	POOL	91336	3785	JEFFREY E. BOWDICH	MIDC SERVICE HOURS ATTORNEY JEFFREY BOWD	2,665.00
12/03/2025	POOL	91337	4411	JOHN GRAZIANI	MIDC SERVICE HOURS ATTORNEY JOHN GRAZIAN	882.00
12/03/2025	POOL	91338	4119	LAW OFFICES OF JOSHUA L. HADLEY	MIDC PROGRAM SERVICE JOSHUA L. HADLEY	1,291.33
12/03/2025	POOL	91339	3777	LAW OFFICES OF SAMER N. JADALLAH	MIDC SERVICE HOURS ATTORNEY SAMER JADALL	8,222.49
12/03/2025	POOL	91340	3495	LIBERTY VOTE USA INC	25/26 BLANKET PO FOR ELECTION CODING	1,770.00
12/03/2025	POOL	91341	2666	MAURER'S TEXTILE RENTAL SERVICES	25/26 INVERTED PO FOR EMPLOYEE UNIFORM E	136.67
					25/26 INVERTED PO FOR EMPLOYEE UNIFORM E	1.57
					25/26 INVERTED PO FOR EMPLOYEE UNIFORM E	25.54
					25/26 INVERTED PO FOR EMPLOYEE UNIFORM E	28.62
					25/26 INVERTED PO - ITB 21/22-17 UNIFORM	19.38
					25/26 INVERTED PO - ITB 21/22-17 UNIFORM	19.38
					25/26 INVERTED PO - ITB 21/22-17 UNIFORM	19.38
					25/26 INVERTED PO - ITB 21/22-17 UNIFORM	19.38
					25/26 INVERTED PO - ITB 21/22-17 UNIFORM	19.38
						289.30
12/03/2025	POOL	91342	0048	MICHIGAN CAT	NEEDED FOR CAT TO COME DIAGNOSE #261 CAT	1,187.76
12/03/2025	POOL	91343	MISC	MICHIGAN DEPARTMENT OF STATE	MUNICIPAL VEHICLE PLATES X 10	113.00
12/03/2025	POOL	91344	1171	MICHIGAN MUNICIPAL TREASURERS ASSOC	2026 MMTA MEMBERSHIP DUES RENEWAL JANUAR	198.00
12/03/2025	POOL	91345	0427	MIDWEST TAPE	CUSTOMER # 2000005771 BOOKS	124.46
					CUSTOMER # 2000005771 BOOKS	119.22
						243.68
12/03/2025	POOL	91346	4318	MOBILE COMMUNICATION AMERICA INC	APX6500 ENHANCED 700/800 MHZ MOBILE REPA	792.00
12/03/2025	POOL	91347	3209	MYGRANTS, ADAM	BD BOND REFUND 9405 BIDDLE	200.00
12/03/2025	POOL	91348	3564	NORMAN CATERING AND EVENTS	BREAKFAST /BRUNCH WITH SANTA	535.00
12/03/2025	POOL	91349	3917	NYE UNIFORM CO	ITB 23/24-12 INVERTED FIREFIGHTER UNIFOR	54.99
12/03/2025	POOL	91350	0736	ORCHARD, HILTZ & MCCLIMENT	SMITH RD A&B BLDG	967.50
					FINAL DESIGN ENGINEERING SERVICES FOR 1-	15,908.00
					EGLE MS4 AUDIT	4,135.50
					OLD VINING ROAD - WATER MAIN EASEMENTS	187.50
						21,198.50
12/03/2025	POOL	91351	0266	OSBORNE CONCRETE COMPANY INC.	ITB 24/25-06 CONCRETE - 34919 JULIE	882.00
12/03/2025	POOL	91352	4242	PPM TREE SERVICE & ARBOR CARE LLC	ITB 22-23-18 - 7215 HOLLYWOOD - REMOVED	3,000.00
12/03/2025	POOL	91353	4231	PREMIER GROUP ASSOCIATES, LC	DOWNTOWN FALL CLEANUP 2025 WITH BURLAP I	4,420.00
12/03/2025	POOL	91354	3959	PRETTY FACE CLEANING SERVICES	GROWTH WORKS 34TH DISTRICT COURT	200.00
					GROWTH WORKS 34TH DISTRICT COURT	200.00
						400.00
12/03/2025	POOL	91355	0688	REY-MART ASPHALTING CO.	REPLACE SECTION OF ROADWAY NOT INCLUDED	9,434.05
12/03/2025	POOL	91356	1952	RITTER GIS, INC.	25/26 INVERTED- GIS SUPPORT SERVICES 7/0	3,038.75
					25/26 INVERTED PO GIS SUPPORT SERVICES	340.00

12/03/2025

CHECK REGISTER FOR CITY OF ROMULUS
CHECK DATE FROM 11/20/2025 - 12/03/2025

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						3,378.75
12/03/2025	POOL	91357	0885	ROCKET CLOSE, LLC - CHASE SIX	2025 Sum Tax Refund 80 137 01 0436 000	9.53
12/03/2025	POOL	91358	1551	S & F FOODS, INC.	25/26 BLANKET PO FOR PRISONER FOOD	75.00
12/03/2025	POOL	91359	4040	STAPLES	RESTOCK LETTER SIZE PAPER	379.90
					DYMO LABELS FOR ISB & PROPERTY	117.36
					Inventory Order	241.32
					BUILDING DEPT SUPPLIES	(42.26)
						696.32
12/03/2025	POOL	91360	0503	STERICYCLE, INC.	25/26 BLANKET PO FOR REMOVAL OF MEDICAL	24.46
12/03/2025	POOL	91361	4322	SUZY Q LLC	DDA VIBRANCY GRANT 2025- CAPTAIN NEMOS S	750.00
12/03/2025	POOL	91362	1739	THE LIBRARY NETWORK	SAS BASIC FEE OCT 25 - DEC 25	7,658.91
12/03/2025	POOL	91363	3780	THE NUNLEY LAW GROUP, PLLC	MIDC SERVICE HOURS FOR ROYCE NUNLEY	390.00
12/03/2025	POOL	91364	4163	THE PAWS CLINIC	25/26 BLANKET PO SPAY / NEUTER RABIE SHO	124.00
12/03/2025	POOL	91365	4460	W. KENYON & ASSOCIATES, LLC	LEADERSHIP 2.0 TRAINING SESSIONS	1,000.00
12/03/2025	POOL	91366	MISC	WALTER PERCORA JR	ANIMAL BOND SPAY / NEUTER REFUND 10/13/2	50.00
12/03/2025	POOL	91367	0657	WAYNE COUNTY	25/26 INVERTED PO: HOUSING MAINTENANCE C	2,730.00
					25/26 INVERTED PO: HOUSING MAINTENANCE C	1,260.00
						3,990.00
12/03/2025	POOL	91368	0885	WELLS FARGO BANK, NA	2025 Sum Tax Refund 80 143 03 0010 000	14.79
12/03/2025	POOL	91369	0809	WEST METRO DOOR INC.	25/26 BLANKET PO - MISC MAINT & BLDG SUP	185.00
12/03/2025	POOL	91370	0601	WEX BANK	INVERTED PO FY 25/26 ACCT 0462-00-398910	15,519.28
12/03/2025	POOL	91371	4583	WMCJTC	ULTIMATE TRAINING MUNITIONS INSTRUCTOR C	250.00
12/03/2025	POOL	91372	0647	ZEP SALES & SERVICE	SEWER AID FOR CITY SEWERS	1,589.00
12/03/2025	POOL	91373	3209	ZIAD KHADER	BD BOND REFUND 6837 MIDDLEBELT	2,450.00
POOL TOTALS:						
Total of 97 Checks:						1,355,309.80
Less 1 Void Checks:						4,250.00
Total of 96 Disbursements:						1,351,059.80

October 2025 Constellation charges		Amount due
34th District Court	11131 WAYNE ROAD	166.57
34th District Court	11131 WAYNE ROAD	213.53
Fire Sta#3	6900 WAYNE RD	2.60
Fire Sta#4	28777 EUREKA RD	19.64
Senior Ctr.	36525 BIBBINS ST	66.38
Police Dept.	11165 OLIVE ST	44.12
City Hall	11111 WAYNE RD	57.56
Fire Sta#2	7221 MIDDLEBELT RD	90.63
Library	11121 WAYNE RD	17.04
RAC	35765 NORTHLINE RD	1,732.21
D.P.W.	12600 WAYNE RD	99.22
Occupant-West Sho	37230 NORTHLINE RD	93.21
Cemetery	10210 Shook Road	16.98
Occupant-Hook & L	35257 GODDARD RD	-
Animal Shelt.	12300 WAYNE RD	233.08
Hist. PK. School	11120 HUNT ST	48.34
Kingsley H.	11147 HUNT ST	80.56
DDA/Chamber	11189 SHOOK RD	127.16
New 34th District	11129 Wayne Road	1,626.75
Total invoice		\$4,735.58
Total minus RAC		\$3,003.37

November WEX Fuel Charges

Department	Transactions	Total Amount	Total Fuel Amount	Rebate	Total Invoice
ANIMAL CONTF	1	\$59.09	74.8		
Building Dept	12	\$372.08	467.93		
CITY HALL	4	\$175.92	220.03		
DPW	89	\$4,479.77	5644.24		
FIRE	50	\$2,759.67	3421.74		
Mayor's Office	1	\$42.49	53.46		
ORDINANCE	3	\$104.07	130.95		
POLICE	348	\$7,374.35	9240.85		
SENIORS	9	\$569.20	714.56		
	517	\$15,936.64	19968.56	\$417.36	<u>\$15,519.28</u>

City hall includes employees without a defined department.
3 transactions from Kevin Krause and 1 from Kyle Hubbard.



City of Romulus

Communication

Council Meeting Held:
Item No. 12

December 8, 2025

Councilperson Abdo: _____

Councilperson Bullock: _____

Councilperson Jones: _____

Councilperson Roscoe: _____

Councilperson Talley: _____

Councilperson Wadsworth: _____

Councilperson Wilhide: _____



City of Romulus

Adjournment

Council Meeting Held:

December 8, 2025

Item No. 13

General Description: _____

Resolution No. _____

Moved by:	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide
Seconded by:	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide

Ayes:	All	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide
Nays:	All	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide
Abstain:	All	Abdo	Bullock	Jones	Roscoe	Talley	Wadsworth	Wilhide

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED