



**CITY OF ROMULUS – CITY COUNCIL
REGULAR MEETING AGENDA
December 22, 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 Monday, December 8, 2025, at 7:30 p.m.
- B. Approval of the Minutes from the Special Meeting — Study Sessions held on Monday, December 8, 2025, at 5:30 p.m. to hear a presentation from Cantella Capital Group to consider their addition to the City's list of depositories; at 6:00 p.m. to discuss the draft 2025-2030 Parks & Recreation Master Plan; and at 6:30 p.m. to discuss the investigative report on an alley vacation in the Buckingham Manor Subdivision.

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. Cemetery Board of Trustees Reappointment
- B. Recreation Commission Reappointments
- C. DDA Board Appointment
- D. Planning Commission Reappointments
- E. OHM Professional Services Agreement
- F. State Earmark Grant Award - Cogswell Road
- G. ITB 25/26-07 Romulus Police Department Duty Pistols
- H. ITB 25/26-08 Demolition of Substandard Structures on Demo List 24-01
- I. Piggyback on GSA Contract - Actron Security Alarm Systems, Inc - Enhanced Security Measures for Police Department
- J. ITB 25/26-09 Romulus Senior Center Generator Replacement - CDBG
- K. Piggyback on MiDeal Contract to Purchase one (1) 2026 Ford F-150 Super Crew 4x4
- L. Introduction of Budget Amendment 25/26-12

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

- A. Second Reading and Final Adoption of Budget Amendment 25/26-11
- B. First Reading and Introduction to adding Ch. 2, Sections 2-19 to 2-26 to the Romulus Code of Ordinance
- C. Resolution to vacate an alley located in the Buckingham Manor Subdivision.
- D. **For Your Information:** 2026 Boards & Commission Meeting Calendars

- Board of Zoning Appeals
- Planning Commission
- Downtown Development Authority
- Tax Increment Finance Authority
- Romulus Library Board
- Recreation Commission
- Romulus Board of Review

7. Treasurer's Report – Stacy Paige, Treasurer

A. Depository Resolution

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 #: 25-24 for checks presented in the amount of \$1,151,650.74.

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 22, 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 22, 2025**

Item No. A.

General Description: Approval of Minutes from the Regular Meeting held on Monday, December 8, 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
December 8, 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; Roberto Scappaticci - Director of Public Services & DPW; Maria Lambert - Director of Resident Services & Design Coordinator; Julie Albert - Director of Assessing & Financial Services; Nicole Harris - Police Captain; Jessica Katers - OHM Advisors.

1. Agenda

- A. Moved by Celeste Roscoe, 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. #25-348 Moved by William Wadsworth, seconded by Kathy Abdo to approve the Minutes from the Regular Meeting held on November 24, 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 24, 2025.**

3. Petitioner - NONE

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

Res. #25-349 Moved by David Jones, seconded by William Wadsworth to adopt a memorial resolution for the family of Apostle Reginald Williams.

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

Nays - None

Motion Carried Unanimously

Res. #25-350 Moved by **Williams Wadsworth**, seconded by **Celeste Roscoe** to adopt a resolution recognizing Maria Lambert for her retirement and years of service.

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

Nays - None

Motion Carried Unanimously

Res. #25-351 Moved by **Celeste Roscoe**, seconded by **James Bullock** to adopt a resolution recognizing Julie Albert for her retirement and years of service.

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

Nays - None

Motion Carried Unanimously

Res. #25-352 Moved by **William Wadsworth**, seconded by **Kathy Abdo** to adopt a resolution recognizing Stephen Hitchcock for his retirement and years of service.

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

- Roberto Scappaticci, Director of Public Services & DPW, and Amy O'Leary, Executive Director of SEMCOG, presented a PowerPoint regarding SEMCOG's \$1 million award for construction of sidewalks on Beverly Road from Wayne Road to Henry Ruff Road.
- U.S. Representative Shri Thanedar and State Representative Reggie Miller gave remarks.
- A video presentation about upcoming events was given by Vanessa Toliver.

- A. **Res. #25-353** Moved by **Mark Wilhide**, seconded by **William Wadsworth** to concur with the Administration and approve reimbursement to Welch Packaging in the amount of \$200,327.31.

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

Nays - None

Motion Carried Unanimously

Res. #25-354 Moved by **Mark Wilhide**, seconded by **James Bullock** to concur with the Administration and approve the suspension of capture for the Welch Packaging fka Packaging Specialties Brownfield Plan.

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

Nays - None

Motion Carried Unanimously

- B. Res. #25-355** Moved by **Celeste Roscoe**, seconded by **Kathy Abdo** to concur with the Administration and approve the 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 \$200,000.00.

Roll Call Vote: Ayes - Abdo, Bullock, Jones, Roscoe, Talley, Wadsworth, Wilhide
Nays - None

Motion Carried Unanimously

- C. Res. #25-356** Moved by **David Jones**, seconded by **Kathy Abdo** 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 Councilwoman Roscoe's City Council term.

Roll Call Vote: Ayes - Abdo, Bullock, Jones, Roscoe, Talley, Wadsworth, Wilhide
Nays - None

Motion Carried Unanimously

Res. #25-357 Moved by **Kathy Abdo**, seconded by **James Bullock** to concur with the Administration and appoint DeAndre Green to the Romulus Planning Commission with a term ending January 31, 2027.

Roll Call Vote: Ayes - Abdo, Bullock, Jones, Roscoe, Talley, Wadsworth, Wilhide
Nays - None

Motion Carried Unanimously

- D. Res. #25-358** Moved by **William Wadsworth**, seconded by **Celeste Roscoe** to concur with the Administration and appoint Kathy Abdo as the City Council Representative on the City of Romulus Library Board. The appointment is to be concurrent with Councilwoman Abdo's City Council term.

Roll Call Vote: Ayes - Abdo, Bullock, Jones, Roscoe, Talley, Wadsworth, Wilhide
Nays - None

Motion Carried Unanimously

- E. Res. #25-359** Moved by **Kathy Abdo**, seconded by **William Wadsworth** to concur with the Administration and approve the appointment of Gerod Funderburg to the Construction Board of Appeals with a term to expire on May 29, 2028.

Roll Call Vote: Ayes - Abdo, Bullock, Jones, Roscoe, Talley, Wadsworth, Wilhide
Nays - None

Motion Carried Unanimously

- F. Res. #25-360** Moved by **Celeste Roscoe**, seconded by **Mark Wilhide** 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.

Roll Call Vote: Ayes - Abdo, Bullock, Jones, Roscoe, Talley, Wadsworth, Wilhide
Nays - None

Motion Carried Unanimously

- G. Res. #25-361** Moved by **William Wadsworth**, seconded by **David Jones** 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.

Roll Call Vote: Ayes - Abdo, Bullock, Jones, Roscoe, Talley, Wadsworth, Wilhide
Nays - None

Motion Carried Unanimously

- H. Res. #25-362** Moved by **Celeste Roscoe**, seconded by **William Wadsworth** 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.

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

Nays - None

Motion Carried Unanimously

- I. Res. #25-363** Moved by **Kathy Abdo**, seconded by **Mark Wilhide** to concur with the Administration and introduce budget amendment 25/26-11 to recognize revenue from Public Safety Grant.

<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-PUBSASF	Capital Outlay	\$-	\$1,000,000.00	\$1,000,000.00
<u>Revenue</u>				
205-000-569.000-PUBSASF	Federal Grant FEMA AFG	\$-	\$1,000,000.00	\$1,000,000.00

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

Nays - None

Motion Carried Unanimously

- J. Res. #25-364** Moved by **William Wadsworth**, seconded by **Celeste Roscoe** to concur with the Administration 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.

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

Nays - None

Motion Carried Unanimously

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

- A. Res. #25-365** Moved by **David Jones**, seconded by **Kathy Abdo** 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.

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

Nays - None

Abstain - Wadsworth

Motion Carried Unanimously

- B. Res. #25-366** Moved by **Celeste Roscoe**, seconded by **David Jones** 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.

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

Nays - None

Motion Carried Unanimously

- C. **Res. #25-367** Moved by **Celeste Roscoe**, seconded by **James Bullock** 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.

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

Nays - None

Abstain - Wadsworth

Motion Carried Unanimously

- D. **Res. #25-368** Moved by **William Wadsworth**, seconded by **Kathy Abdo** 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.

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

Nays - None

Abstain - Jones

Motion Carried Unanimously

- E. **Res. #25-369** Moved by **Kathy Abdo**, seconded by **William Wadsworth** to concur with the recommendation of Jeff Kemp, Director of Building and Planning, 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.

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

Nays - None

Motion Carried Unanimously

- F. **Res. #25-370** Moved by **Celeste Roscoe**, seconded by **James Bullock** to approve the Public Hearing Request for Monday, January 26, 2026, at 6:45 p.m. for the purpose of discussing the TIFA Plan Amendment adoption completed by CIB Planning.

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

Nays - None

Motion Carried Unanimously

- G. **Res. #25-371** Moved by **Kathy Abdo**, seconded by **James Bullock** to approve the Study Session Request 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.

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

Nays - None

Motion Carried Unanimously

- 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

Treasurer Paige reminded residents to contact the Treasurer's Office if they have not received their tax bills as they should have been delivered to all taxpayers by December 1st.

8. Public Comment - NONE

9. Unfinished Business

Councilman Wadsworth encouraged residents to go to the Animal Shelter if looking for pets and solicited supply donations to the Animal Shelter. Councilman Wadsworth also inquired about the situation surrounding the Artisan Reserve.

Councilwoman Talley inquired about updates on the Beyond The Bell Preschool.

Mayor McCraight responded that the issue at hand with the Beyond The Bell Preschool was regarding the HOA, and he reached out to the Romulus Community Schools regarding ADA compliance of their parks, which the schools have assured.

10. New Business - NONE

11. Warrant

- A. **Res. #25-372** Moved by **Kathy Abdo**, seconded by **Celeste Roscoe** to approve Warrant #: 25-23 for checks presented in the amount of \$1,351,059.80.

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

Nays - None

Motion Carried Unanimously

12. Communication - NONE

13. Adjournment

Moved by **William Wadsworth**, seconded by **David Jones** to adjourn the meeting at 8:52 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 December 8, 2025.



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



City of Romulus

Minutes

Council Meeting Held: **December 22, 2025**

Item No. B.

General Description: Approval of the Minutes from the Special Meeting — Study Sessions held on Monday, December 8, 2025, at 5:30 p.m. to hear a presentation from Cantella Capital Group to consider their addition to the City's list of depositories; at 6:00 p.m. to discuss the draft 2025-2030 Parks & Recreation Master Plan; and at 6:30 p.m. to discuss the investigative report on an alley vacation in the Buckingham Manor Subdivision.

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 ROMULUS CITY COUNCIL SPECIAL MEETING – STUDY SESSION
December 8, 2025**

Romulus City Hall Council Chambers, 11111 Wayne Rd, Romulus, MI 48174
Mayor Pro Tem Tina Talley called the meeting to order at 5:30 p.m.

1. 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:

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

- 2.** Moved by **William Wadsworth**, seconded by **David Jones** to accept the Study Session Agenda as presented.

Roll Call Vote: Ayes - Abdo, Bullock, Jones, Roscoe, Talley, Wadsworth, Wilhide
Nays - None

Motion Carried Unanimously

3. Discussion: Presentation from Cantella Capital Group

Treasurer Paige introduced Jay Lanstein of Cantell Capital Group, who provided an overview of the firm's commitment to Michigan and its leadership team. Mr. Lanstein detailed the firm's specialized services for municipalities, highlighting their current client base and core offerings. The presentation concluded with a summary of the firm's value proposition, including investment policy reviews, collaborative partnerships, educational resources, and active monitoring of the fixed-income market.

4. Public Comment - None

- 5.** Moved by **William Wadsworth**, seconded by **Celeste Roscoe** to adjourn the special meeting at 5:51 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 Special Meeting – Study Session of the Romulus City Council held on December 8, 2025.

A handwritten signature in black ink, reading "Ellen L. Craig-Bragg".

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



MINUTES OF THE ROMULUS CITY COUNCIL SPECIAL MEETING – STUDY SESSION

December 8, 2025

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

Mayor Pro Tem Tina Talley called the meeting to order at 6:00 p.m.

1. 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:

D'Sjonaun Hockenhull - Deputy Clerk; Julie Wojtylko - Chief of Staff; Stephen Hitchcock - City Attorney; Mike Laskaska - Director of Communication & Community Service; Colleen Dumas - Recreation Director

2. Moved by **David Jones**, seconded by **Kathy Abdo** to accept the Study Session Agenda as presented.

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

Nays - None

Motion Carried Unanimously

3. Discussion: Draft Plan of the 2025-2030 Parks & Recreation Master Plan

Director Laskaska and Director Dumas led the discussion and presented the draft version of the 2025–2030 Parks and Recreation Master Plan focused on a proactive strategy to modernize city parks and ensure long-term sustainability through diverse funding and community engagement. Key priorities include maintaining eligibility for state grants, prioritizing ADA accessibility, and assigning unique identities to individual parks to encourage city-wide exploration. Addressing council concerns regarding geographic equity and vandalism, the administration proposed a mix of infrastructure improvements—such as security cameras and lighting—and the establishment of a new Recreation Foundation to facilitate corporate donations. Following a 30-day public review period, the plan aims to shift the city from a reactive maintenance model to a robust investment framework that fosters resident pride and provides high-quality amenities across all four quadrants of the city.

4. Public Comment - None

5. Moved by **Celeste Roscoe**, seconded by **William Wadsworth** to adjourn the special meeting at 6:23 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 Special Meeting – Study Session of the Romulus City Council held on December 8, 2025.

A handwritten signature in black ink, reading "Ellen L. Craig-Bragg".

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



MINUTES OF THE ROMULUS CITY COUNCIL SPECIAL MEETING – STUDY SESSION

December 8, 2025

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

Mayor Pro Tem Tina Talley called the meeting to order at 6:30 p.m.

1. 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:

D'Sjonaun Hockenhull — Deputy Clerk; Julie Wojtylko — Chief of Staff; Stephen Hitchcock — City Attorney; Roberto Scappaticci - Director of Public Services & DPW; Jeff Kemp - Director of Building & Planning

2. Moved by **William Wadsworth**, seconded by **Kathy Abdo** to accept the Study Session Agenda as presented.

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

Nays - None

Motion Carried Unanimously

3. Discussion: Investigative Report - Buckingham Manor Subdivision

Deputy Clerk Hockenhull provided a background overview of the study session and turned over discussion to Directors Scappaticci and Kemp. Director Scappaticci highlighted the City would request that a 20 ft. easement be included with any resolution vacating the alley. He further noted that land surveying services cost around \$2,500.00, and it would be born on the petitioner if Council proceeds forward with trying to identify the center line of the alley. The costs would only be for surveying the alley and not for individual property lines. Director Kemp mentioned that if the alley is vacated, each parcel abutting the alley would receive 10 feet of land added, but it could lead to civil disputes if existing structures are found to be on a neighbor's parcel. Council members raised concerns about potential neighbor disputes over redefined property lines and noted that several residents who signed the original petition later expressed confusion regarding the implications. No formal action was taken. The matter will return to a regular meeting for a formal vote on whether to approve or deny the vacation.

4. Public Comment

Petitioner, Thomas Maycock, addressed the City Council arguing that vacating alleys is common in the city and that an easement still allows city access to maintain the utility.

5. Moved by **Celeste Roscoe**, seconded by **David Jones** to adjourn the special meeting at 6:48 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 Special Meeting – Study Session of the Romulus City Council held on December 8, 2025.

A handwritten signature in black ink, reading "Ellen L. Craig-Bragg". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

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



City of Romulus

Petitioner

Council Meeting Held:

December 22, 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 22, 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 22, 2025**

Item No. A.

General Description: Cemetery Board of Trustees Reappointment

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: Cemetery Board of Trustees Re-Appointment
DATE: December 16, 2025

I am respectfully requesting City Council concur to re-appoint Craig Plank to the Cemetery Board of Trustees, with a term to expire on November 1, 2030.

Motion by _____, supported by _____ to concur with the administration to re-appoint Craig Plank to the Cemetery Board of Trustees, with a term to expire on November 1, 2030.



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **December 22, 2025**

Item No. B.

General Description: Recreation Commission Reappointments

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: Reappointments to the Recreation Commission
DATE: December 12, 2025

I am requesting approval of the reappointments of Autumn Archey, Ruby Paisley, William Wadsworth, Diane Poet, Heavyn McFarland, Leah Cholette, and Cheyenne Hicks to the Recreation Commission with all terms to expire December 31, 2028.

Motion by _____ supported by _____,
to concur with the administration and approve the reappointments of Autumn Archey, Ruby Paisley, William Wadsworth, Diane Poet, Heavyn McFarland, Leah Cholette, and Cheyenne Hicks to the Recreation Commission with all terms to expire December 31, 2028.

INTER-OFFICE MEMORANDUM

DATE: December 8, 2025
TO: Mayor Robert A. McCraith
FROM: Colleen Dumas, Director of Parks and Recreation

SUBJECT: Parks and Recreation Commission Appointment and Re-Appointment

The parks and recreation commission shall consist (9) members appointed by the Mayor and confirmed by the City Council. The parks and recreation commission meets on the third Tuesday of each month at 5:30 a.m. in the City Council Chambers.

The following recreation commission members' term expired on:

Autumn Archery December 31, 2025
Ruby Paisley December 31, 2025
William Wadsworth December 31, 2025
Diane Poet December 31, 2025
Heavyn McFarland December 31, 2025
Leah Cholette December 31, 2025
Cheyenne Hicks December 31, 2025

The parks and recreation commission members listed above have requested to be re-appointed to the parks and recreation commission. This re-appointment will expire three years from the expired terms on the month and date stated in the year 2025.

The following Romulus resident has submitted her resignation letter to the parks and recreation Director on November 11, 2025, to resign from the recreation commission on December 31, 2025.

Sandy Tenney



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **December 22, 2025**

Item No. C.

General Description: DDA Board 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

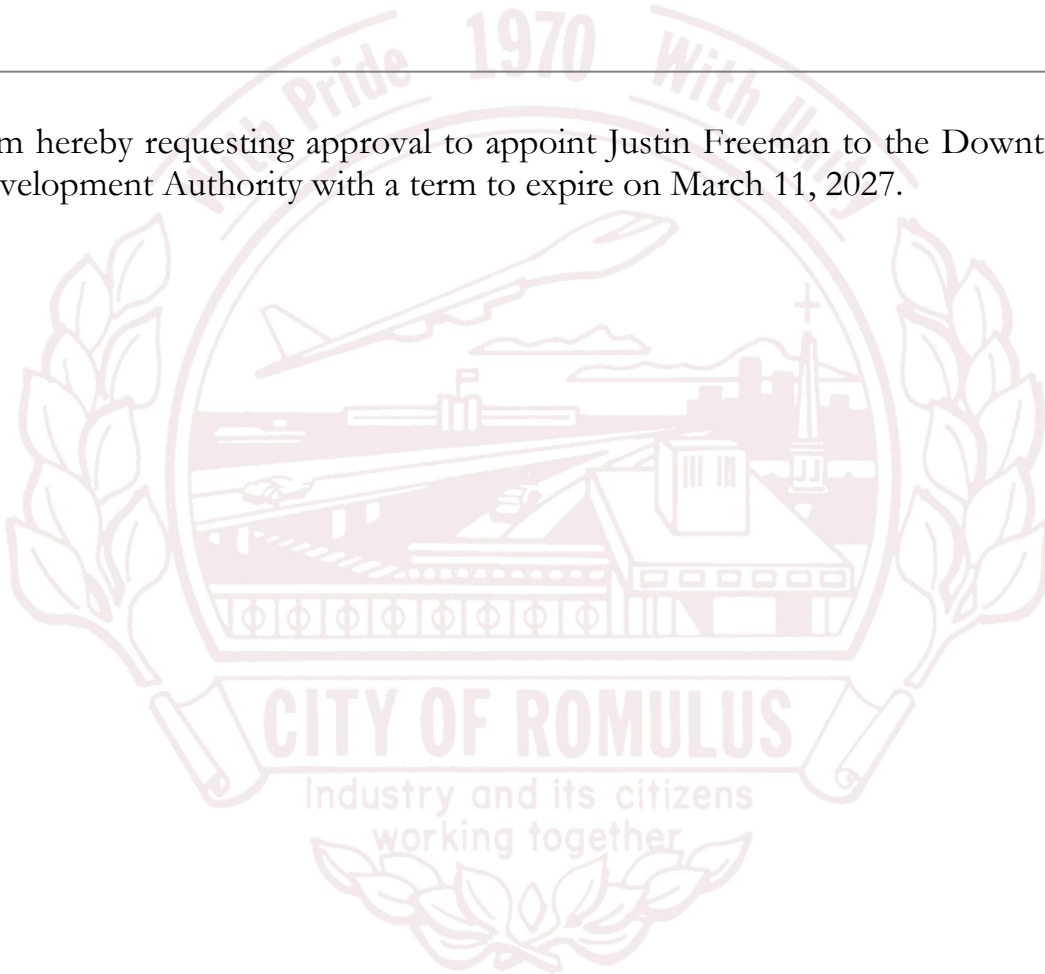
MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: DDA Board Appointment
DATE: 12/18/2025

I am hereby requesting approval to appoint Justin Freeman to the Downtown Development Authority with a term to expire on March 11, 2027.



Motion by _____ supported by _____, to concur with the administration and approve the appointment of Justin Freeman to the Downtown Development Authority with a term to expire on March 11, 2027.

INTER-OFFICE MEMORANDUM

DATE: December 3, 2025

TO: Mayor Robert A. McCraight

FROM: Jerry Frayer, DDA Director and Economic Development Liaison

SUBJECT: **DDA Board Appointment**

The Downtown Development Authority (DDA) shall consist of not less than five (5) members, nor more than nine (9) people appointed by the mayor and approved by City Council. The Authority meets on the second Wednesday of each month at 10:30 a.m. in the City Council Chambers.

DDA board member, Brian Bush has resigned from the DDA board effective November 14th, 2025. Due to his resignation, it leaves a vacancy. Romulus downtown business owner, Justin Freeman, has requested to fulfill the remainder of this term ending on March 11, 2027.

JF



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: December 22, 2025

Item No. D.

General Description: Planning Commission Reappointments

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: Planning Commission Re-Appointments
DATE: 12/18/2025

I am hereby requesting approval to reappoint James Crova and Daniel McAnally to the Planning Commission for three (3) year terms that will expire on January 31, 2029.

Motion by _____ supported by _____, to concur with the administration and approve the reappointments of James Crova and Daniel McAnally to the Planning Commission for three (3) year terms that will expire on January 31, 2029.

PLANNING DEPARTMENT MEMORANDUM

DATE: December 2, 2025

TO: Mayor Robert McCraight

FROM: Jeff Kemp Jr., Director of Building and Planning

SUBJECT: Planning Commission Re-appointments Board of Zoning Appeals Liaison

Please find the Planning Department's recommendations for Planning Commission appointments and re-appointments:

The following Planning Commission member's terms will expire on January 31, 2026:

James Crova
Daniel McAnally

Mr. Crova and Mr. McAnally have requested to be re-appointed to serve on the Planning Commission. Mr. McAnally has also requested to be appointed as the Planning Commission representative on the Board of Zoning Appeals. This appointment will run concurrently with his re-appointment term. **These terms will expire on January 31, 2029.**

Should you concur with these recommendations, please forward them to the Romulus City Council for appointment and re-appointment of terms.

cc: J. Wojtylko, Chief of Staff

J. Lambert, Executive Aide
C. Maise, City Planner

December 2, 2025

Mayor Robert A. McCraith
City of Romulus
11111 Wayne
Romulus, MI 48174

RE: Planning Commission Re-Appointment

Dear Mayor McCraith:

Please accept this letter as my official request to be re-appointed to the position of Commissioner for the City of Romulus Planning Commission. It has been a great privilege to serve my community over the month, and I would be honored to continue to do so.

Sincerely,

A handwritten signature in dark ink that reads "James Crova". The signature is written in a cursive style with a large, stylized "J" and "C".

James Crova
12030 Craig
Romulus, MI 48174

kh

December 2, 2025

Mayor Robert A. McCraight
City of Romulus
11111 Wayne
Romulus, MI 48174

RE: Re-Appointment to Planning Commission and
Appointment as the Representative to Board of Zoning Appeals

Dear Mayor McCraight:

Please accept this letter as my official request to be re-appointed to the position of Vice Chairperson of the City of Romulus Planning Commission. I would also like to be appointed as the Planning Commission Representative to the Board of Zoning Appeals. It has been a great privilege to serve my community and I would be honored to continue to do so.

Sincerely,

Daniel McAnally
37280 McBride
Romulus, MI 48174

kh



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: December 22, 2025

Item No. E.

General Description: OHM Professional Services Agreement

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: OHM Professional Services Agreement
DATE: December 11, 2025

I concur with the recommendation of Roberto Scappaticci, Director of Department of Public Services & Public Works, and Steve Hitchcock legal counsel, and respectfully request Council authorize the Mayor and Clerk to enter into the attached professional services agreement with Orchard Hiltz & McCliment for engineering services for the City of Romulus through December 31, 2029.

Motion by _____, supported by _____, to concur with the administration and authorize the Mayor and Clerk to enter into the attached professional services agreement with Orchard Hiltz & McCliment for engineering services for the City of Romulus through December 31, 2029.

Interoffice Memorandum

TO: Honorable City Council

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

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

DATE: December 12th, 2025

SUBJECT: Continuing Services Agreement - OHM

Dear Honorable City Council,

The Department of Public Works is recommending approval and acceptance of continuing services agreement between City of Romulus and the engineering firm, Orchard, Hiltz, McCliment, Inc. (OHM). This agreement is essential for providing uninterrupted, professional engineering and related services to the City.

This is a continuing services agreement and does not authorize specific spending at this time. All project work and associated fees under this agreement will be authorized by separate task orders, which will be subject to appropriate departmental review and Council approval (if required by the City's purchasing ordinance) before any funds are committed. Task orders will be funded through specific, pre-budgeted line items or departmental operating budgets.

This Contract has been reviewed and approved by the City Attorney, Steve Hitchcock.

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

Sincerely,



Roberto J. Scappaticci, Director of Public Works

t:\administrative\admin documents\2025 memos\memo to council ohm proffessional services agreement extension.docx

CONTINUING SERVICES AGREEMENT

Between
City of Romulus
And
Orchard, Hiltz & McCliment, Inc.
For
PROFESSIONAL SERVICES

THIS IS AN AGREEMENT made as of _____, between the **City of Romulus** with its main office located at 11111 Wayne Road, Romulus, Michigan 48174 (CLIENT) and **Orchard, Hiltz & McCliment, Inc.**, a Michigan corporation with its main office located at 34000 Plymouth Road, Livonia, MI 48150 (CONSULTANT).

From time to time CLIENT intends to engage CONSULTANT to provide professional services. This Agreement sets forth the general terms and conditions which shall govern the relationships and performance of CLIENT and CONSULTANT, if and only if one or more individual Project Supplements are agreed to under this Agreement. Each engagement will be documented by an individual Project Supplement.

CLIENT and CONSULTANT in consideration of their mutual covenants as set forth herein agree as follows:

ARTICLE 1 – SERVICES OF CONSULTANT

1.01 Scope

A. The services to be provided by CONSULTANT will include the Basic and Additional Services set forth in Exhibit A, “Schedule of Consultant Services,” as authorized by CLIENT as provided herein. Services for each Specific Project will be detailed in a duly executed individual Project Supplement. Each Project Supplement will indicate the specific tasks and functions to be performed and deliverables to be provided.

B. The general format of a Project Supplement is shown in Attachment 1 to Exhibit A.

C. This Agreement is not a commitment by CLIENT to CONSULTANT to issue any Project Supplements.

D. CONSULTANT shall not be obligated to perform any prospective Project Supplement unless and until CLIENT and CONSULTANT agree as to the particulars of the Specific Project, CONSULTANT’S services, CONSULTANT’S compensation, and all other appropriate matters.

1.02 Project Supplement Procedure

A. CLIENT and CONSULTANT shall agree on the scope, time for performance, and basis of compensation for each Project Supplement.

B. CONSULTANT will commence performance as set forth in the Project Supplement.

ARTICLE 2 – CLIENT’S RESPONSIBILITIES

2.01 General

CLIENT shall have the responsibilities set forth herein, in Exhibit B, “Schedule of Client’s Responsibilities,” and in each Project Supplement.

ARTICLE 3 – TERM; TIMES FOR RENDERING SERVICES; SUSPENSION

3.01 Term

A. This Agreement shall be effective and applicable to Project Supplements issued hereunder from the effective date of the Agreement until December 31, 2029.

B. This Agreement may be extended or renewed, with or without changes, by written amendment establishing a new term.

3.02 Times for Rendering Services

A. The times for performing services or providing deliverables will be stated in each Project Supplement. If no times are so stated, CONSULTANT will perform services and provide deliverables within a reasonable time.

B. For purposes of this Agreement, the term “day” means a calendar day of 24 hours.

C. The time for a party’s performance will be extended to the extent performance was delayed by causes beyond the control and without the fault of the party seeking the extension. That party shall promptly notify the other party in writing when it is being delayed.

3.03 Suspension

A. If CLIENT fails to give prompt written authorization to proceed with any phase of services after completion of the immediately preceding phase under a Project Supplement, or if CONSULTANT’S services are delayed through no fault of CONSULTANT, CONSULTANT may, after giving seven days written notice to CLIENT, suspend services under the individual Project Supplement.

B. If CONSULTANT’S services under a Project Supplement are delayed or suspended in whole or in part by CLIENT, or if

CONSULTANT'S services under an individual Project Supplement are extended by a Contractor's actions or inactions for more than 90 days through no fault of CONSULTANT, CONSULTANT shall be entitled to equitable adjustment of rates and amounts of compensation provided for elsewhere in this Agreement to reflect incremental costs incurred by CONSULTANT in connection with, among other things, such delay or suspension and reactivation and the fact that the time for performance under the individual Project Supplement has been revised.

ARTICLE 4 – PAYMENTS TO CONSULTANT

4.01 Payment for Services and Reimbursable Expenses of CONSULTANT

CLIENT shall pay CONSULTANT as set forth herein and in each individual Project Supplement.

4.02 Other Payment Provisions

A. *Preparation of Invoices.* Invoices for each individual Project Supplement will be prepared in accordance with CONSULTANT'S standard invoicing practices and will be submitted to CLIENT by CONSULTANT monthly, unless otherwise agreed. The amount billed in each invoice will be calculated as set forth in Exhibit C, "Payments to Consultant for Services and Reimbursable Expenses," and each individual Project Supplement.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If CLIENT fails to make any payments due CONSULTANT for services and expenses within 30 days after receipt of CONSULTANT'S invoice, the amounts due CONSULTANT will be increased at the rate of 1.0 percent per month (or the maximum rate of interest permitted by law, if less) from said 30th day.

C. *Disputed Invoices.* In the event of a disputed or contested invoice, only that portion so contested may be withheld from payment, and the undisputed portion will be paid.

D. Payments Upon Termination.

1. In the event of any termination under paragraph 6.06, CONSULTANT will be entitled to invoice CLIENT and will be paid in accordance with each individual Project Supplement for all services performed or furnished and all reimbursable expenses incurred through the effective date of termination.

2. In the event of termination by CLIENT for convenience or by CONSULTANT for cause, CONSULTANT, in addition to invoicing for those items identified in subparagraph 4.02.D.1, shall be entitled to invoice CLIENT and shall be paid a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, costs of terminating contracts with CONSULTANT'S subconsultants, and other related close-out costs, using

methods and rates for additional services as set forth in each individual Project Supplement.

E. *Records of CONSULTANT'S Costs.* Records of CONSULTANT'S costs pertinent to CONSULTANT'S compensation under this Agreement shall be kept in accordance with generally accepted accounting practices. To the extent necessary to verify CONSULTANT'S charges and upon CLIENT'S timely request, copies of such records will be made available to CLIENT at cost.

F. *Legislative Actions.* In the event of legislative actions after the Effective Date of the Agreement (**an individual Project Supplement**) by any level of government that impose taxes, fees, or costs on CONSULTANT'S services or other costs in connection with this Project or compensation thereof, such new taxes, fees, or costs shall be invoiced to and paid by CLIENT as a Reimbursable Expense to which a Factor of 1.0 shall be applied. Should such taxes, fees or costs be imposed, they shall be in addition to CONSULTANT'S estimated total compensation.

ARTICLE 5 – OPINIONS OF COST

5.01 Opinions of Probable Construction Cost

CONSULTANT'S opinions of probable Construction Cost (if any) are to be made on the basis of CONSULTANT'S experience and qualifications and represent CONSULTANT'S best judgment as an experienced and qualified professional generally familiar with the industry. However, since the CONSULTANT has no control over the cost of labor, materials, equipment, or services furnished by others, or over a Contractor's methods of determining prices, or over competitive bidding or market conditions, CONSULTANT cannot and does not guarantee that proposals, bids or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by CONSULTANT. If CLIENT wishes greater assurance as to probable Construction Cost, CLIENT shall employ an independent cost estimator as provided in Exhibit B.

5.02 Opinions of Total Project Costs

CONSULTANT assumes no responsibility for the accuracy of opinions of total project costs.

ARTICLE 6 – GENERAL CONSIDERATIONS

6.01 Standards and Parameters of Performance

A. The standard of care for all professional consulting and related services performed or furnished by CONSULTANT in this Agreement will be the care and skill ordinarily used by members of CONSULTANT'S profession practicing under similar circumstances at the same time and in the same locality. CONSULTANT makes no warranties, express or implied, under this Agreement or otherwise, in connection with CONSULTANT'S services.

B. CONSULTANT shall be responsible for the technical accuracy of its services and documents resulting there from,

and CLIENT shall not be responsible for discovering deficiencies therein. CONSULTANT shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in CLIENT-furnished information.

C. CONSULTANT shall serve as CLIENT'S prime professional under each individual Project Supplement. CONSULTANT may employ such subconsultants as CONSULTANT deems necessary to assist in the performance or furnishing of the services. CONSULTANT shall not be required to employ any subconsultant unacceptable to CONSULTANT.

D. CONSULTANT and CLIENT shall comply with applicable laws or regulations and CLIENT-mandated standards. This Agreement is based on these requirements as of the effective date of each individual Project Supplement. Changes to these requirements after the effective date of each individual Project Supplement may be the basis for modifications to CLIENT'S responsibilities or to CONSULTANT'S scope of services, times of performance, or compensation.

E. CLIENT shall be responsible for, and CONSULTANT may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by CLIENT to CONSULTANT pursuant to this Agreement. CONSULTANT may use such requirements, reports, data, and information in performing or furnishing services under this Agreement.

F. CLIENT shall make decisions and carry out its other responsibilities in a timely manner and shall bear all costs incident thereto so as not to delay the services of the CONSULTANT.

G. Prior to the commencement of the Construction Phase on a Specific Project, CLIENT shall notify CONSULTANT of any variations or any other notice or certification that CONSULTANT will be requested to provide to CLIENT or third parties in connection with a Specific Project. CLIENT and CONSULTANT shall reach agreement on the terms of any such requested notice or certification, and CLIENT shall authorize such Additional Services as are necessary to enable CONSULTANT to provide notices or certifications requested.

H. If a Construction Cost limit for a Specific Project is established between CLIENT and CONSULTANT, such Construction Cost limit and a statement of CONSULTANT'S rights and responsibilities with respect thereto will be specifically as set forth in this Agreement and the individual Project Supplement.

I. CONSULTANT shall not be required to sign any documents, no matter by whom requested, that would result in CONSULTANT having to certify, guarantee or warrant the existence of conditions whose existence CONSULTANT cannot ascertain within its services for that specific project. CLIENT agrees not to make resolution of any dispute with CONSULTANT or payment of any amount due to the

CONSULTANT in any way contingent upon CONSULTANT signing any such certification.

J. If CONSULTANT provides services during the construction phase of a specific project, CONSULTANT shall not supervise, direct, or have control over a Contractor's work, nor shall CONSULTANT have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by a Contractor, for safety precautions and programs incident to a Contractor's work in progress, nor for any failure of a Contractor to comply with laws and regulations applicable to a Contractor's furnishing and performing the work.

K. CONSULTANT neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with the contract documents.

L. CONSULTANT shall not be responsible for the acts or omissions of any Contractor(s), subcontractor or supplier, or of any of a Contractor's agents or employees or any other persons (except CONSULTANT'S own employees) at a site or otherwise furnishing or performing any of a Contractor's work; or for any decision made on interpretations or clarifications of the contract documents given by CLIENT without consultation and advice of CONSULTANT.

M. The General Conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint Contract Documents Committee (Document No. C700, 2002, unless both parties mutually agree to use other General Conditions.

6.02 Authorized Project Representatives

Contemporaneous with the execution of each individual Project Supplement, CONSULTANT and CLIENT shall designate specific individuals to act as CONSULTANT'S and CLIENT'S representatives with respect to the services to be performed or furnished by CONSULTANT and responsibilities of CLIENT under the individual Project Supplement. Such individuals shall have authority to transmit instructions, receive information, and render decisions relative to a specific project on behalf of each respective party.

6.03 Design without Construction Phase Services

It is understood and agreed that if CONSULTANT'S basic services under an individual Project Supplement do not include project observation, or a review of a Contractor's performance, or any other Construction Phase services, and that such services will be provided by CLIENT or others, then CLIENT assumes all responsibility for interpretation of the contract documents and for construction observation or review and waives any claims against CONSULTANT that may be in any way connected thereto. In such a case, CONSULTANT'S basic services under the applicable individual Project Supplement will be considered completed upon completion of the Final Design Phase or Bidding Phase

as outlined in Exhibit A and the individual Project Supplement.

6.04 Use of Documents

A. Upon completion or termination of this Agreement, all documents prepared by the CONSULTANT, including tracings, drawings, estimates, specification, field notes, investigations, copies of computer files and drawings, studies and reports shall become the property of and be delivered to the CLIENT. Copies of CLIENT-furnished data that may be relied upon by CONSULTANT are limited to the printed copies (also known as hard copies) that are delivered to CONSULTANT pursuant to Exhibit B. Files in electronic media format of text, data, graphics, or of other types that are furnished by CLIENT to CONSULTANT are only for convenience of CONSULTANT. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. Copies of Documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Files in electronic media format of text, data, graphics, or of other types that are furnished by CONSULTANT to CLIENT are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.

B. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 30 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 30-day acceptance period will be corrected by the party delivering the electronic files. CONSULTANT shall not be responsible to maintain documents stored in electronic media format after acceptance by CLIENT.

C. When transferring documents in electronic media format, CONSULTANT makes no representations as to compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by CONSULTANT at the beginning of a Specific Project.

D. CLIENT may make and retain copies of Documents for information and reference in connection with use on a Specific Project by CLIENT. Such Documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Specific Project for which they were prepared or on any other project. Any such reuse or modification without written verification or adaptation by CONSULTANT, as appropriate for the specific purpose intended, will be at CLIENT'S sole risk and without liability or legal exposure to CONSULTANT or to CONSULTANT'S subconsultants. CLIENT shall indemnify and hold harmless CONSULTANT and CONSULTANT'S subconsultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting there from.

E. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.

F. Any verification of adaptation of the Documents for extensions of the Specific Project for which they were prepared or for any other project will entitle the CONSULTANT to further compensation at rates to be agreed upon by CLIENT and CONSULTANT.

6.05 Insurance

A. CONSULTANT shall procure and maintain insurance as set forth in Exhibit D, "Insurance."

B. CLIENT shall require Contractors to purchase and maintain general liability and other insurance as specified in the Contract Documents and to cause CONSULTANT and CONSULTANT'S subconsultants to be listed as additional insureds with respect to such liability and other insurance purchased and maintained by Contractor for a Specific Project.

C. All policies of property insurance shall contain provisions to the effect that CONSULTANT and CONSULTANT'S subconsultants interests are covered and that in the event of payment of any loss or damage the insurers will have no rights of recovery against any of the insureds or additional insureds thereunder.

D. At any time, CLIENT may request that CONSULTANT, at CLIENT'S sole expense, provide additional insurance coverage, increased limits, or revised deductibles that are more protective than those specified in Exhibit D. If so requested by CLIENT, with the concurrence of CONSULTANT, and if commercially available, CONSULTANT shall obtain and shall require CONSULTANT'S subconsultants to obtain such additional insurance coverage, different limits, or revised deductibles for such periods of time as requested by CLIENT, and Exhibit D will be amended to incorporate these requirements.

6.06 Termination

The obligation to provide further services under this Agreement or any individual Project Supplement may be terminated:

1. *For cause,*

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement or any individual Project Supplement here under through no fault of the terminating party.

b. By CONSULTANT:

1) upon seven days written notice if CONSULTANT believes that CONSULTANT is being requested by CLIENT to furnish or perform services contrary to CONSULTANT'S responsibilities as a licensed professional; or

2) upon seven days written if CONSULTANT'S services under an individual Project Supplement are delayed or suspended for more than 90 days for reasons beyond CONSULTANT'S control.

3) CONSULTANT shall have no liability to CLIENT on account of such termination.

c. Notwithstanding the foregoing, neither this Agreement nor any individual Project Supplement will terminate as a result of such substantial failure if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after date of receipt of the notice.

2. *For convenience,*

a. By CLIENT effective upon the receipt of notice by CONSULTANT.

b. The terminating party under paragraphs 6.06.1 or 6.06.2 may set the effective date of termination of this Agreement or any individual Project Supplement at a time up to 30 days later than otherwise provided to allow CONSULTANT to demobilize personnel and equipment from the Site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble materials in orderly files.

6.07 Controlling Law

This Agreement is to be governed by the law of the State of Michigan.

6.08 Nondiscrimination and Affirmative Action

The CONSULTANT agrees to take affirmative action to assure that applicants are employed and the employees are treated during employment in a manner, which provides equal employment opportunity and eliminates any inequality based upon race, national origin, gender, sexual orientation, religion, disability, height, weight, marital status, or veteran status.

6.09 Successors, Assigns, and Beneficiaries

A. CLIENT and CONSULTANT each is hereby bound and the partners, successors, executors, administrators and legal representatives of CLIENT and CONSULTANT (and to the extent permitted by paragraph 6.09.B the assigns of CLIENT and CONSULTANT) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements and obligations of this Agreement.

B. Neither CLIENT nor CONSULTANT may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

C. Unless expressly provided otherwise in this Agreement:

1) Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by CLIENT or CONSULTANT to any Contractor, Contractor's subcontractor, supplier, other individual entity, or to any surety for or employee of any of them.

2) All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of CLIENT and CONSULTANT and not for the benefit of any other party. The CLIENT agrees that the substance of the provisions of this paragraph, 6.09.C, shall appear in any Contract Documents prepared for any Specific Project under this Agreement.

6.10 Dispute Resolution

CLIENT and CONSULTANT agree that if a dispute arises out of or relates to this contract, the parties will attempt to settle the dispute through good faith negotiations. If direct negotiations do not resolve the dispute, the parties agree to endeavor to settle the dispute by mediation prior to the initiation of any legal action, unless delay in initiating legal action would irrevocably prejudice one of the parties.

6.11 Hazardous Environmental Condition

A. CLIENT represents to CONSULTANT that to the best of its knowledge a Hazardous Environmental Condition does not exist on a Site for a Specific Project, unless set forth in the individual Project Supplement.

B. CLIENT shall disclose to the best of its knowledge to CONSULTANT the existence of all Asbestos, PCB's, Petroleum, Hazardous Waste, or Radioactive Material located at or near the site of any specific project, including type, quantity and location.

C. If a Hazardous Environmental Condition is encountered or alleged, CONSULTANT shall have the obligation to notify CLIENT and, to the extent of applicable Laws and Regulations, appropriate governmental officials.

D. It is acknowledged by both parties that CONSULTANT'S scope of services in any individual Project Supplement shall not include any services related to Hazardous Environmental Condition unless specifically agreed to in an individual Project Supplement. In the event CONSULTANT or any other party encounters a Hazardous Environmental Condition not specifically identified in the individual Project Supplement, CONSULTANT may, at its option and without liability for

consequential or any other damages, suspend performance of services on the portion of the specific project affected thereby until CLIENT: (i) retains appropriate specialist consultant(s) or contractor(s) to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the site of a specific project is in full compliance with applicable laws and regulations.

E. CLIENT acknowledges that CONSULTANT is performing professional services for CLIENT and that CONSULTANT is not and shall not be required to become an “arranger,” “operator,” “generator,” or “transporter” of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA), which are or may be encountered at or near the site of a specific project in connection with CONSULTANT’S activities under this Agreement.

F. If CONSULTANT’S services under any individual Project Supplement cannot be performed because of a Hazardous Environmental Condition not specifically identified in the individual Project Supplement, the existence of the condition shall justify CONSULTANT’S terminating that individual Project Supplement for cause on 30 days’ notice.

6.12 Allocation of Risks

A. Indemnification

1. To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CLIENT, CLIENT’S officers, directors, partners and employees from and against any and all costs, losses and damages (including, but not limited to all fees and charges of CLIENTS, architects, attorneys and other professionals, and all court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of CONSULTANT or CONSULTANT’S officers, directors, partners, employees, and CONSULTANT’S consultants in the performance and furnishing of CONSULTANT’S services under this Agreement.

2. To the fullest extent permitted by law, CLIENT shall indemnify and hold harmless CONSULTANT, consultants officers, directors, partners, employees, and CONSULTANT’S consultants from and against any and all costs, losses, and damages (including, but not limited to all fees and charges of CONSULTANT’S, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of CLIENT or CLIENT’S officers, directors, partners, employees and CLIENT’S other consultants with respect to this Agreement.

3. To the fullest extent permitted by law, CONSULTANT’S total liability to CLIENT and anyone claiming by, through, or under CLIENT for any cost, loss or damages caused in part by the negligence of CONSULTANT and in part by the negligence of CLIENT or any other negligent entity or individual, shall not exceed the percentage share that CONSULTANT’S negligence bears to the total negligence of

CLIENT, CONSULTANT, and all other negligent entities and individuals.

4. In addition to the indemnity provided under paragraph 6.12.A.2. of this Agreement, and to the fullest extent permitted by law, CLIENT shall indemnify and hold harmless CONSULTANT and its officers, directors, partners, employees, and CONSULTANT’S subconsultants from and against all costs, losses and damages (including, but not limited to all fees and charges of CONSULTANT’S attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) cause by, arising out of or resulting from a hazardous environmental condition, provided that (i) any such cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than completed work), including the loss of use resulting there from, and (ii) nothing in this paragraph 6.12.A.4. shall obligate CLIENT to indemnify any individual or entity from and against the consequences of that individual or entity’s own negligence or willful misconduct.

B. Limitation of Consultant’s Liability

1. To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of CONSULTANT and CONSULTANT’S officers, directors, partners, employees, agents, and consultants, and any of them to CLIENT and anyone claiming by, through, or under CLIENT for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way related to specific project from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract, or warranty express or implied of CONSULTANT or CONSULTANT’S officers, directors, partners, employees, agents or consultants, or any of them, shall not exceed the total compensation received by CONSULTANT for the individual Project Supplement.

6.13 Notices

Any notice required under this Agreement will be in writing, addressed to the appropriate party at its address on the signature page and given personally, or by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt.

6.14 Applicability of Continuing Services Agreement to individual Project Supplement

The terms and conditions set forth in this Agreement apply to each individual Project Supplement as if set forth in the individual Project Supplement, unless specifically modified. In the event of conflicts between this Agreement and an individual Project Supplement, the conflicting provisions of the individual Project Supplement shall take precedence for the individual Project Supplement. The provisions of this Agreement shall be modified only by a written amendment. Such amendments shall be applicable to all individual Project Supplements issued after the effective date of the amendment if not otherwise set forth in the amendment.

6.15 Survival

All express representations, indemnifications, or limitations of liability included in this Agreement will survive its completion or termination for any reason.

6.16 Severability

Any provision or part of this Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon CLIENT and CONSULTANT, who agree that this Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

6.17 Waiver

Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

6.18 Headings

The headings used in this Agreement are for general reference only and do not have special significance.

6.19 Non-Exclusive and Non-Limiting Agreement

A. Nothing herein shall establish an exclusive relationship between CLIENT and CONSULTANT. CLIENT may enter into similar agreements with other professionals for the same or different types of services contemplated hereunder, and CONSULTANT may enter into similar or different agreements with other Clients for the same or different services as contemplated hereunder.

B. The cumulative scope of CONSULTANT'S services and CONSULTANT'S compensation as agreed to in Individual Project Supplements hereunder shall not be limited by this Agreement.

ARTICLE 7 – DEFINITIONS

7.01 Defined Terms

Wherever used in this Agreement (including the Exhibits hereto and any Individual Project Supplement) and printed with initial or all capital letters, the terms listed below have the meanings indicated, which are applicable to both the singular and plural thereof:

1. *Addenda*--Written or graphic instruments issued prior to the opening of Bids, which clarify, correct, or change the Bidding Documents.
2. *Additional Services*-- Services to be performed for or furnished to CLIENT by CONSULTANT in accordance with

an Individual Project Supplement which are not included in Basic Services for that Individual Project Supplement.

3. *Agreement*--This "Master Agreement between CLIENT and CONSULTANT for Professional Services," including those Exhibits listed in Article 8 hereof.

4. *Application for Payment*--the form acceptable to CONSULTANT and CLIENT which is to be used by a contractor in requesting progress or final payments for the completion of its Work and which is to be accompanied by such supporting documentation as is required by the Contract Documents.

5. *Asbestos*-- Any material that contains more than one percent asbestos and is friable or is releasing asbestos fibers into the air above current action levels established by the United States Occupational Safety and Health Administration.

6. *Basic Services*--Specified services to be performed for or furnished to CLIENT by CONSULTANT in accordance with an Individual Project Supplement.

7. *Bid*--The offer or proposal of a bidder submitted on the prescribed form setting forth the prices for the Work to be performed.

8. *Bidding Documents*--The advertisement or invitation to Bid, instructions to bidders, the Bid form and attachments, the Bid bond, if any, the proposed Contract Documents, and all Addenda, if any.

9. *Change Order*-- document recommended by CONSULTANT, which is signed by a Contractor and CLIENT to authorize an addition, deletion or revision in the Work, or an adjustment in the Contract Price or the Contract Times.

10. *Construction Agreement*--The written instrument, which is evidence of the agreement, contained in the Contract Documents, between CLIENT and a Contractor covering the Work.

11. *Construction Contract*--The entire and integrated written agreement between CLIENT and a Contractor concerning the Work.

12. *Construction Cost*-- The cost to CLIENT of those portions of an entire Specific Project designed or specified by CONSULTANT. Construction Cost does not include costs of services of CONSULTANT or other design professionals and consultants, cost of land, rights-of-way, or compensation for damages to properties, or CLIENT'S costs for legal, accounting, insurance counseling or auditing services, or interest and financing charges incurred in connection with a Specific Project, or the cost of other services to be provided by others to CLIENT pursuant to Exhibit B of this Agreement. Construction Cost is one of the items comprising Total Project Costs.

13. *Contract Documents*-- Documents that establish the rights and obligations of the parties engaged in construction and

include the Construction Agreement between CLIENT and a Contractor, Addenda (which pertain to the Contract Documents), a contractor's Bid (including documentation accompanying the Bid and any post-Bid documentation submitted prior to the notice of award) when attached as an exhibit to the Construction Agreement, the notice to proceed, the bonds, appropriate certifications, the General Conditions, the Supplementary Conditions, the Specifications and the Drawings as the same are more specifically identified in the Construction Agreement, together with all Written Amendments, Change Orders, Work Change Directives, Field Orders, and CONSULTANT'S written interpretations and clarifications issued on or after the Effective Date of the Construction Agreement. Approved Shop Drawings and the reports and drawings of subsurface and physical conditions are not Contract Documents.

14. *Contract Price*--The moneys payable by CLIENT to a Contractor for completion of the Work in accordance with the Contract Documents and as stated in the Construction Agreement.

15. *Contract Times*--The numbers of days or the dates stated in a Construction Agreement to: (i) achieve Substantial Completion, and (ii) complete the Work so that it is ready for final payment as evidenced by CONSULTANT'S written recommendation of final payment.

16. *Contractor*--An individual or entity with whom CLIENT enters into a Construction Agreement for a Specific Project.

17. *Correction Period*--The time after Substantial Completion during which a Contractor must correct, at no cost to CLIENT, any Defective Work, normally one year after the date of Substantial Completion or such longer period of time as may be prescribed by Laws or Regulations or by the terms of any applicable special guarantee or specific provision of the Contract Documents.

18. *Defective*--An adjective which, when modifying the word Work, refers to Work that is unsatisfactory, faulty, or deficient, in that it does not conform to the Contract Documents, or does not meet the requirements of any inspection, reference standard, test, or approval referred to in the Contract documents, or has been damaged prior to CONSULTANT'S recommendation of final payment.

19. *Documents*--Data, reports, Drawings, Specifications, Record Drawings, and other deliverables, whether in printed or electronic media format, provided or furnished in appropriate phases by CONSULTANT to CLIENT pursuant to this Agreement.

20. *Drawings*--That part of the Contract Documents prepared or approved by CONSULTANT, which graphically shows the scope, extent, and character of the Work to be performed by a Contractor. Shop Drawings are not Drawings as so defined.

21. *Effective Date of the Construction Agreement*--The date indicated in a Construction Agreement on which it becomes effective, but if no such date is indicated, it means the date on which the

Construction Agreement is signed and delivered by the last of the two parties to sign and deliver.

22. *Effective Date of the Agreement*--The date indicated in this Agreement on which it becomes effective, but if no such date is indicated, it means the date on which the Agreement is signed and delivered by the last of the two parties to sign and deliver.

23. *Effective Date of the Individual Project Supplement*--The date indicated in the Individual Project Supplement on which it becomes effective, but if no such date is indicated, it means the date on which the Individual Project Supplement is signed and delivered by the last of the two parties to sign and deliver.

24. *CONSULTANT'S Consultants*--Individuals or entities having a contract with CONSULTANT to furnish services with respect to a Specific Project as CONSULTANT'S independent professional associates, Consultants, subcontractors, or vendors. The term CONSULTANT includes CONSULTANT'S Consultants.

25. *Field Order*--A written order issued by CONSULTANT, which directs minor changes in the Work but which does not involve a change in the Contract Price or the Contract Times.

26. *General Conditions*--That part of the Contract Documents, which sets forth terms, conditions, and procedures that govern the Work to be performed or furnished by a Contractor with respect to a Specific Project.

27. *Hazardous Environmental Condition*--The presence at the Site of Asbestos, PCB's, Petroleum, Hazardous Waste, or Radioactive Materials in such quantities or circumstances that may present a substantial danger to persons or property exposed thereto in connection with a Specific Project.

28. *Hazardous Waste*--The term Hazardous Waste shall have the meaning provided in Section 1004 of the Solid Waste Disposal Act (42 USC Section 6903) as amended from time to time.

29. *Individual Project Supplement*--A document executed by CLIENT and CONSULTANT, including amendments if any, stating the scope of services, CONSULTANT'S compensation, times for performance of services and other relevant information for a Specific Project.

30. *Laws and Regulations; Laws or Regulations*--Any and all applicable laws, rules, regulations, ordinances, codes, standards, and orders of any and all governmental bodies, agencies, authorities, and courts having jurisdiction.

31. *PCB's*--Polychlorinated biphenyls.

32. *Petroleum*--Petroleum, including crude oil or any fraction thereof which is liquid at 32 degrees Fahrenheit and 14.7 pounds per square inch absolute, such as fuel oil, oil sludge, oil refuse, gasoline, kerosene, and oil mixed with other non-Hazardous Waste and crude oils.

33. *Radioactive Materials*--Source, special nuclear, or byproduct material as defined by the Atomic Energy Act of 1954 (42 USC Section 2001 et seq.) as amended from time to time.

34. *Record Drawings*--The Drawings as issued for construction on which CONSULTANT, upon completion of the Work, has shown changes due to Addenda or Change Orders and other information which CONSULTANT considers significant based on record documents furnished by Contractor to CONSULTANT and which were annotated by Contractor to show changes made during construction.

35. *Reimbursable Expenses*--The expenses incurred directly by CONSULTANT in connection with the performing or furnishing of Basic and Additional Services for a Specific Project for which CLIENT shall pay CONSULTANT as indicated in Exhibit C or an Individual Project Supplement.

36. *Resident Project Representative*--The authorized representative, if any, of CONSULTANT assigned to assist CONSULTANT at the Site of a Specific Project during the Construction Phase. The Resident Project Representative will be CONSULTANT'S agent or employee and under CONSULTANT'S supervision. As used herein, the term Resident Project Representative includes any assistant of Resident Project Representative agreed to by CLIENT. The duties and responsibilities of the Resident Project Representative will be as set forth in each Individual Project Supplement.

37. *Samples*--Physical examples of materials, equipment, or workmanship that are representative of some portion of the Work and which establish the standards by which such portion of the Work will be judged.

38. *Shop Drawings*--All drawings, diagrams, illustrations, schedules, and other data or information, which are specifically prepared or assembled by or for a Contractor and submitted by a Contractor to CONSULTANT to illustrate some portion of the Work.

39. *Site*--Lands or areas indicated in the Contract Documents for a Specific Project as being furnished by CLIENT upon which the Work is to be performed, rights-of-way and easements for access thereto, and such other lands furnished by CLIENT, which are designated for use of a Contractor.

40. *Specifications*--That part of the Contract Documents prepared by CONSULTANT consisting of written technical descriptions of materials, equipment, systems, standards, and workmanship as applied to the Work to be performed by a Contractor and certain administrative details applicable thereto.

41. *Specific Project*--An undertaking of CLIENT as set forth in an Individual Project Supplement.

42. *Substantial Completion*--The time at which the Work (or a specified part thereof) has progressed to the point where, in the opinion of CONSULTANT, the Work (or a specified part thereof) is sufficiently complete, in accordance with the Contract Documents, so that the Work (or a specified part

thereof) can be utilized for the purposes for which it is intended. The terms "substantially complete" and "substantially completed" as applied to all or part of the Work refer to Substantial Completion thereof.

43. *Supplementary Conditions*--That part of the Contract documents which amends or supplements the General Conditions.

44. *Total Project Costs*--The sum of the Construction Cost, allowances for contingencies, the total costs of services of CONSULTANT or other design professionals and consultants, cost of land, rights-of-way, or compensation for damages to properties, or CLIENT'S costs for legal, accounting, insurance counseling or auditing services, or interest and financing charges incurred in connection with a Specific Project, or the cost of other services to be provided by others to CLIENT pursuant to Exhibit B of this Agreement.

45. *Work*--The entire completed construction or the various separately identifiable parts thereof required to be provided by a Contractor under Contract Documents for a Specific Project. Work includes and is the result of a Contractor performing or furnishing labor, services, and documentation necessary to produce such construction and furnishing, installing, and incorporating all materials and all equipment into such construction, all as required by the applicable Contract Documents.

46. *Work Change Directive*--A written directive to a Contractor signed by CLIENT upon recommendation of the CONSULTANT, ordering an addition, deletion, or revision in the Work, or responding to differing or unforeseen subsurface or physical conditions under which the Work is to be performed or to emergencies. A Work Change Directive will not change the Contract Price or the Contract Times but is evidence that the parties expect that the change directed or documented by a Work Change Directive will be incorporated in a subsequently issued Change Order following negotiations by the parties as to its effect, if any, on the Contract Price or Contract Times.

47. *Written Amendment*--A written amendment of the Contract Documents signed by CLIENT and a Contractor on or after the Effective Date of a Construction Agreement and normally dealing with the non-consulting or non-technical rather than strictly construction-related aspects of the Contract Documents.

ARTICLE 8 - EXHIBITS AND SPECIAL PROVISIONS

8.01 Exhibits

- A. Description of CONSULTANT'S Services
- B. Schedule of CLIENT'S Responsibilities
- C. Payments to CONSULTANT
- D. Insurance

Attachments

- Schedule A to Exhibit C
- Attachment 1 to Exhibit A

8.02 Total Agreement

A. This Agreement (consisting of pages 1 to 25 inclusive, together with the Exhibits identified as included above) constitutes the entire agreement between CLIENT and

CONSULTANT and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

City of Romulus
CLIENT

Orchard, Hiltz & McCliment, Inc.
CONSULTANT

Robert McCraight
Mayor

Kent J. Early, PE
Chief Operating Officer

Date

Date

Ellen Craig-Bragg
City Clerk

Date

Schedule of CONSULTANT'S Services

Services to be provided under an individual Project Supplement may include the following:

PART 1 – BASIC SERVICES

A1.01 Study and Report Phase

(Note: On a road or bridge design project this phase may be referred to as the Base Plan or TS&L Phase.)

A. Upon written authorization from CLIENT, CONSULTANT shall:

1. Consult with CLIENT to define and clarify CLIENT'S requirements for a Specific Project and available data.
2. Provide necessary field surveys and topographic and utility mapping for design purposes. Utility mapping will be based upon information obtained from utility companies.
3. Advise CLIENT as to the necessity of CLIENT'S providing data or services of the types described in Exhibit B, which are not part of CONSULTANT'S basic services, and, if requested, assist CLIENT in obtaining such data and services.
4. Identify, consult with, and analyze requirements of governmental authorities having jurisdiction to approve the portions of a Specific Project designed or specified by CONSULTANT, including but not limited to mitigating measures identified in the environmental assessment.
5. Identify and evaluate the number of alternate solutions available to CLIENT listed in the individual Project Supplement for a Specific Project, and, after consultation with CLIENT, recommend to CLIENT those solutions, which in CONSULTANT'S judgment meet CLIENT'S requirements for a Specific Project.
6. Prepare a report (the "Report/Base Plans") which will, as appropriate, contain schematic layouts, sketches and conceptual design criteria with appropriate exhibits to indicate the agreed-to requirements, considerations involved, and those alternate solutions available to CLIENT which CONSULTANT recommends.
7. Furnish the number of review copies of the Report/Base Plans to CLIENT within the time period set forth in the individual Project Supplement and review it with CLIENT.

8. Revise the Report/Base Plans in response to CLIENT'S and other parties' comments, as appropriate, and furnish the number of final copies of the revised Report/Base Plans to the CLIENT within the time period set forth in the individual Project Supplement.

B. CONSULTANT'S services under the Study and Report Phase will be considered complete on the date when the final copies of the revised Report/Base Plans have been delivered to CLIENT.

A1.02 Preliminary Design Phase

A. After determination by CLIENT of the scope, extent, character or design requirements of a Specific Project, including the acceptance with any specific modifications by CLIENT of CONSULTANT'S Report/Base Plans, if any, from a preceding phase or Specific Project, and upon written authorization from CLIENT to provide Preliminary Design Phase Services, CONSULTANT shall:

1. On the basis of the above acceptance, selection and authorization, prepare Preliminary Design Phase documents consisting of final design criteria, preliminary drawings, outline specifications and written descriptions of a Specific Project.
2. Advise CLIENT if additional reports, data, information, or services of the types described in Exhibit B are necessary and assist CLIENT in obtaining such reports, data, information, or services.
3. Based on the information contained in the Preliminary Design Phase documents, submit a current opinion of probable Construction Costs.
4. Furnish the Preliminary Design Phase documents to and review them with CLIENT.
5. Submit to CLIENT the number of final copies of the Preliminary Design Phase documents and revised opinion of probable Construction Costs within the time period set forth in the individual Project Supplement.
6. CONSULTANT'S services under the Preliminary Design Phase will be considered complete on the date when final copies of the Preliminary Design Phase documents have been delivered to CLIENT.

A1.03 Final Design Phase

- A. After determination by CLIENT of the scope, extent, character, or design requirements of a Specific Project, including the acceptance of any specific modifications by CLIENT of a preceding phase or Specific Project, and upon written authorization from CLIENT to provide Final Design Phase Services, CONSULTANT shall:
1. On the basis of the above acceptance, direction, and authorization, prepare final drawings indicating the scope, extent, and character of work to be performed and furnished by Contractor. Specifications and special provisions will be prepared, where appropriate, in general conformance with the [Michigan Department of Transportation Standard Specifications for Construction].
 2. Provide technical criteria, written descriptions, and design data for CLIENT'S use in filing applications for permits from or approvals of governmental authorities having jurisdiction to review or approve the final design of a Specific Project and assist CLIENT in consultations with appropriate authorities.
 3. Provide CLIENT a current opinion of probable Construction Costs.
 4. Prepare and furnish Bidding Documents for review and approval by CLIENT, its legal counsel, and other advisors, as appropriate, and assist CLIENT in the preparation of other related documents.
 5. Submit the number of final copies of the Bidding Documents and a current opinion of probable Construction Cost to CLIENT with the time period set forth in the individual Project Supplement.
- B. CONSULTANT'S services under the Final Design Phase will be considered complete on the date when the submittals required by paragraph A1.03.A.5. have been delivered to CLIENT.

A1.04 Bidding Phase

- A. Upon written authorization from CLIENT to provide Bidding Phase Services, CONSULTANT shall:
1. Assist CLIENT in advertising for and obtaining bids or negotiating proposals for the work and, where applicable, maintain a record of prospective bidders to whom Bidding Documents have been issued, attend pre-Bid conferences, if any, and receive and process Contractor deposits or charges for the Bidding Documents.
 2. Issue addenda as appropriate to clarify, correct, or change the Bidding Documents.

- B. The Bidding Phase will be considered complete upon commencement of the construction phase or upon cessation of negotiations with prospective Contractors (except as may be required) if Exhibit E (Notice of Acceptability of Work) is a part of the individual Project Supplement.

A1.05 Construction Phase

- A. Upon written authorization from CLIENT to provide Construction Phase Services, CONSULTANT shall:
1. *General Administration of Construction Contract.* Consult with CLIENT and act as CLIENT'S representative as provided in the General Conditions. The extent and limitations of the duties, responsibilities and authority of CONSULTANT as assigned in said General Conditions shall not be modified, except as CONSULTANT may otherwise agree in writing. All of CLIENT'S instructions to Contractor will be issued through CONSULTANT, who shall have authority to act on behalf of CLIENT in dealings with Contractor to the extent provided in this Agreement and said General Conditions except as otherwise provided in writing.
 2. *Resident Project Representative (RPR).* Provide the services of an RPR at the site of the Specific Project to assist the CONSULTANT and to provide more extensive observation of Contractor's work. Duties, responsibilities, and authority of the RPR are as set forth in the individual Project Supplement. Exhibit D "Duties, Responsibilities and Limitations of Authority of Resident Project Representative," shall be modified for the individual Project Supplement. The furnishing of such RPR's services will not extend CONSULTANT'S responsibilities or authority beyond the specific limits set forth elsewhere in this Agreement.
 3. *Selecting Independent Testing Laboratory.* Assist CLIENT in the selection of an independent testing laboratory perform the services identified in paragraph B2.01.0.
 4. *Pre-Construction Conference.* Participate in a pre-construction conference prior to commencement of work at the site.
 5. *Baselines and Benchmarks.* As appropriate, establish baselines and benchmarks for locating the work, which in CONSULTANT'S judgment are necessary to enable Contractor to proceed, unless Contractor staking is included in Contractor's contract.
 6. *Visits to Site and Observation of Construction.* In connection with observations of work in progress:

- a. Make visits to the site at intervals appropriate to the various stages of construction, as CONSULTANT deems necessary, in order to observe as an experienced and qualified design professional the progress and quality of the work. Such visits and observations by CONSULTANT, and the Resident Project Representative, if any, are not intended to be exhaustive or to extend to every aspect of the work in progress or to involve detailed inspections of the work in progress beyond the responsibilities specifically assigned to CONSULTANT in the individual Project Supplement and the contract documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the work based on CONSULTANT'S exercise of professional judgment as assisted by the Resident Project Representative, if any. Based on information obtained during such visits and such observations, CONSULTANT will determine in general if Contractor's work is proceeding in accordance with the contract documents, and CONSULTANT shall keep the CLIENT informed of the progress of the work.
- b. The purpose of CONSULTANT'S visits to, and representation by the Resident Project Representative, if any, at the site of the Specific Project, will be to enable CONSULTANT to better carry out the duties and responsibilities assigned to and undertaken by CONSULTANT during the construction phase, and, in addition, by the exercise of CONSULTANT'S efforts as an experienced and qualified design professional, to provide for CLIENT a greater degree of confidence that the completed work will conform in general to the contract documents and that the integrity of the design concept of the completed project as a functioning whole as indicated in the contract documents has been implemented and preserved by Contractor. CONSULTANT shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct or have control over the work, nor shall CONSULTANT have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor, for safety precautions and programs incident to the work, or for any failure of Contractor to comply with Laws and Regulations applicable to Contractor's furnishing and performing the work. Accordingly, CONSULTANT neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the contract documents.
7. Defective Work. Have authority to disapprove or reject Contractor's work while it is in progress if, on the basis of such observations, CONSULTANT believes that such work will not produce a completed project that conforms generally to the contract document or that it will prejudice the integrity of the design concept of the completed project as a functioning whole as indicated in the contract documents.
8. Clarifications and Interpretations; Field Orders. Issue necessary clarifications and interpretations of the contract documents as appropriate to the orderly completion of the work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the contract documents. CONSULTANT may issue field orders authorizing minor variations from the requirements of the contract documents.
9. Change Orders and Work Change Directives. Recommend change orders and work change directives to CLIENT, as appropriate, and prepare change orders and work change directives as required.
10. Shop Drawings and Samples. Review and approve or take other appropriate action in respect to shop drawings and samples and other data which Contractor is required to submit, but only for conformance with the information given in the contract documents and compatibility with the design concept of the completed project as a functioning whole as indicated in the contract documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences or procedures of construction or to safety precautions and programs incident thereto. CONSULTANT has an obligation to meet any Contractor's submittal schedule that has earlier been acceptable to CONSULTANT.
11. Inspections and Tests. Require such special inspections or tests of the work as deemed reasonably necessary, and receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the contract documents. CONSULTANT'S review of such certificates will be for the purpose of determining that the results certified indicate compliance with the contract documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the contract documents. CONSULTANT shall be entitled to rely on the results of such tests.
12. Disagreements between CLIENT and Contractor. Render formal written decisions on all claims of

CLIENT and Contractor relating to the acceptability of Contractor's work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of Contractor's work. In rendering such decisions, CONSULTANT shall be fair and not show partiality to CLIENT or Contractor and shall not be liable in connection with any decision rendered in good faith in such capacity.

13. Applications for Payment. Based on CONSULTANT'S observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:
 - a. Determine the amounts that CONSULTANT recommends Contractor be paid. Such recommendations of payment will be in writing and will constitute CONSULTANT'S representation to CLIENT, based on such observations and review, that, to the best of CONSULTANT'S knowledge, information and belief, the work has progressed to the point indicated, the quality of such is generally in accordance with the contract documents (subject to an evaluation of the work as a functioning whole prior to or upon substantial completion, to the results of any subsequent tests called for in the contract documents and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is CONSULTANT'S responsibility to observe the work. In the case of unit price work, CONSULTANT'S recommendations of payment will include final determinations of quantities and classifications of the work (subject to any subsequent adjustments allowed by the contract documents). The responsibilities of CONSULTANT contained in paragraph A1.05.A.6.a. are expressly subject to the limitations set forth in paragraph A1.05.A.6.b and other express or general limitations in this Agreement and elsewhere.
 - b. By recommending any payment, CONSULTANT shall not thereby be deemed to have represented that observations made by CONSULTANT to check the quality or quantity of the work as it is performed and furnished have been exhaustive, extended to every aspect of the work in progress, or involved detailed inspections of the work beyond the responsibilities specifically assigned to CONSULTANT in this Agreement and the contract documents. Neither CONSULTANT'S review of the work for the purposes of recommending payments nor CONSULTANT'S recommendations of any payment including final payment will impose on

CONSULTANT responsibility to supervise, direct, or control the work in progress or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with laws and regulations applicable to the work. It will also not impose responsibility on CONSULTANT to make any examination to ascertain how or for what purposes Contractor has used the moneys paid on account of the contract price, or to determine that title to any portion of the work in progress, materials, or equipment has passed to CLIENT free and clear of any liens, claims, security interests, or encumbrances, or that there may not be other matters at issue between CLIENT and Contractor that might affect the amount that should be paid.

14. Contractor's Completion Documents.
 - a. Receive and review maintenance and operating instructions, schedules, and guarantees.
 - b. Receive bonds, certificates, or other evidence of insurance not previously submitted and required by the contract documents, certificates of inspection, tests and approvals, shop drawings, samples and other data approved as provided under paragraph A1.05.A.10, and the annotated record documents which are to be assembled by Contractor in accordance with the contract documents to obtain final payment. The extent of such CONSULTANT'S review will be limited as provided in paragraph A1.05.A.10.
 - c. CONSULTANT shall transmit these documents to CLIENT.
15. Substantial Completion. Promptly after notice from Contractor that Contractor considers the entire work ready for its intended use, in company with CLIENT and Contractor, conduct an inspection to determine if the work is substantially complete. If after considering any objectives of CLIENT, CONSULTANT considers the work substantially complete, CONSULTANT shall deliver a certificate of Substantial Completion to CLIENT and Contractor.
16. Final Notice of Acceptability of the Work. Conduct a final payment inspection to determine if the completed work of contract is acceptable so that CONSULTANT may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, CONSULTANT shall also provide a notice in the form attached hereto as Exhibit E ("Notice of Acceptability of Work") that the work is acceptable (subject to the provisions of paragraph A1.05.A.14.b.) to the best of CONSULTANT'S knowledge, information, and belief

and based on the extent of the services provided by CONSULTANT under this Agreement.

- B. Duration of Construction Phase. The construction phase will commence with the execution of the first Construction Agreement for a Specific Project or any part thereof and will terminate upon written recommendation by CONSULTANT for final payment to Contractors. If a Specific Project involves more than one prime contract as indicated in the individual Project Supplement. Construction Phase services may be rendered at different times in respect to the separate contracts.
- C. Limitation of Responsibilities. CONSULTANT shall not be responsible for the acts of omissions of any Contractor, or of any of their subcontractors, suppliers, or of any other individual or entity performing or furnishing any of the work. CONSULTANT shall not be responsible for failure of any Contractor to perform or furnish the work in accordance with the contract documents.

A1.06 Post-Construction Phase

- A. Upon written authorization from CLIENT to begin post-construction phase services, CONSULTANT shall:
1. Together with CLIENT, visit the Specific Project to observe any apparent defects in the Work, assist CLIENT in consultations and discussions with Contractor concerning correction of any such defects, and make recommendations as to replacement or correction of Defective Work, if present.
 2. In company with CLIENT or CLIENT'S representative, provide an inspection of the Specific Project within one month before the end of the Correction Period to ascertain whether any portion of the Work is subject to correction.
- B. The Post-Construction Phase services may commence during the Construction Phase and, if not otherwise modified in the individual Project Supplement, will terminate at the end of the Correction Period.

Part 2 – Additional Services

A2.01 Additional Services Requiring CLIENT'S Authorization in Advance

- A. If authorized in writing by CLIENT, CONSULTANT shall furnish or obtain from others Additional Services of the types listed below. These services will be paid for by CLIENT as indicated in an individual Project Supplement.

1. Preparation of applications and supporting documents (in addition to those furnished under Basic Services) for private or governmental grants, loans or advances in connection with a Specific Project; preparation or review of environmental assessments and impact statements; review and evaluation of the effects on the design requirements for a Specific Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of a Specific Project.
2. Services to make measured drawings of or to investigate existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by CLIENT.
3. Services resulting from significant changes in the scope, extent, or character of the portions of a Specific Project designed or specified by CONSULTANT or its design requirements including, but not limited to, changes in size, complexity, CLIENT'S schedule, character of construction, or method of financing; and revising previously accepted studies, reports, Drawings, Specifications, or Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date of the individual Project Supplement or are due to any other causes beyond CONSULTANT'S control.
4. Services resulting from CLIENT'S request to evaluate additional Study and Report Phase alternative solutions beyond those identified in paragraph A1.01.A.4.
5. Services required as a result of CLIENT'S providing incomplete or incorrect project information with respect to Exhibit B.
6. Providing renderings or models for CLIENT'S use.
7. Providing construction surveys and staking to enable a Contractor to perform its work other than as required under paragraph A1.05.A.5, and any type of property surveys or related Consulting services needed for the transfer of interests in real property; and providing other special field surveys.
8. Providing Construction Phase services beyond the Contract Times set forth in the individual Project Supplement.
9. Providing assistance in resolving any Hazardous Environmental Condition in compliance with current Laws and Regulations.

10. Preparing and furnishing to CLIENT, in the format agreed to, Record Drawings showing appropriate record information based on project annotated record documents received from Contractor.
11. Preparing to serve or serving as a CONSULTANT or witness for CLIENT in any litigation, arbitration or other dispute resolution process related to a Specific Project.
12. Services in connection with Work Change Directives and Change Orders to reflect changes requested by CLIENT so as to make the compensation commensurate with the extent of the Additional Services rendered.
13. Services resulting from significant delays, changes, or price increases occurring as a direct or indirect result of materials, equipment, or energy shortages.
14. Additional or extended services during construction made necessary by (a) a significant amount of defective, neglected or delayed Work by a Contractor, or (b) default by a Contractor.
15. Services (other than Basic Services during the Post-Construction Phase) in connection with any partial utilization of any part of the Work on a Specific Project by CLIENT prior to its Substantial Completion.
16. Evaluating an unreasonable claim or an excessive number of claims or requests for information submitted by a Contractor or others in connection with the Work on a Specific Project.

17. Other services performed or furnished by CONSULTANT not otherwise provided for in this Agreement or an individual Project Supplement.

A2.02 Additional Services Not Requiring CLIENT'S Authorization in Advance

- A. CONSULTANT shall perform or furnish, without requesting or receiving specific advance authorization from CLIENT, the Additional Services of the types listed below. CONSULTANT shall advise CLIENT in writing within seven days after beginning any such Additional Services. If CLIENT does not want CONSULTANT to continue to perform or furnish the services, CLIENT shall notify CONSULTANT in writing to cease, and CONSULTANT shall comply.
 1. Additional or extended services during construction made necessary by (a) emergencies endangering the Work, (b) an occurrence of a Hazardous Environmental Condition, (c) Work damaged by fire or other cause during construction, or (d) acceleration of the progress schedule involving services beyond normal working hours.

ATTACHMENT 1 - SAMPLE

This is an individual **PROJECT SUPPLEMENT** consisting of ____ pages,
referred to in and part of the **Continuing Services Agreement** between
CLIENT and **CONSULTANT** for **Professional Services** dated
_____, 2025.

Project Supplement No. _____

In accordance with paragraph 1.01 of the Continuing Services Agreement between CONSULTANT and CLIENT for Professional Services dated _____ (“Agreement”), CONSULTANT and CLIENT agree as follows:

Specific Project Data

- A. Title:_____
- B. Description:_____

1. Services of CONSULTANT

2. CLIENT’S Responsibilities

3. Times for Rendering Services:

Phase	Completion Date/Time
Study and Report	
Preliminary Design	
Final Design	

4. Payments to CONSULTANT

A. Method(s) of Payment by Phases

CLIENT shall pay CONSULTANT for services within each phase as follows:

Phase	Method of Payment	
	Basic Services	Additional Services
Study and Report		
Preliminary Design		
Final Design		
Bidding or Negotiating		
Construction		
Post-Construction		
Other		

B. For Method of Payment A, Lump Sum:

The total compensation for services identified under paragraph 1 of the individual Project Supplement is estimated to be \$_____ based on the following assumed distribution:

<i>Phase</i>	Estimated Compensation
Study and Report	
Preliminary Design	
Final Design	
Bidding or Negotiating	
Construction	
Post-Construction	
TOTAL	

C. For Method of Payment B, Standard Hourly Rates:

1. The Standard Hourly Rates shall be as shown on Appendix 1 of Exhibit C of the Continuing Services Agreement.
2. The total compensation for services identified under paragraph 1 of the individual Project Supplement is estimated to be \$_____ based on the following assumed distribution:

Phase	Estimated Compensation
Study and Report	
Preliminary Design	
Final Design	
Bidding or Negotiating	
Construction	
Post-Construction	
TOTAL	

D. For method of Payment C, Direct Labor Costs Times a Factor:

1. The Factor shall be [3.0] as stated in Exhibit C of the Continuing Services Agreement.
2. The total compensation for services identified under paragraph 1 of the individual Project Supplement is estimated to be \$_____ based on the following assumed distribution:

Phase	Estimated Compensation
Study and Report	
Preliminary Design	
Final Design	
Bidding or Negotiating	
Construction	
Post-Construction	
TOTAL	

E. For method of Payment D, Direct Labor Costs Plus Overhead Plus a Fixed Fee:

1. The Overhead Rate shall be [1.70] as stated in Exhibit C of the Continuing Services Agreement.
2. The total compensation for services identified under paragraph 1 of the individual Project Supplement is estimated to be \$_____ based on the following assumed distribution:

Phase	Estimated Compensation
Study and Report	
Preliminary Design	
Final Design	
Bidding or Negotiating	
Construction	
Post-Construction	
TOTAL	

5. Subconsultants:

6. Other Modifications to Continuing Services Agreement:

7. Attachments:

8. Documents Incorporated By Reference:

Approval and Acceptance: Approval and acceptance of this individual Project Supplement No. _____, including the attachments listed above, shall incorporate this document as part of the Continuing Services Agreement. CONSULTANT is authorized to begin performance upon its receipt of a copy of this individual Project Supplement signed by CLIENT.

The effective date of this individual Project Supplement No. _____ is _____, 2025.

CLIENT

Orchard, Hiltz & McCliment, Inc.
CONSULTANT

Name
Title

Name
Title

Date

Date

Schedule of CLIENT'S Responsibilities

Article 2 of the Agreement is amended and supplemented to include the following responsibilities except as stated in an individual Project Supplement.

B2.01 In addition to other responsibilities of CLIENT as set forth in this Agreement, CLIENT shall:

A. Provide CONSULTANT with all criteria and full information as to CLIENT'S requirements for a Specific Project, including design objectives and constraints, space, capacity and performance requirements, flexibility, and expandability, and any budgetary limitations; and furnish copies of all design and construction standards which CLIENT will require to be included in the Drawings and Specifications; and furnish copies of CLIENT'S standard forms, conditions, and related documents for CONSULTANT to include in the Bidding Documents, when applicable.

B. Furnish to CONSULTANT any other available information pertinent to a Specific Project including reports and data relative to previous designs, or investigation at or adjacent to the Site of a Specific Project.

C. Following CONSULTANT'S assessment of initially-available project information and data and upon CONSULTANT'S request, furnish or otherwise make available such additional project related information and data as is reasonably required to enable CONSULTANT to complete its Basic and Additional Services. Such additional information or data would generally include the following:

1. Property descriptions.
2. Zoning, deed, and other land use restrictions.
3. Property, boundary, easement, right-of-way, and other special surveys or data, including establishing relevant reference points.
4. Explorations and tests of subsurface conditions at or contiguous to the Specific Project Site, drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site, or hydrographic surveys, with appropriate professional interpretation thereof.
5. Environmental assessments, audits, investigations and impact statements, and other relevant environmental or cultural studies as to a Specific Project, the Specific Project Site, and adjacent areas.

6. Data or consultations as required for a Specific Project but not otherwise identified in the Agreement, the Exhibits thereto, or the individual Project Supplement.

D. Give prompt written notice to CONSULTANT whenever CLIENT observes or otherwise becomes aware of a Hazardous Environmental Condition of a nature or extent not identified in the individual Project Supplement or of any other development that affects the scope or time of performance of CONSULTANT'S services, or any defect or nonconformance in CONSULTANT'S services or in the work of any Contractor.

E. Authorize CONSULTANT to provide Additional Services as set forth in the individual Project Supplement as required.

F. Arrange for safe access to and make all provisions for CONSULTANT to enter upon public and private property as required for CONSULTANT to perform services under the individual Project Supplement.

G. Examine all alternate solutions, studies, reports, sketches, Drawings, Specifications, proposals and other documents presented by CONSULTANT for a Specific Project (including obtaining advice of an attorney, insurance counselor, and other advisors or consultants as CLIENT deems appropriate with respect to such examination) and render in writing timely decisions pertaining thereto.

H. Provide reviews, approvals, and permits from all governmental authorities having jurisdiction to approve all phases of a Specific Project designed or specified by CONSULTANT and such reviews, approvals, and consents from others as may be necessary for completion of each phase of a Specific Project.

I. Provide, as required for a Specific Project:

1. Accounting, bond and financial advisory, independent cost estimating, and insurance counseling services.
2. Legal services with regard to issues pertaining to a Specific Project as CLIENT requires, a Contractor raises, or CONSULTANT reasonably requests.

3. Such auditing services as CLIENT requires to ascertain how or for what purpose a Contractor has used the moneys paid.
4. Placement and payment for advertisement for Bids in appropriate publications.

J. Advise CONSULTANT of the identity and scope of services of any independent consultant employed by CLIENT to perform or furnish services in regard to a Specific Project, including, but not limited to, cost estimating, project peer review, value engineering, and constructibility review.

K. Advertise for proposals from bidders and pay for all costs incident thereto.

L. Attend the pre-Bid conference, Bid opening (open the proposals at the appointed time and place), pre-construction conferences, construction progress and other job related meetings, and Substantial Completion and final payment inspections.

M. Provide the services of an independent testing laboratory to perform all inspections, tests, and approvals of Samples, materials, and equipment required by the Contract Documents, or to evaluate the performance of materials, equipment and facilities of Owner, prior to their incorporation into the Work for a Specific Project with appropriate professional interpretation thereof.

N. Provide inspection or monitoring services by an individual or entity other than CONSULTANT (and disclose the identity of such individual or entity to CONSULTANT) as CLIENT determines necessary to verify:

1. That a Contractor is complying with any Laws and Regulations applicable to a Contractor's performing and furnishing the Work.
2. That a Contractor is taking all necessary precautions for safety of persons or property and complying with any special provisions of the Contract Documents applicable to safety.

O. Provide CONSULTANT with the findings and reports generated by the entities providing services pursuant to paragraph B2.01.O.

Payments to CONSULTANT for Services and Reimbursable Expenses

Article 4 of the Agreement is amended and supplemented to include the following agreement of the parties:

ARTICLE 4 – PAYMENTS TO CONSULTANT

C4.01 Method of Payment

Owner shall pay CONSULTANT for services in accordance with one or more of the following methods as identified in each individual Project Supplement:

1. Method A: Lump Sum
2. Method B: Standard Hourly Rates

C4.02 Explanation of Methods

A. Method A – Lump Sum:

1. CLIENT shall pay CONSULTANT a Lump Sum amount. The individual Project Supplement shall state the assumed distribution of the lump sum by phases.
2. The distribution of CONSULTANT'S compensation between phases may be altered with CLIENT'S approval, which shall not be unreasonably withheld. CONSULTANT'S total compensation shall not exceed the total lump sum amount unless approved in writing by CLIENT.
3. The Lump Sum will include compensation for CONSULTANT'S services and services of CONSULTANT'S subconsultants, if any. Appropriate amounts will be incorporated in the Lump Sum to account for labor, overhead, profit, and Reimbursable Expenses.
4. The portion of the Lump Sum amount billed for CONSULTANT'S services will be based upon CONSULTANT'S estimate of the proportion of the total services actually completed during the billing period to the Lump Sum.

B. Method B – Standard Hourly Rates

1. Owner shall pay CONSULTANT an amount equal to the cumulative hours charged to the Specific Project by each class of CONSULTANT'S employees times Standard Hourly Rates for each applicable billing class for all services performed on the Specific Project, plus Reimbursable Expenses and CONSULTANT'S charges, if any.

2. Standard Hourly Rates include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.

3. CONSULTANT'S current Standard Hourly Rates are attached to this Exhibit as Appendix 1.

4. The total estimated compensation for CONSULTANT'S services for the individual Project Supplement and the assumed distribution of compensation by phases shall be stated in the individual Project Supplement. This total estimated compensation will incorporate all labor at Standard Hourly Rates, Reimbursable Expenses and CONSULTANT'S charges, if any.

5. The amounts billed for CONSULTANT'S services under each individual Project Supplement will be based on the cumulative hours charged to the Specific Project during the billing period by each class of CONSULTANT'S employees times Standard Hourly Rates for each applicable billing class, plus Reimbursable Expenses and CONSULTANT'S charges, if any.

6. The Standard Hourly Rates and Reimbursable Expenses Schedule shall be adjusted annually (as of the beginning of CONSULTANT'S fiscal year) to reflect equitable changes in the compensation payable to CONSULTANT.

C4.03 Reimbursable Expenses

Costs incurred by CONSULTANT in the performance of the individual Project Supplement in the following categories constitute Reimbursable Expenses:

The amounts payable to CONSULTANT for Reimbursable Expenses will be the project-specific internal expenses actually incurred or allocated by CONSULTANT, plus all invoiced external Reimbursable Expenses allocable to a Specific Project, the latter multiplied by a Factor of 1.15.

C4.04 Other Provisions Concerning Payment

A. Extended Contract Times. Should the Contract Times to complete the Work be extended beyond the period stated in the individual Project Supplement, payment for CONSULTANT'S services shall be continued based on the Standard Hourly Rates Method of Payment.

B. Estimated Compensation Amounts

1. CONSULTANT'S estimate of the amounts that will become payable for services are only estimates for planning purposes, are not binding on the parties, and are not the minimum or maximum amounts payable to CONSULTANT under the Agreement.

2. When estimated compensation amounts have been stated in an individual Project Supplement and it subsequently becomes apparent to CONSULTANT that a compensation amount thus estimated will be exceeded, CONSULTANT shall give CLIENT written notice thereof. Promptly thereafter CLIENT and CONSULTANT shall review the matter of services

remaining to be performed and compensation for such services. CLIENT shall either agree to such compensation exceeding said estimated amount or CLIENT and CONSULTANT shall agree to a reduction in the remaining services to be rendered by CONSULTANT so that total compensation for such services will not exceed said estimated amount when such services are completed. If CONSULTANT exceeds the estimated amount before CLIENT and CONSULTANT have agreed to an increase in the compensation due CONSULTANT or a reduction in the remaining services, the CONSULTANT shall give written notice thereof to CLIENT and shall be paid for all services rendered thereafter.

OHM ADVISORS 2025 HOURLY RATE SCHEDULE



Classification	Level				
	I	II	III	IV	V
Professional Engineer	\$160	\$172	\$186	\$205	\$215
Graduate Engineer	\$140	\$150	\$154	\$162	\$175
Architect/Interior Designer	\$110	\$138	\$165	\$193	\$220
Landscape Architect	\$125	\$130	\$150	\$ 165	\$180
Planner	\$115	\$135	\$160	\$175	\$185
Project Coordinator/Urban Designer	\$85	\$120	\$130	\$155	\$175
Design Technician	\$110	\$128	\$145	\$163	\$180
Technician	\$105	\$123	\$140	\$156	\$165
Project Specialist	\$135	\$165	\$195	\$220	\$235
Professional Surveyor	\$150	\$166	\$180	\$195	\$210
Surveyor	\$110	\$126	\$138	\$153	\$168

Classification	I	II	III
Administrative Support	\$80	\$105	\$130
Technical Aide	\$80	\$85	\$90
Subject Matter Expert	\$235	\$285	\$360

Principal	\$237
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Insurance

Paragraph 6.05 of the Agreement is amended and supplemented to include the following agreement of the parties.

G6.05 Insurance

A. The limits of liability for the insurance required by paragraphs 6.05.A and 6.05.B of the Agreement are as follows:

1. By CONSULTANT

a. Workers' Compensation:	\$1,000,000
b. Employer's Liability –	
1. Each Accident:	\$1,000,000
2. Disease, Policy Limit:	\$1,000,000
3. Disease, Each Employee:	\$1,000,000
c. General Liability –	
1. Each Occurrence (Bodily Injury and Property Damage):	\$1,000,000
2. General Aggregate:	\$2,000,000
d. Excess or Umbrella Liability –	
1. Each Occurrence:	\$5,000,000
e. Automobile Liability –	
1. Combined Single Limit (Bodily Injury and Property Damage): Each Accident	\$1,000,000
f. Professional Liability –	
1. Each Claim	\$3,000,000
2. Per Aggregate	\$5,000,000



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: December 22, 2025

Item No. F.

General Description: State Earmark Grant Award - Cogswell Road

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: State Earmark Grant Award – Cogswell Road
DATE: December 15, 2025

I concur with the recommendation of Roberto Scappaticci, DPW Director and Steve Hitchcock, City Attorney and respectfully request that City Council authorize the Mayor and Clerk to enter into the attached contract with the State of Michigan, for the receipt of a legislative sponsorship grant, in the amount of \$500,000.00 with a cost share to the City in the amount of \$128,072.00 for road repairs to Cogswell Road which will repair concrete pavement with integral curb repair and reconstruction along Cogswell Road from approximately 1,640 feet south of Ecorse Road northerly to Van Born Road.

Motion by _____, supported by _____, to concur with the administration and authorize the Mayor and Clerk to enter into attached contract with the State of Michigan, for the receipt of a legislative sponsorship grant, in the amount of \$500,000.00 with a cost share to the City in the amount of \$128,072.00 for road repairs to Cogswell Road which will repair concrete pavement with integral curb repair and reconstruction along Cogswell Road from approximately 1,640 feet south of Ecorse Road northerly to Van Born Road.

CITY OF ROMULUS
DEPARTMENT OF PUBLIC WORKS

Interoffice Memorandum

TO: Honorable City Council

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

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

DATE: December 9th, 2025

SUBJECT: State Earmark Grant Award – Cogswell Road

Dear Honorable City Council,

The Department of Public Works is requesting approval of a contract between the City and the State of Michigan for receipt of a legislative sponsorship grant, in the amount of \$500,000.00. This appropriation of funds has been allocated for road repairs to Cogswell Road. Repair of concrete pavement will occur with integral curb repair and reconstruction along Cogswell Street from approximately 1,640 feet south of Ecorse Road northerly to Van Born Road, including aggregate base, storm sewer, underdrain, concrete sidewalk, curb ramps and permanent pavement markings with all necessary related work included.

The Contract with the State will be in effect from the date of award through the estimated construction completion date. Exhibit 1 on page #9 shows the local share cost for the City of Romulus in the amount of \$128,072.00. This cost could fluctuate once bids are obtained. Funds for this project are secured in account# 202-463-980.000.

This Contract has been reviewed and approved by the City Attorney, Steve Hitchcock.

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

Sincerely,



Roberto J. Scappaticci, Director of Public Works

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EAR

DA

Control Section	EAR 82000
Job Number	222966CON
Project	25A1064
CFDA No.	20.205 (Highway Research Planning & Construction)
Contract No.	25-5515

PART I

THIS CONTRACT, consisting of PART I and PART II (Standard Agreement Provisions), is made by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT"; and the CITY OF ROMULUS, a Michigan municipal corporation, hereinafter referred to as the "REQUESTING PARTY"; for the purpose of fixing the rights and obligations of the parties in agreeing to the following improvements, in Romulus, Michigan, hereinafter referred to as the "PROJECT" and estimated in detail on EXHIBIT "I", dated October 9, 2025, attached hereto and made a part hereof:

PART A – FEDERAL PARTICIPATION

Concrete pavement with integral curb repair and reconstruction along Cogswell Street from approximately 1,640 feet south of Ecorse Road northerly to Van Born Road, including aggregate base, storm sewer, underdrain, concrete sidewalk, curb ramps and permanent pavement markings; and all together with necessary related work.

PART B – NO FEDERAL PARTICIPATION

Audi visual record along the limits as described in PART A; and all together with necessary related work.

WITNESSETH:

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

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

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

EARMARK

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WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the PROJECT work and desire to set forth this understanding in the form of a written contract.

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, it is agreed:

1. The parties hereto shall undertake and complete the PROJECT in accordance with the terms of this contract.

Pursuant to Title 2 of the Code of Federal Regulations Part 200, a description of the federal award for the project is shown in detail on EXHIBIT "II", dated October 9, 2025, and made a part of this document.

2. The term "PROJECT COST", as herein used, is hereby defined as the cost of the physical construction necessary for the completion of the PROJECT, including costs incurred by the DEPARTMENT and the REQUESTING PARTY for construction engineering, construction materials testing, and inspection and any other costs incurred by the DEPARTMENT as a result of this contract.

Costs for construction engineering, construction materials testing, and inspection incurred by the REQUESTING PARTY for the PART A portion of the PROJECT shall be limited to the lesser of: (1) 100 percent of the actual costs for construction engineering, construction materials testing, and inspection, or (2) \$81,522.

The costs incurred by the REQUESTING PARTY for preliminary engineering and right-of-way are excluded from the PROJECT COST as defined by this contract.

The Michigan Department of Environment, Great Lakes, and Energy has informed the DEPARTMENT that it adopted new administrative rules (R 325.10101, et. seq.) which prohibit any governmental agency from connecting and/or reconnecting lead and/or galvanized service lines to existing and/or new water main. Questions regarding these administrative rules should be directed to Michigan Department of Environment, Great Lakes, and Energy. The cost associated with replacement of any lead and/or galvanized service lines, including but not limited to contractor claims, will be the sole responsibility of the REQUESTING PARTY.

3. The DEPARTMENT is authorized by the REQUESTING PARTY to administer on behalf of the REQUESTING PARTY all phases of the PROJECT, including advertising and awarding the construction contract for the PROJECT or portions of the PROJECT. Such administration shall be in accordance with PART II, Section II of this contract.

Any items of the PROJECT COST incurred by the DEPARTMENT may be charged to the PROJECT.

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4. The REQUESTING PARTY, at PROJECT COST, shall:
 - A. Appoint a project engineer who shall be in responsible charge of the PROJECT and ensure that the plans and specifications are followed.
 - B. Perform or cause to be performed the construction engineering, construction materials testing, and inspection services necessary for the completion of the PROJECT.

The REQUESTING PARTY shall submit biweekly pay estimates and construction contract modifications to the DEPARTMENT in a timely manner.

The REQUESTING PARTY will furnish the DEPARTMENT proposed timing sequences for trunkline signals that, if any, are being made part of the improvement. No timing adjustments shall be made by the REQUESTING PARTY at any trunkline intersection, without prior issuances by the DEPARTMENT of Standard Traffic Signal Timing Permits.

The method of performing the work will be indicated on the work authorization. The REQUESTING PARTY will comply with PART II, Section IIF, when applicable.

The REQUESTING PARTY has designed or caused to be designed the plans for the PROJECT at no cost to the PROJECT.

5. The PROJECT COST shall be met in accordance with the following:

PART A

Federal Earmark Funds shall be applied to the eligible items of the PART A portion of the PROJECT COST up to the lesser of: (1) \$500,000 or (2) an amount such that 80 percent, the normal Federal participation ratio for such funds, for the PART A portion of the PROJECT is not exceeded at the time of the award of the construction contract. The balance of the PART A portion of the PROJECT COST, after deduction of Federal Funds, shall be charged to and paid by the REQUESTING PARTY in the manner and at the times hereinafter set forth.

PART B

The PART B portion of the PROJECT COST is not eligible for Federal participation and shall be charged to and paid 100 percent by the REQUESTING PARTY in the manner and at the times hereinafter set forth.

Any items of PROJECT COST not reimbursed by Federal Funds shall be the sole responsibility of the REQUESTING PARTY.

6. No working capital deposit will be required for this PROJECT.

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In order to fulfill the obligations assumed by the REQUESTING PARTY under the provisions of this contract, the REQUESTING PARTY shall make prompt payments of its share of the PROJECT COST upon receipt of progress billings from the DEPARTMENT as herein provided. All payments will be made within 30 days of receipt of billings from the DEPARTMENT. Billings to the REQUESTING PARTY will be based upon the REQUESTING PARTY'S share of the actual costs incurred less Federal Funds earned as the PROJECT progresses.

7. Upon completion of construction of the PROJECT, the REQUESTING PARTY will promptly cause to be enacted and enforced such ordinances or regulations as may be necessary to prohibit parking in the roadway right-of-way throughout the limits of the PROJECT.

8. The performance of the entire PROJECT under this contract, whether Federally funded or not, will be subject to the provisions and requirements of PART II that are applicable to a Federally funded project.

In the event of any discrepancies between PART I and PART II of this contract, the provisions of PART I shall prevail.

Buy America Requirements (23 CFR 635.410) shall apply to the PROJECT and will be adhered to, as applicable, by the parties hereto.

9. The REQUESTING PARTY certifies that it is not aware if and has no reason to believe that the property on which the work is to be performed under this agreement is a facility, as defined by the Michigan Natural Resources and Environmental Protection Act [(NREPA), PA 451, 1994, as amended 2012]; MCL 324.20101(1)(s). The REQUESTING PARTY also certifies that it is not a liable party pursuant to either Part 201 or Part 213 of NREPA, MCL 324.20126 et seq. and MCL 324.21323a et seq. The REQUESTING PARTY is a local unit of government that has acquired or will acquire property for the use of either a transportation corridor or public right-of-way and was not responsible for any activities causing a release or threat of release of any hazardous materials at or on the property. The REQUESTING PARTY is not a person who is liable for response activity costs, pursuant to MCL 324.20101 (vv) and (ww).

10. If, subsequent to execution of this contract, previously unknown hazardous substances are discovered within the PROJECT limits, which require environmental remediation pursuant to either state or federal law, the REQUESTING PARTY, in addition to reporting that fact to the Michigan Department of Environment, Great Lakes, and Energy, shall immediately notify the DEPARTMENT, both orally and in writing of such discovery. The DEPARTMENT shall consult with the REQUESTING PARTY to determine if it is willing to pay for the cost of remediation and, with the FHWA, to determine the eligibility, for reimbursement, of the remediation costs. The REQUESTING PARTY shall be charged for and shall pay all costs associated with such remediation, including all delay costs of the contractor for the PROJECT, in the event that remediation and delay costs are not deemed eligible by the FHWA. If the REQUESTING PARTY refuses to participate in the cost of remediation, the DEPARTMENT shall

terminate the PROJECT. The parties agree that any costs or damages that the DEPARTMENT incurs as a result of such termination shall be considered a PROJECT COST.

11. If federal and/or state funds administered by the DEPARTMENT are used to pay the cost of remediating any hazardous substances discovered after the execution of this contract and if there is a reasonable likelihood of recovery, the REQUESTING PARTY, in cooperation with the Michigan Department of Environment, Great Lakes, and Energy and the DEPARTMENT, shall make a diligent effort to recover such costs from all other possible entities. If recovery is made, the DEPARTMENT shall be reimbursed from such recovery for the proportionate share of the amount paid by the FHWA and/or the DEPARTMENT and the DEPARTMENT shall credit such sums to the appropriate funding source.

12. The DEPARTMENT'S sole reason for entering into this contract is to enable the REQUESTING PARTY to obtain and use funds provided by the Federal Highway Administration pursuant to Title 23 of the United States Code.

Any and all approvals of, reviews of, and recommendations regarding contracts, agreements, permits, plans, specifications, or documents, of any nature, or any inspections of work by the DEPARTMENT or its agents pursuant to the terms of this contract are done to assist the REQUESTING PARTY in meeting program guidelines in order to qualify for available funds. Such approvals, reviews, inspections and recommendations by the DEPARTMENT or its agents shall not relieve the REQUESTING PARTY and the local agencies, as applicable, of their ultimate control and shall not be construed as a warranty of their propriety or that the DEPARTMENT or its agents is assuming any liability, control or jurisdiction.

The providing of recommendations or advice by the DEPARTMENT or its agents does not relieve the REQUESTING PARTY and the local agencies, as applicable of their exclusive jurisdiction of the highway and responsibility under MCL 691.1402 et seq., as amended.

When providing approvals, reviews and recommendations under this contract, the DEPARTMENT or its agents is performing a governmental function, as that term is defined in MCL 691.1401 et seq., as amended, which is incidental to the completion of the PROJECT.

Upon completion of the PROJECT, the REQUESTING PARTY shall accept the facilities constructed as built to specifications within the contract documents. It is understood that the REQUESTING PARTY shall own the facilities and shall operate and maintain the facilities in accordance with all applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act (ADA), 42 USC 12131 et seq., and its associated regulations and standards, and DEPARTMENT Road and Bridge Standard Plans and the Standard Specifications for Construction.

13. The DEPARTMENT, by executing this contract, and rendering services pursuant to this contract, has not and does not assume jurisdiction of the highway, described as the PROJECT for purposes of MCL 691.1402 et seq., as amended. Exclusive jurisdiction of such

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highway for the purposes of MCL 691.1402 et seq., as amended, rests with the REQUESTING PARTY and other local agencies having respective jurisdiction.

14. The REQUESTING PARTY shall approve all of the plans and specifications to be used on the PROJECT and shall be deemed to have approved all changes to the plans and specifications when put into effect. It is agreed that ultimate responsibility and control over the PROJECT rests with the REQUESTING PARTY and local agencies, as applicable.

15. The REQUESTING PARTY agrees that the costs reported to the DEPARTMENT for this contract will represent only those items that are properly chargeable in accordance with this contract. The REQUESTING PARTY also certifies that it has read the contract terms and has made itself aware of the applicable laws, regulations, and terms of this contract that apply to the reporting of costs incurred under the terms of this contract.

16. Each party to this contract will remain responsible for any and all claims arising out of its own acts and/or omissions during the performance of the contract, as provided by this contract or by law. In addition, this is not intended to increase or decrease either party's liability for or immunity from tort claims. This contract is also not intended to nor will it be interpreted as giving either party a right of indemnification, either by contract or by law, for claims arising out of the performance of this contract.

17. The parties shall promptly provide comprehensive assistance and cooperation in defending and resolving any claims brought against the DEPARTMENT by the contractor, vendors or suppliers as a result of the DEPARTMENT'S award of the construction contract for the PROJECT. Costs incurred by the DEPARTMENT in defending or resolving such claims shall be considered PROJECT COSTS.

18. The DEPARTMENT shall require the contractor who is awarded the contract for the construction of the PROJECT to provide insurance in the amounts specified and in accordance with the DEPARTMENT'S current Standard Specifications for Construction and to:

- A. Maintain bodily injury and property damage insurance for the duration of the PROJECT.
- B. Provide owner's protective liability insurance naming as insureds the State of Michigan, the Michigan State Transportation Commission, the DEPARTMENT and its officials, agents and employees, the REQUESTING PARTY and any other county, county road commission, or municipality in whose jurisdiction the PROJECT is located, and their employees, for the duration of the PROJECT and to provide, upon request, copies of certificates of insurance to the insureds. It is understood that the DEPARTMENT does not assume jurisdiction of the highway described as the PROJECT as a result of being named as an insured on the owner's protective liability insurance policy.

- C. Comply with the requirements of notice of cancellation and reduction of insurance set forth in the current standard specifications for construction and to provide, upon request, copies of notices and reports prepared to those insured.

19. This contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the parties hereto and upon the adoption of the necessary resolutions approving said contract and authorizing the signatures thereto of the respective officials of the REQUESTING PARTY, a certified copy of which resolution shall be attached to this contract.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as written below.

CITY OF ROMULUS

MICHIGAN DEPARTMENT
OF TRANSPORTATION

By _____
Title:

By _____
for Department Director MDOT

By _____
Title:



October 9, 2025

EXHIBIT I

CONTROL SECTION	EAR 82000
JOB NUMBER	222966CON
PROJECT	25A1064

ESTIMATED COST

CONTRACTED WORK

	<u>PART A</u>	<u>PART B</u>	<u>TOTAL</u>
Estimated Cost	\$544,050	\$ 2,500	\$546,550
CONSTRUCTION ENGINEERING, CONSTRUCTION MATERIALS TESTING, & INSPECTION	\$ 81,522	\$ 0	\$ 81,522
GRAND TOTAL ESTIMATED COST	\$625,572	\$ 2,500	\$628,072

COST PARTICIPATION

GRAND TOTAL ESTIMATED COST	\$625,572	\$ 2,500	\$628,072
Less Federal Funds*	<u>\$500,000</u>	<u>\$ 0</u>	<u>\$500,000</u>
BALANCE (REQUESTING PARTY'S SHARE)	\$125,572	\$ 2,500	\$128,072

*Federal Funds for the PROJECT are limited to an amount as described in Section 5.

NO DEPOSIT

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EXHIBIT II
Notification of Required Federal Program Information to Subrecipients for
Federal Funding

Does this project receive Federal funds? ☒ Yes ☐ No

Subrecipient's Name: Romulus

Federal Grant/Project
Number(s): 25A1064

MDOT Project Number: 222966CON

Project Description: Concrete pavement with integral curb repair and reconstruction
along Cogswell Street from approximately 1,640 feet south of
Ecorse Road northerly to Van Born Road, including aggregate
base, storm sewer, underdrain, concrete sidewalk, curb ramps,
audio visual record and permanent pavement markings; and all
together with necessary related work.

CFDA Number, Federal Agency, Program Title: CFDA 20.205
Highway Research Planning &
Construction

Federal Award Identification Number(s) (FAIN): 693JJ22540000Y603MI25A1064

Federal Award Date: September 16, 2025

Period of Performance Start Date: September 16, 2025

Period of Performance End Date: August 31, 2027

Amount of Federal Funds obligated by this action: \$500,000

Total amount of Federal Funds obligated: \$500,000

Total amount of the Federal award: \$628,072

Budget Approved Cost sharing or matching, where applicable:
Federal Participation: \$500,000; Local Participation: \$128,072

Name of Federal awarding agency and contact information for awarding official:

Director Bradley C. Wieferich, P.E.
Michigan Department of Transportation
425 West Ottawa Street
Lansing, MI 48909

Is this a Research and Development award: ☐ Yes ☒ No

Indirect cost rate for the Federal award (if applicable): Not Applicable

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DOT

TYPE B
BUREAU OF HIGHWAYS
03-15-93

PART II

STANDARD AGREEMENT PROVISIONS

SECTION I COMPLIANCE WITH REGULATIONS AND DIRECTIVES

SECTION II PROJECT ADMINISTRATION AND SUPERVISION

SECTION III ACCOUNTING AND BILLING

SECTION IV MAINTENANCE AND OPERATION

SECTION V SPECIAL PROGRAM AND PROJECT CONDITIONS

SECTION I

COMPLIANCE WITH REGULATIONS AND DIRECTIVES

- A. To qualify for eligible cost, all work shall be documented in accordance with the requirements and procedures of the DEPARTMENT.
- B. All work on projects for which reimbursement with Federal funds is requested shall be performed in accordance with the requirements and guidelines set forth in the following Directives of the Federal-Aid Policy Guide (FAPG) of the FHWA, as applicable, and as referenced in pertinent sections of Title 23 and Title 49 of the Code of Federal Regulations (CFR), and all supplements and amendments thereto.
 - 1. Engineering
 - a. FAPG (6012.1): Preliminary Engineering
 - b. FAPG (23 CFR 172): Administration of Engineering and Design Related Service Contracts
 - c. FAPG (23 CFR 635A): Contract Procedures
 - d. FAPG (49 CFR 18.22): Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments—Allowable Costs
 - 2. Construction
 - a. FAPG (23 CFR 140E): Administrative Settlement Costs-Contract Claims
 - b. FAPG (23 CFR 140B): Construction Engineering Costs
 - c. FAPG (23 CFR 17): Recordkeeping and Retention Requirements for Federal-Aid Highway Records of State Highway Agencies
 - d. FAPG (23 CFR 635A): Contract Procedures
 - e. FAPG (23 CFR 635B): Force Account Construction
 - f. FAPG (23 CFR 645A): Utility Relocations, Adjustments and Reimbursement

- g. FAPG (23 CFR 645B): Accommodation of Utilities (PPM 30-4.1)
 - h. FAPG (23 CFR 655F): Traffic Control Devices on Federal-Aid and other Streets and Highways
 - i. FAPG (49 CFR 18.22): Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments—Allowable Costs
3. Modification Or Construction Of Railroad Facilities
- a. FAPG (23 CFR 140I): Reimbursement for Railroad Work
 - b. FAPG (23 CFR 646B): Railroad Highway Projects
- C. In conformance with FAPG (23 CFR 630C) Project Agreements, the political subdivisions party to this contract, on those Federally funded projects which exceed a total cost of \$100,000.00 stipulate the following with respect to their specific jurisdictions:
- 1. That any facility to be utilized in performance under or to benefit from this contract is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities issued pursuant to the requirements of the Federal Clean Air Act, as amended, and the Federal Water Pollution Control Act, as amended.
 - 2. That they each agree to comply with all of the requirements of Section 114 of the Federal Clean Air Act and Section 308 of the Federal Water Pollution Control Act, and all regulations and guidelines issued thereunder.
 - 3. That as a condition of Federal aid pursuant to this contract they shall notify the DEPARTMENT of the receipt of any advice indicating that a facility to be utilized in performance under or to benefit from this contract is under consideration to be listed on the EPA List of Violating Facilities.
- D. Ensure that the PROJECT is constructed in accordance with and incorporates all committed environmental impact mitigation measures listed in approved environmental documents unless modified or deleted by approval of the FHWA.
- E. All the requirements, guidelines, conditions and restrictions noted in all other pertinent Directives and Instructional Memoranda of the FHWA will apply to this contract and will be adhered to, as applicable, by the parties hereto.

SECTION II

PROJECT ADMINISTRATION AND SUPERVISION

- A. The DEPARTMENT shall provide such administrative guidance as it determines is required by the PROJECT in order to facilitate the obtaining of available federal and/or state funds.
- B. The DEPARTMENT will advertise and award all contracted portions of the PROJECT work. Prior to advertising of the PROJECT for receipt of bids, the REQUESTING PARTY may delete any portion or all of the PROJECT work. After receipt of bids for the PROJECT, the REQUESTING PARTY shall have the right to reject the amount bid for the PROJECT prior to the award of the contract for the PROJECT only if such amount exceeds by ten percent (10%) the final engineer's estimate therefor. If such rejection of the bids is not received in writing within two (2) weeks after letting, the DEPARTMENT will assume concurrence. The DEPARTMENT may, upon request, readvertise the PROJECT. Should the REQUESTING PARTY so request in writing within the aforesaid two (2) week period after letting, the PROJECT will be cancelled and the DEPARTMENT will refund the unused balance of the deposit less all costs incurred by the DEPARTMENT.
- C. The DEPARTMENT will perform such inspection services on PROJECT work performed by the REQUESTING PARTY with its own forces as is required to ensure compliance with the approved plans & specifications.
- D. On those projects funded with Federal monies, the DEPARTMENT shall as may be required secure from the FHWA approval of plans and specifications, and such cost estimates for FHWA participation in the PROJECT COST.
- E. All work in connection with the PROJECT shall be performed in conformance with the Michigan Department of Transportation Standard Specifications for Construction, and the supplemental specifications, Special Provisions and plans pertaining to the PROJECT and all materials furnished and used in the construction of the PROJECT shall conform to the aforesaid specifications. No extra work shall be performed nor changes in plans and specifications made until said work or changes are approved by the project engineer and authorized by the DEPARTMENT.

- F. Should it be necessary or desirable that portions of the work covered by this contract be accomplished by a consulting firm, a railway company, or governmental agency, firm, person, or corporation, under a subcontract with the REQUESTING PARTY at PROJECT expense, such subcontracted arrangements will be covered by formal written agreement between the REQUESTING PARTY and that party.

This formal written agreement shall: include a reference to the specific prime contract to which it pertains; include provisions which clearly set forth the maximum reimbursable and the basis of payment; provide for the maintenance of accounting records in accordance with generally accepted accounting principles, which clearly document the actual cost of the services provided; provide that costs eligible for reimbursement shall be in accordance with clearly defined cost criteria such as 49 CFR Part 18, 48 CFR Part 31, 23 CFR Part 140, OMB Circular A-87, etc. as applicable; provide for access to the department or its representatives to inspect and audit all data and records related to the agreement for a minimum of three years after the department's final payment to the local unit.

All such agreements will be submitted for approval by the DEPARTMENT and, if applicable, by the FHWA prior to execution thereof, except for agreements for amounts less than \$100,000 for preliminary engineering and testing services executed under and in accordance with the provisions of the "Small Purchase Procedures" FAPG (23 CFR 172), which do not require prior approval of the DEPARTMENT or the FHWA.

Any such approval by the DEPARTMENT shall in no way be construed as a warranty of the subcontractor's qualifications, financial integrity, or ability to perform the work being subcontracted.

- G. The REQUESTING PARTY, at no cost to the PROJECT or the DEPARTMENT, shall make such arrangements with railway companies, utilities, etc., as may be necessary for the performance of work required for the PROJECT but for which Federal or other reimbursement will not be requested.
- H. The REQUESTING PARTY, at no cost to the PROJECT, or the DEPARTMENT, shall secure, as necessary, all agreements and approvals of the PROJECT with railway companies, the Railroad Safety & Tariffs Division of the DEPARTMENT and other concerned governmental agencies other than the FHWA, and will forward same to the DEPARTMENT for such reviews and approvals as may be required.
- I. No PROJECT work for which reimbursement will be requested by the REQUESTING PARTY is to be subcontracted or performed until the DEPARTMENT gives written notification that such work may commence.

- J. The REQUESTING PARTY shall be responsible for the payment of all costs and expenses incurred in the performance of the work it agrees to undertake and perform.
- K. The REQUESTING PARTY shall pay directly to the party performing the work all billings for the services performed on the PROJECT which are authorized by or through the REQUESTING PARTY.
- L. The REQUESTING PARTY shall submit to the DEPARTMENT all paid billings for which reimbursement is desired in accordance with DEPARTMENT procedures.
- M. All work by a consulting firm will be performed in compliance with the applicable provisions of 1980 PA 299, Subsection 2001, MCL 339.2001; MSA 18.425(2001), as well as in accordance with the provisions of all previously cited Directives of the FHWA.
- N. The project engineer shall be subject to such administrative guidance as may be deemed necessary to ensure compliance with program requirement and, in those instances where a consultant firm is retained to provide engineering and inspection services, the personnel performing those services shall be subject to the same conditions.
- O. The DEPARTMENT, in administering the PROJECT in accordance with applicable Federal and State requirements and regulations, neither assumes nor becomes liable for any obligations undertaken or arising between the REQUESTING PARTY and any other party with respect to the PROJECT.
- P. In the event it is determined by the DEPARTMENT that there will be either insufficient Federal funds or insufficient time to properly administer such funds for the entire PROJECT or portions thereof, the DEPARTMENT, prior to advertising or issuing authorization for work performance, may cancel the PROJECT, or any portion thereof, and upon written notice to the parties this contract shall be void and of no effect with respect to that cancelled portion of the PROJECT. Any PROJECT deposits previously made by the parties on the cancelled portions of the PROJECT will be promptly refunded.
- Q. Those projects funded with Federal monies will be subject to inspection at all times by the DEPARTMENT and the FHWA.

SECTION III

ACCOUNTING AND BILLING

A. Procedures for billing for work undertaken by the REQUESTING PARTY:

1. The REQUESTING PARTY shall establish and maintain accurate records, in accordance with generally accepted accounting principles, of all expenses incurred for which payment is sought or made under this contract, said records to be hereinafter referred to as the "RECORDS". Separate accounts shall be established and maintained for all costs incurred under this contract.

The REQUESTING PARTY shall maintain the RECORDS for at least three (3) years from the date of final payment of Federal Aid made by the DEPARTMENT under this contract. In the event of a dispute with regard to the allowable expenses or any other issue under this contract, the REQUESTING PARTY shall thereafter continue to maintain the RECORDS at least until that dispute has been finally decided and the time for all available challenges or appeals of that decision has expired.

The DEPARTMENT, or its representative, may inspect, copy, or audit the RECORDS at any reasonable time after giving reasonable notice.

If any part of the work is subcontracted, the REQUESTING PARTY shall assure compliance with the above for all subcontracted work.

In the event that an audit performed by or on behalf of the DEPARTMENT indicates an adjustment to the costs reported under this contract, or questions the allowability of an item of expense, the DEPARTMENT shall promptly submit to the REQUESTING PARTY, a Notice of Audit Results and a copy of the audit report which may supplement or modify any tentative findings verbally communicated to the REQUESTING PARTY at the completion of an audit.

Within sixty (60) days after the date of the Notice of Audit Results, the REQUESTING PARTY shall: (a) respond in writing to the responsible Bureau or the DEPARTMENT indicating whether or not it concurs with the audit report, (b) clearly explain the nature and basis for any disagreement as to a disallowed item of expense and, (c) submit to the DEPARTMENT a written explanation as to any questioned or no opinion expressed item of expense, hereinafter referred to as the "RESPONSE". The RESPONSE shall be clearly stated and provide any supporting documentation necessary to resolve any disagreement or questioned or no opinion expressed item of expense. Where the documentation is voluminous, the REQUESTING PARTY may supply appropriate excerpts and make alternate

arrangements to conveniently and reasonably make that documentation available for review by the DEPARTMENT. The RESPONSE shall refer to and apply the language of the contract. The REQUESTING PARTY agrees that failure to submit a RESPONSE within the sixty (60) day period constitutes agreement with any disallowance of an item of expense and authorizes the DEPARTMENT to finally disallow any items of questioned or no opinion expressed cost.

The DEPARTMENT shall make its decision with regard to any Notice of Audit Results and RESPONSE within one hundred twenty (120) days after the date of the Notice of Audit Results. If the DEPARTMENT determines that an overpayment has been made to the REQUESTING PARTY, the REQUESTING PARTY shall repay that amount to the DEPARTMENT or reach agreement with the DEPARTMENT on a repayment schedule within thirty (30) days after the date of an invoice from the DEPARTMENT. If the REQUESTING PARTY fails to repay the overpayment or reach agreement with the DEPARTMENT on a repayment schedule within the thirty (30) day period, the REQUESTING PARTY agrees that the DEPARTMENT shall deduct all or a portion of the overpayment from any funds then or thereafter payable by the DEPARTMENT to the REQUESTING PARTY under this contract or any other agreement, or payable to the REQUESTING PARTY under the terms of 1951 PA 51, as applicable. Interest will be assessed on any partial payments or repayment schedules based on the unpaid balance at the end of each month until the balance is paid in full. The assessment of interest will begin thirty (30) days from the date of the invoice. The rate of interest will be based on the Michigan Department of Treasury common cash funds interest earnings. The rate of interest will be reviewed annually by the DEPARTMENT and adjusted as necessary based on the Michigan Department of Treasury common cash funds interest earnings. The REQUESTING PARTY expressly consents to this withholding or offsetting of funds under those circumstances, reserving the right to file a lawsuit in the Court of Claims to contest the DEPARTMENT'S decision only as to any item of expense the disallowance of which was disputed by the REQUESTING PARTY in a timely filed RESPONSE.

The REQUESTING PARTY shall comply with the Single Audit Act of 1984, as amended, including, but not limited to, the Single Audit Amendments of 1996 (31 USC 7501-7507).

The REQUESTING PARTY shall adhere to the following requirements associated with audits of accounts and records:

- a. Agencies expending a total of \$500,000 or more in federal funds, from one or more funding sources in its fiscal year, shall comply with the requirements of the federal Office of Management and Budget (OMB) Circular A-133, as revised or amended.

The agency shall submit two copies of:

The Reporting Package
The Data Collection Form
The management letter to the agency, if one issued by the audit firm

The OMB Circular A-133 audit must be submitted to the address below in accordance with the time frame established in the circular, as revised or amended.

b. Agencies expending less than \$500,000 in federal funds must submit a letter to the Department advising that a circular audit was not required. The letter shall indicate the applicable fiscal year, the amount of federal funds spent, the name(s) of the Department federal programs, and the CFDA grant number(s). This information must also be submitted to the address below.

c. Address: Michigan Department of Education
Accounting Service Center
Hannah Building
608 Allegan Street
Lansing, MI 48909

d. Agencies must also comply with applicable State laws and regulations relative to audit requirements.

e. Agencies shall not charge audit costs to Department's federal programs which are not in accordance with the OMB Circular A-133 requirements.

f. All agencies are subject to the federally required monitoring activities, which may include limited scope reviews and other on-site monitoring.

2. Agreed Unit Prices Work - All billings for work undertaken by the REQUESTING PARTY on an agreed unit price basis will be submitted in accordance with the Michigan Department of Transportation Standard Specifications for Construction and pertinent FAPG Directives and Guidelines of the FHWA.
3. Force Account Work and Subcontracted Work - All billings submitted to the DEPARTMENT for Federal reimbursement for items of work performed on a force account basis or by any subcontract with a consulting firm, railway company, governmental agency or other party, under the terms of this contract, shall be prepared in accordance with the provisions of the pertinent FHPM Directives and the procedures of the DEPARTMENT. Progress billings may be submitted monthly during the time work is being performed provided, however, that no bill of a lesser amount than \$1,000.00 shall be submitted unless it is a final

or end of fiscal year billing. All billings shall be labeled either "Progress Bill Number _____", or "Final Billing".

4. Final billing under this contract shall be submitted in a timely manner but not later than six months after completion of the work. Billings for work submitted later than six months after completion of the work will not be paid.
5. Upon receipt of billings for reimbursement for work undertaken by the REQUESTING PARTY on projects funded with Federal monies, the DEPARTMENT will act as billing agent for the REQUESTING PARTY, consolidating said billings with those for its own force account work and presenting these consolidated billings to the FHWA for payment. Upon receipt of reimbursement from the FHWA, the DEPARTMENT will promptly forward to the REQUESTING PARTY its share of said reimbursement.
6. Upon receipt of billings for reimbursement for work undertaken by the REQUESTING PARTY on projects funded with non-Federal monies, the DEPARTMENT will promptly forward to the REQUESTING PARTY reimbursement of eligible costs.

B. Payment of Contracted and DEPARTMENT Costs:

1. As work on the PROJECT commences, the initial payments for contracted work and/or costs incurred by the DEPARTMENT will be made from the working capital deposit. Receipt of progress payments of Federal funds, and where applicable, State Critical Bridge funds, will be used to replenish the working capital deposit. The REQUESTING PARTY shall make prompt payments of its share of the contracted and/or DEPARTMENT incurred portion of the PROJECT COST upon receipt of progress billings from the DEPARTMENT. Progress billings will be based upon the REQUESTING PARTY'S share of the actual costs incurred as work on the PROJECT progresses and will be submitted, as required, until it is determined by the DEPARTMENT that there is sufficient available working capital to meet the remaining anticipated PROJECT COSTS. All progress payments will be made within thirty (30) days of receipt of billings. No monthly billing of a lesser amount than \$1,000.00 will be made unless it is a final or end of fiscal year billing. Should the DEPARTMENT determine that the available working capital exceeds the remaining anticipated PROJECT COSTS, the DEPARTMENT may reimburse the REQUESTING PARTY such excess. Upon completion of the PROJECT, payment of all PROJECT COSTS, receipt of all applicable monies from the FHWA, and completion of necessary audits, the REQUESTING PARTY will be reimbursed the balance of its deposit.

2. In the event that the bid, plus contingencies, for the contracted, and/or the DEPARTMENT incurred portion of the PROJECT work exceeds the estimated cost therefor as established by this contract, the REQUESTING PARTY may be advised and billed for the additional amount of its share.

C. General Conditions:

1. The DEPARTMENT, in accordance with its procedures in existence and covering the time period involved, shall make payment for interest earned on the balance of working capital deposits for all projects on account with the DEPARTMENT. The REQUESTING PARTY in accordance with DEPARTMENT procedures in existence and covering the time period involved, shall make payment for interest owed on any deficit balance of working capital deposits for all projects on account with the DEPARTMENT. This payment or billing is processed on an annual basis corresponding to the State of Michigan fiscal year. Upon receipt of billing for interest incurred, the REQUESTING PARTY promises and shall promptly pay the DEPARTMENT said amount.
2. Pursuant to the authority granted by law, the REQUESTING PARTY hereby irrevocably pledges a sufficient amount of funds received by it from the Michigan Transportation Fund to meet its obligations as specified in PART I and PART II. If the REQUESTING PARTY shall fail to make any of its required payments when due, as specified herein, the DEPARTMENT shall immediately notify the REQUESTING PARTY and the State Treasurer of the State of Michigan or such other state officer or agency having charge and control over disbursement of the Michigan Transportation Fund, pursuant to law, of the fact of such default and the amount thereof, and, if such default is not cured by payment within ten (10) days, said State Treasurer or other state officer or agency is then authorized and directed to withhold from the first of such monies thereafter allocated by law to the REQUESTING PARTY from the Michigan Transportation Fund sufficient monies to remove the default, and to credit the REQUESTING PARTY with payment thereof, and to notify the REQUESTING PARTY in writing of such fact.
3. Upon completion of all work under this contract and final audit by the DEPARTMENT or the FHWA, the REQUESTING PARTY promises to promptly repay the DEPARTMENT for any disallowed items of costs previously disbursed by the DEPARTMENT. The REQUESTING PARTY pledges its future receipts from the Michigan Transportation Fund for repayment of all disallowed items and, upon failure to make repayment for any disallowed items within ninety (90) days of demand made by the DEPARTMENT, the DEPARTMENT is hereby authorized to withhold an equal amount from the REQUESTING PARTY'S share of any future distribution of Michigan Transportation Funds in settlement of said claim.

4. The DEPARTMENT shall maintain and keep accurate records and accounts relative to the cost of the PROJECT and upon completion of the PROJECT, payment of all items of PROJECT COST, receipt of all Federal Aid, if any, and completion of final audit by the DEPARTMENT and if applicable, by the FHWA, shall make final accounting to the REQUESTING PARTY. The final PROJECT accounting will not include interest earned or charged on working capital deposited for the PROJECT which will be accounted for separately at the close of the State of Michigan fiscal year and as set forth in Section C(1).
5. The costs of engineering and other services performed on those projects involving specific program funds and one hundred percent (100%) local funds will be apportioned to the respective portions of that project in the same ratio as the actual direct construction costs unless otherwise specified in PART I.

SECTION IV

MAINTENANCE AND OPERATION

- A. Upon completion of construction of each part of the PROJECT, at no cost to the DEPARTMENT or the PROJECT, each of the parties hereto, within their respective jurisdictions, will make the following provisions for the maintenance and operation of the completed PROJECT:

1. All Projects:

Properly maintain and operate each part of the project, making ample provisions each year for the performance of such maintenance work as may be required, except as qualified in paragraph 2b of this section.

2. Projects Financed in Part with Federal Monies:

- a. Sign and mark each part of the PROJECT, in accordance with the current Michigan Manual of Uniform Traffic control Devices, and will not install, or permit to be installed, any signs, signals or markings not in conformance with the standards approved by the FHWA, pursuant to 23 USC 109(d).

- b. Remove, prior to completion of the PROJECT, all encroachments from the roadway right-of-way within the limits of each part of the PROJECT.

With respect to new or existing utility installations within the right-of-way of Federal Aid projects and pursuant to FAPG (23 CFR 645B): Occupancy of non-limited access right-of-way may be allowed based on consideration for traffic safety and necessary preservation of roadside space and aesthetic quality. Longitudinal occupancy of non-limited access right-of-way by private lines will require a finding of significant economic hardship, the unavailability of practicable alternatives or other extenuating circumstances.

- c. Cause to be enacted, maintained and enforced, ordinances and regulations for proper traffic operations in accordance with the plans of the PROJECT.

- d. Make no changes to ordinances or regulations enacted, or traffic controls installed in conjunction with the PROJECT work without prior review by the DEPARTMENT and approval of the FHWA, if required.

- B. On projects for the removal of roadside obstacles, the parties, upon completion of construction of each part of the PROJECT, at no cost to the PROJECT or the DEPARTMENT, will, within their respective jurisdictions, take such action as is necessary to assure that the roadway right-of-way, cleared as the PROJECT, will be maintained free of such obstacles.
- C. On projects for the construction of bikeways, the parties will enact no ordinances or regulations prohibiting the use of bicycles on the facility hereinbefore described as the PROJECT, and will amend any existing restrictive ordinances in this regard so as to allow use of this facility by bicycles. No motorized vehicles shall be permitted on such bikeways or walkways constructed as the PROJECT except those for maintenance purposes.
- D. Failure of the parties hereto to fulfill their respective responsibilities as outlined herein may disqualify that party from future Federal-aid participation in projects on roads or streets for which it has maintenance responsibility. Federal Aid may be withheld until such time as deficiencies in regulations have been corrected, and the improvements constructed as the PROJECT are brought to a satisfactory condition of maintenance.

SECTION V

SPECIAL PROGRAM AND PROJECT CONDITIONS

- A. Those projects for which the REQUESTING PARTY has been reimbursed with Federal monies for the acquisition of right-of-way must be under construction by the close of the twentieth (20th) fiscal year following the fiscal year in which the FHWA and the DEPARTMENT projects agreement covering that work is executed, or the REQUESTING PARTY may be required to repay to the DEPARTMENT, for forwarding to the FHWA, all monies distributed as the FHWA'S contribution to that right-of-way.
- B. Those projects for which the REQUESTING PARTY has been reimbursed with Federal monies for the performance of preliminary engineering must be under construction by the close of the tenth (10th) fiscal year following the fiscal year in which the FHWA and the DEPARTMENT projects agreement covering that work is executed, or the REQUESTING PARTY may be required to repay to the DEPARTMENT, for forwarding to the FHWA, all monies distributed as the FHWA'S contribution to that preliminary engineering.
- C. On those projects funded with Federal monies, the REQUESTING PARTY, at no cost to the PROJECT or the DEPARTMENT, will provide such accident information as is available and such other information as may be required under the program in order to make the proper assessment of the safety benefits derived from the work performed as the PROJECT. The REQUESTING PARTY will cooperate with the DEPARTMENT in the development of reports and such analysis as may be required and will, when requested by the DEPARTMENT, forward to the DEPARTMENT, in such form as is necessary, the required information.
- D. In connection with the performance of PROJECT work under this contract the parties hereto (hereinafter in Appendix "A" referred to as the "contractor") agree to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts", as set forth in Appendix A, attached hereto and made a part hereof. The parties further covenant that they will comply with the Civil Rights Acts of 1964, being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 U.S.C. Sections 1971, 1975a-1975d, and 2000a-2000h-6 and the Regulations of the United States Department of Transportation (49 C.F.R. Part 21) issued pursuant to said Act, including Appendix "B", attached hereto and made a part hereof, and will require similar covenants on the part of any contractor or subcontractor employed in the performance of this contract.
- E. The parties will carry out the applicable requirements of the DEPARTMENT'S Disadvantaged Business Enterprise (DBE) program and 49 CFR, Part 26, including, but not limited to, those requirements set forth in Appendix C.

APPENDIX A

PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any 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 a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.
6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.
9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011

APPENDIX B TITLE VI ASSURANCE

During the performance of this contract, the contractor, for itself, its assignees, and its successors in interest (hereinafter referred to as the "contractor"), agrees as follows:

1. **Compliance with Regulations:** For all federally assisted programs, the contractor shall comply with the nondiscrimination regulations set forth in 49 CFR Part 21, as may be amended from time to time (hereinafter referred to as the Regulations). Such Regulations are incorporated herein by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed under the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices, when the contractor covers a program set forth in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** All solicitations made by the contractor, either by competitive bidding or by negotiation for subcontract work, including procurement of materials or leases of equipment, must include a notification to each potential subcontractor or supplier of the contractor's obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and facilities as may be determined to be pertinent by the Department or the United States Department of Transportation (USDOT) in order to ascertain compliance with such Regulations or directives. If required information concerning the contractor is in the exclusive possession of another who fails or refuses to furnish the required information, the contractor shall certify to the Department or the USDOT, as appropriate, and shall set forth the efforts that it made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Department shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to, the following:
 - a. Withholding payments to the contractor until the contractor complies; and/or
 - b. Canceling, terminating, or suspending the contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor shall include the provisions of Sections (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Department or the USDOT may direct as a means of enforcing such provisions, including sanctions for non-compliance, provided, however, that in the event a contractor becomes involved in or is threatened with litigation from a subcontractor or supplier as a result of such direction, the contractor may request the Department to enter into such litigation to protect the interests of the state. In addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Revised June 2011

APPENDIX C

TO BE INCLUDED IN ALL FINANCIAL ASSISTANCE AGREEMENTS WITH LOCAL AGENCIES

Assurance that Recipients and Contractors Must Make (Excerpts from US DOT Regulation 49 CFR 26.13)

- A. Each financial assistance agreement signed with a DOT operating administration (or a primary recipient) must include the following assurance:**

The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

- B. Each contract MDOT signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:**

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of US DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **December 22, 2025**

Item No. G.

General Description: ITB 25/26-07 Romulus Police Department Duty Pistols

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 25/26-07 Romulus Police Department Duty Pistols
DATE: December 10, 2025

I concur with the recommendation of Darryl Nippes, Police Sergeant, and respectfully request City Council award bid ITB 25/26-07 to the lowest most responsive and responsible bidder, Michigan Police Equipment, LLC., in the amount of \$70,232.04 for Duty Pistols for the Romulus Police Department.

Maria Farris, Finance Director has verified that funds for this acquisition have been budgeted and are available in the Law Enforcement-Federal Fund, Police Department, Capital Outlay Expense account #266-301-971.000.

Motion by _____, supported by _____, to concur with the administration and award bid ITB 25/26-07 to the lowest most responsive and responsible bidder, Michigan Police Equipment, LLC., in the amount of \$70,232.04 for Duty Pistols for the Romulus Police Department.



MEMORANDUM

DATE: December 2, 2025
TO: Mayor Robert A. McCraight
FROM: Christina Parker, Purchasing Director
SUBJECT: ITB 25/26-07 Romulus Police Department Duty Pistols

Bids were solicited for contract pricing for the purchase of Duty Pistols for the Romulus Police Department.

In addition to being advertised in the 11/06/2025 issue of The Associated Newspaper Eagle, bid documents were made available to download from the MITN Purchasing Group page of BidNet Direct at www.mitn.info. The MITN System notified 151 companies of the bid and of them, 46 companies downloaded the bid specifications and 4 companies were informed by email of the bidding opportunity (See Bidder's list attached).

On 11/24/2025, 4 bids were received and publicly opened.

I concur with the recommendation of Sergeant Darryl Nippes to award ITB 25/26-07 to the lowest most responsive and responsible bidder Michigan Police Equipment, LLC., in the amount of \$70,232.04.

Maria Farris, Financial Services Director has verified that funds for this acquisition have been budgeted for and are available in the Law Enforcement-Federal Fund, Police Department, Capital Outlay Expense Account, (266-301-971.000).

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: Sgt. Darryl Nippes, Range Master
Date: November 26, 2025
Re: **Recommendation for Award of Duty Pistol Bid**

After completing a full review of all submitted bids for the Romulus Police Department's new duty pistols and associated equipment, I am providing the following summary and recommendation.

A total of four companies submitted responses to the bid request:

1. **Kiesler Police Supply**
 - o Submitted a complete bid for all listed items
 - o **Total: \$70,942.60**
2. **CMP Distributors, Inc.**
 - o Submitted a complete bid for all listed items
 - o **Total: \$71,161.60**
3. **Arms Unlimited, Inc.**
 - o Submitted a bid only for the duty weapon light system
 - o Their pricing for the duty light was not the lowest
4. **Michigan Police Equipment, LLC**
 - o Submitted a complete bid for all required items
 - o **Total: \$70,232.04**
 - o Provided the lowest price for the duty weapon light system as well as the overall bid package

Michigan Police Equipment, LLC submitted the lowest overall bid at \$70,232.04 and is able to supply all equipment outlined in the bid specifications. In addition to offering the lowest total cost, they also provided the lowest price on the duty weapon light system.

Based on the bid results and their ability to fully meet the department's equipment requirements, I recommend that Michigan Police Equipment, LLC be awarded the contract for the Romulus Police Department's new duty pistols and associated equipment.

The funds for this purchase have been budgeted and are available in Law-Enforcement Federal Fund Capital Outlay GL# 266-301-971.000.

Please advise if any further information or documentation is needed.

Respectfully,

Sgt. Nippes
Range Master
Romulus Police Department

VENDOR LIST
ITB 25/26-07 Romulus Police Department Duty Pistols

Michigan Police Equipment
6521 Lansing Rd., Charlotte, MI 48813
TX: 517-322-0443
Contact: Kali Whitney
Email: kali@mpec.biz

CMP Distributors, Inc.
16752 Industrial Pkwy, Lansing, MI 48906
TX: 517-721-0970
Contact: Catherine Parks
Email: catherine@cmpdist.com

Kiesler Police Supply, INC.
2802 Sable Mill Road
Jeffersonville, IN 47130
Email: bstafford@kiesler.com

Vance Outdoors, INC.
4250 Alum Creek Drive
Obetz, OH 43207
Email: Dvance@vanceoutdoors.com

MINUTES OF ITB 25/26-07 Romulus Police Department Duty Pistols

The public opening of the afore mentioned solicitation was held at 3:00 PM, in the Council Chambers at Romulus City Hall on Monday, 11/24/25.

The following were present for the opening:

Christina Parker – Purchasing Director
Dawn Taylor – Assessing Technician

4 sealed bids were received and publicly opened.

Kriesler Police Supply, INC.

CMP Distributors, INC.

Arms Unlimited, INC.

Michigan Police Equipment, LLC.

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 ITB25/26-07 held on 11/24/25.

Christina Parker,
Purchasing Director

TABULATION SHEET
ITB 25/26-07
Romulus Police Department Duty Pistols

COMPANY		Kiesler Police Supply INC.		CMP Distributors, INC.		Arms Unlimited, INC.		Michigan Police Equipment LLC	
ITEM	QTY.	Unit Price	Extended Pricing	Unit Price	Extended Pricing	Unit Price	Extended Pricing	Unit Price	Extended Pricing
Glock, 45 COA, 9mm, 5.5 trigger, w/Front Serrations and 3 Magazines.	65	\$ 732.00	\$47,580.00	\$732.00	\$47,580.00	No Bid	No Bid	\$732.00	\$47,580.00
Glock, 43X COA, 9mm, 5.5 trigger, w/ Front Serrations and 3 Magazines.	11	\$619.60	\$6,815.60	\$619.60	\$6,815.60	No Bid	No Bid	\$619.60	\$6,815.60
Streamlight 69458, TRL 7 HI-X USB, 1000 Lumens Weapon Light.	60	\$150.25	\$9,015.00	\$149.70	\$8,982.00	\$147.00	\$8,820.00	\$145.23	\$8,713.80
Alien Gear, Rapid Force Level III Duty Holster for Glock (45 COA) – Compact Light (TRL 7 HL-X), black, basketweave. Left and Right-Handed	56	\$134.50	\$7,532.00	\$139.00	\$7,784.00	No Bid	No Bid	\$127.19	\$7,122.64
Total On All Items			\$70,942.60		\$71,161.60		\$8,820.00	\$1,624.02	\$70,232.04

BUY BACK/TRADE-IN PRICING.

ITEM	Price Per Unit	Price Per Unit	Price Per Unit	Price Per Unit
Glock 22 – Generation's 3 and 4	Gen 4 \$ 240.00 Gen 3 \$ 230.00		\$225.00	\$150.00 \$227.00
Glock 27 – Generation 4	\$ 230.00		\$225.00	\$150.00 \$240.00
Glock 23 – Generation 4	\$ 230.00		\$225.00	\$150.00 \$240.00
Glock 19 – Generation 4	\$ 260.00		\$275.00	\$150.00 \$245.00
Sig P228	\$ 300.00		\$350.00	\$150.00 \$500.00
Warranty Information:				Manufacturer's Warranty. Glock 1 Year, Alien Gear 5 Years, Streamlight lifetime from defects except batteries, bulbs, switches and electronics which have 1 year.
	Manufacturers	Manufacturers		N/A
Exceptions Taken	Yes (see bid)	No	No	No
Guarantee Pricing thru 12/31/2026	Yes	No	No	No
Terms?	0 Net 30	Net 30	Net 30	Net 30 days after receipt of order
# Days ARO to deliver FOB to PD?	30-150 +/- days	90-120 days	30 Days	120 days
Certified?	Yes	Yes	Yes	Yes
Business References	Yes	Yes	Yes	Yes

PUBLICLY OPENED AT, 3:00:00 PM, Monday, 11/24/25 IN THE ROMULUS CITY COUNCIL CHAMBERS.

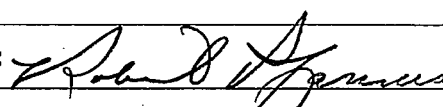
THOSE IN ATTENDANCE:

#	NAME	COMPANY	TITLE
1	Christina Parker	CITY OF ROMULUS	PURCHASING DIRECTOR
2	Dawn Taylor	CITY OF ROMULUS	ASSESSING TECHNICIAN
3			
4			
5			
6			

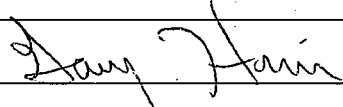
REQUEST FOR COMPETITIVE BIDS

DO NOT FILL THIS FORM IN AND SAVE A COPY TO THIS FOLDER!!!!

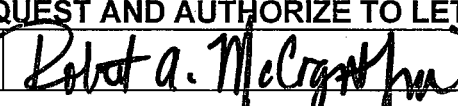
- You can save a copy to the Completed forms from Departments Folder or to your own Department's folder.
- Email the completed form to Christina Parker

DEPARTMENT NAME:	Romulus Police Department	DATE:	10/23/2025
I HEREBY REQUEST THAT COMPETITIVE BIDS BE LET FOR THE FOLLOWING MATERIAL,			
PURPOSE: New Duty Pistols And All Associated Equipment			
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	
266-301-971.000		\$ 56,100.00	
		\$	
		\$	
SIGNATURE OF DEPARTMENT HEAD:			DATE:
			10/23/25

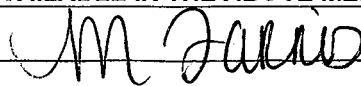
FINANCE DEPARTMENT APPROVAL

FUNDS AVAILABILITY	
ACCOUNT/S NUMBER	\$ FUNDS AVAILABLE
266 301 971.000	\$ 56,100.00
	\$
	\$
SIGNATURE OF FINANCE DEPARTMENT:	DATE:
	10/31/2025

ADMINISTRATIVE APPROVAL

I HAVE REVIEWED THE REQUEST AND AUTHORIZE TO LET FOR COMPETITIVE BIDS.	
SIGNATURE OF MAYOR:	DATE:
	10/31/2025

AVAILABILITY OF FUNDS FOR AWARD

THE BID SHALL BE AWARDED IN THE AMOUNT OF \$ <u>will not exceed budgeted amount plus</u>	
<u>intra fund amount of \$18,000 on 12/2</u>	
I AFFIRM THAT THE FUNDS ARE AVAILABLE IN THE ABOVE MENTIONED ACCOUNT/S	
FINANCE DEPT. APPROVAL:	DATE:
	12/2/25



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **December 22, 2025**

Item No. H.

General Description: ITB 25/26-08 Demolition of Substandard Structures on Demo List 24-01

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 25/26-08; Demolition of Substandard Structures on
Demo List 24-01
DATE: December 15, 2025

I concur with the recommendation of Jeff Kemp, Building & Planning Director and Christina Parker, Purchasing Director, and respectfully request Council award Bid ITB 25/26-08 demolition list 24-01 (listed below) to the most responsive and responsible bidder, VanAssche Construction.

- 34139 Beverly Rd, 1.25-story, single family residential structure on crawl
- 6965 Birchdale, 1.5-story, single family residential structure on slab
- 6355 Cordell, 1-story, single family residential structure on crawl
- 29815 Van Born Rd, 1-story, single family residential structure on a slab
- 29805 Van Born Rd, 2-story, single family residential structure on crawl
- 35854 Vinewood, 1-story, single family residential structure on crawl/slab
- 11201 Middlebelt Rd, 2-story, single family residential structure on crawl with attached garage

Subsequent to the bid letting, the property owners of 11201 Middlebelt Rd. have advised the City they intend to complete the demolition themselves. The property owners have paid the required demolition permit fees. The City has granted the property owners until April 22, 2026 to complete the demolition and site cleanup. Should the demolition not be completed within this 120-day period, the City will proceed with awarding the demolition to VanAssche Construction in accordance with a written agreement provided by the property owners' attorney (see attached documents).

VanAssche Construction has been informed of the conditions associated with this property and has agreed to hold the bid pricing for 11201 Middlebelt Rd. should the property owners fail to complete the demolition within the allotted 120 days.

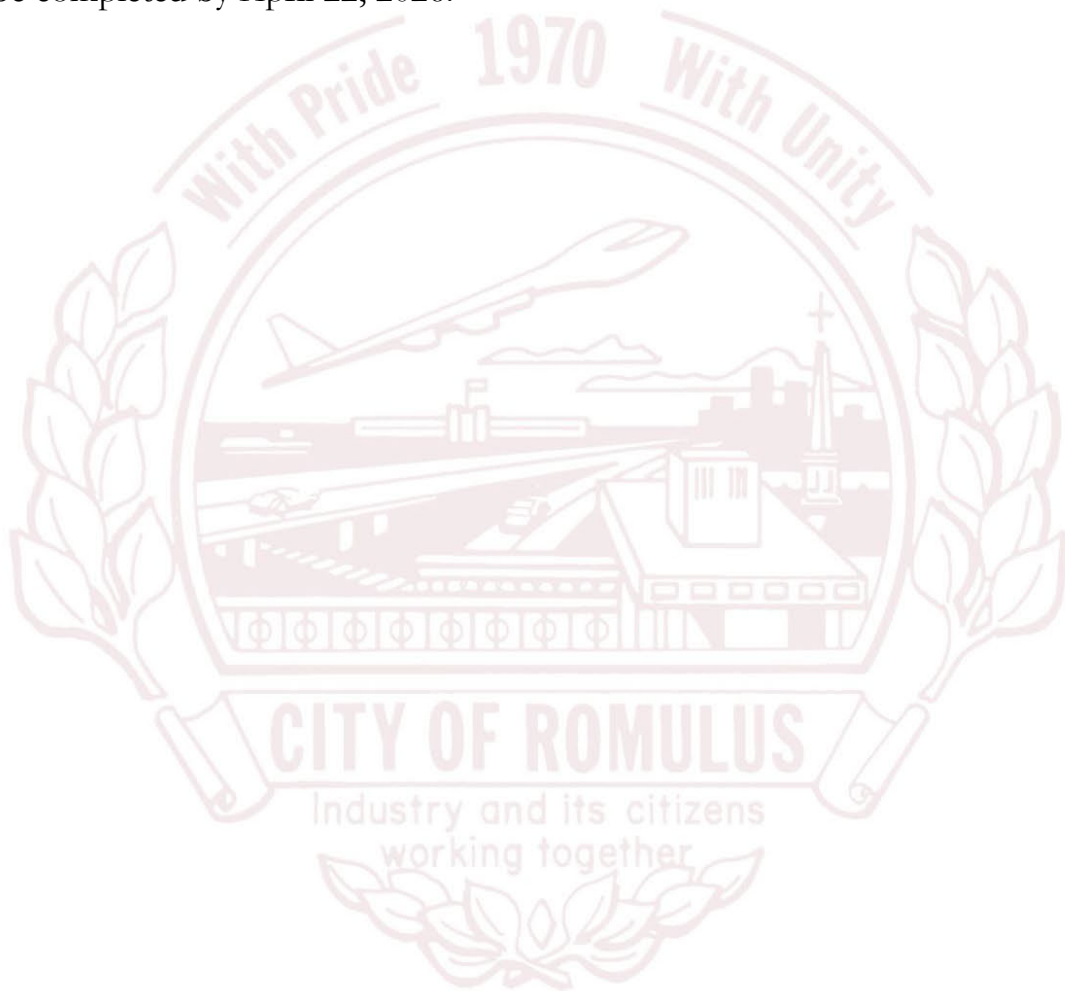
Gary Harris, Assistant Finance Director has verified that funds for this acquisition have been budgeted for and are available in the General Fund, Building Department, Demolitions Account, 101-371-814.000.

City of Romulus

Two motions required:

Motion by _____, supported by _____, to concur with the administration and award Bid ITB 25/26-08 demolition list 24-01 (listed) to the most responsive and responsible bidder, VanAssche Construction.

Motion by _____, supported by _____, to concur with the administration and award Bid ITB 25/26-08 demolition of 11201 Middlebelt should the demolition not be completed by April 22, 2026.





MEMORANDUM

DATE: December 15, 2025
TO: Mayor Robert A. McCraight
FROM: Christina Parker, Purchasing Director
SUBJECT: ITB 25/26-08 DEMOLITION OF SUBSTANDARD STRUCTURES –
DEMO LIST 24-01

Bids were solicited for the demolition of seven (7) substandard structures listed on Demo list 24-01 for the City of Romulus, Building Department.

In addition to being advertised in the 11/06/2025 issue of The Associated Newspaper Eagle, bid documents were made available to download from the MITN Purchasing Group page of BidNet Direct at www.mitn.info. The MITN System notified 623 companies of the bid and of them, 65 companies downloaded the bid specifications and 9 companies were informed by email of the bidding opportunity (See Bidder's list attached).

On 11/25/2025, 10 bids were received and publicly opened. One vendor's bid was disqualified due to not acknowledging the posted addenda.

I concur with the recommendation of the Building Department Director, Jeff Kemp, to award the bid to the most responsive and responsible bidder, VanAssche Construction, Inc. for the demolitions of all structures and all required site restoration.

Subsequent to the bid letting, the property owners of 11201 Middlebelt Rd. have advised the City they intend to complete the demolition themselves. The property owners have paid the required demolition permit fees. The City has granted the property owners until April 22, 2026 to complete the demolition and site cleanup. Should the demolition not be completed within this 120-day period, please ask Council to award the demolition to VanAssche Construction in accordance with a written agreement provided by the property owner attorney (see attached documents).

VanAssche Construction has been informed of the conditions associated with this property and has agreed to hold the bid pricing for 11201 Middlebelt Rd. should the property owners fail to complete the demolition within the allotted 120 days.

Gary Harris, Deputy Director of Financial Services, has verified that funds for this acquisition have been budgeted for and are available in the General Fund, Building Department, Demolitions Expense Account (101-371-814.000).

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

Christina Parker
Christina Parker,
Purchasing Director

INTEROFFICE MEMORANDUM

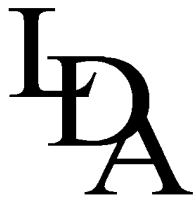
TO: Christina Parker, Purchasing Director
FROM: Jeff Kemp, Building & Planning Director
SUBJECT: ITB 25/26-08 – demolition of substandard structures on Demolition list 24-01
DATE: 12/17/2025

I recommend awarding ITB 25/26-08 to VanAssche Construction the lowest, most qualified bidder for the demolition of the structures on Demolition list 24-01.

1. 34139 Beverly Rd, 1.25-story, single family residential structure on crawl
2. 6965 Birchdale, 1.5-story, single family residential structure on slab
3. 6355 Cordell, 1-story, single family residential structure on crawl
4. 29815 Van Born Rd, 1-story, single family residential structure on a slab
5. 29805 Van Born Rd, 2-story, single family residential structure on crawl
6. 35854 Vinewood, 1-story, single family residential structure on crawl/slab

Please note the property at 11201 Middlebelt was on the demolition bid list. The property owners have come forward and paid all fees required for the demolition permit process. We have given them 120 days to complete the demolition and cleanup of the property. If not completed within 120 days we have a written agreement from the owner's attorney stating that the City will then award the demolition to VanAssche Construction for the amount of their bid. VanAssche Construction has agreed to this as well knowing they will not be awarded demolition of this property unless it is not completed by the owner's contractor within the 120-day timeframe. I have attached the property owner's agreement for your reference.

Should you have any questions, please do not hesitate to contact this office.



LEVASSEUR DYER & ASSOCIATES, P.C.

The Real Estate Law Group
3233 Coolidge Hwy.
Berkley, MI 48072
(248) 586-1200
Fax (248) 586-1300
WWW.LDALAW.COM

December 17, 2025

Mr. Jeff Kemp
City of Romulus
11111 S. Wayne Road
Romulus, MI 48174

VIA FIRST CLASS
MAIL AND EMAIL

Re: Demolition of 11201 Middlebelt Road

Dear Mr. Kemp:

The purpose of this letter is to confirm that Stanley Kozole is aware and agrees that if the demolition is not completed within 120 days then the City will award the project to the demolition bidder to perform the work and that cost will be assessed to the property owner. Thank you for your cooperation in this matter.

Sincerely yours,

LeVasseur Dyer & Associates, P.C.

Allen J. Dyer, Esq.

Cc: Client



LEVASSEUR DYER & ASSOCIATES, P.C.

The Real Estate Law Group
3233 Coolidge Hwy.
Berkley, MI 48072
(248) 586-1200
Fax (248) 586-1300
WWW.LDALAW.COM

December 15, 2025

Mr. Jeff Kemp, Jr.
Building & Planner
City of Romulus
11111 Wayne Rd.
Romulus, MI 48174

VIA FIRST CLASS
MAIL AND EMAIL

Re: Demolition of 11201 Middlebelt Road

Dear Mr. Kemp:

With regard to the above-noted matter, please be advised that I represent Mr. Stanley Kozole, the record title holder to the above referenced property. This letter is to confirm that Mr. Kozole has authorized Direct Construction Services, LLC to perform the demolition of the property as approved by the Romulus City Council. Mr. Kozole understands that before the demolition permit is issued, the City must be reimbursed for the disconnect fees, the costs of the environmental testing and other costs the City has incurred in connection with the demolition.

Please let me know if you have any questions or need further information from me. Thank you for your cooperation in this matter.

Sincerely yours,

LeVasseur Dyer & Associates, P.C.

Allen J. Dyer, Esq.

Cc: Client, via email only

BIDDER'S LIST

ITB 25/26-08 Demolition of Substandard Structures - Demo List 24-01

List of Companies that were emailed a Courtesy Email through BidNet Direct:

adam@adamsincorporated.com;
brad@pgalc.com;
drakefo@directconstructionservices.com;
jkemp@romulusgov.com;
katie@pgalc.com;
mtreder@brcontracting.net;
thomastruckingservice5260@yahoo.com;
universalconsolidated@comcast.net;
vanassche.construction@comcast.net

**MINUTES OF ITB 25/26-08 DEMOLITION OF SUBSTANDARD STRUCTURES –
DEMO LIST 24-01**

The public opening of the afore mentioned solicitation was held at 3:00 PM, in the Council Chambers at Romulus City Hall on Thursday, 11/25/2025.

The following were present for the opening:

Christina Parker – Purchasing Director
Dawn Taylor – Assessment Department
Connor Doll, Inner City Contracting
Jim VanAssche, VanAssche Construction
Keith Cameron, The Adams Group Demo
Kiara Barker, McMillian Group, Inc.

Ten (10) sealed bids were received and publicly opened.

Inner City Contracting, LLC,
McMillan Group Inc.
Salembien Trucking & Excavating
Blue Star Inc.
Direct Construction Services LLC
PWD Contracting, Inc.
Adams Group Inc.
VanAssche Construction Inc.
DORE & Associates
Mierzwa Construction

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 25/26-08 held on 11/25/2025.



Christina Parker,
Purchasing Director

ITB 25/26-08 DEMOLITION OF SUBSTANDARD STRUCTURES – DEMO LIST 24-01

COMPANY	Blue Star, INC.	Salenbien Trucking & Excavating Co	McMillian Group, INC.	Inner City Contracting, INC.	PWD Contracting, LLC.	The Adams Group, INC.	VanAssche Construction Inc.	Dore & Associates	Mierzwa Construction, LLC
Acknowledgment of Addendums 1 & 2	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
1.5-story, single family residential structure on crawl, 34139 Beverly Rd	\$33,200.00	\$39,508.33	\$20,520.00	\$26,230.00	\$45,891.00	\$22,828.00	\$19,500.00	\$24,600.00	\$16,205.00
1.5-story, single family residential structure on slab, 6965 Birchdale	\$24,000.00	\$24,690.11	\$14,630.00	\$22,270.00	\$24,700.00	\$22,619.00	\$15,350.00	\$17,500.00	\$34,550.00
1-story, single family residential structure on crawl, 6355 Cordell	\$24,500.00	\$21,233.05	\$14,900.00	\$21,310.00	\$36,800.00	\$18,203.00	\$17,350.00	\$20,900.00	\$15,775.00
2-story, single family residential structure on crawl with attached garage, 11201 Middlebelt Rd	\$51,500.00	\$24,490.84	\$29,100.00	\$39,360.00	\$51,936.00	\$21,697.00	\$26,750.00	\$32,700.00	\$22,500.00
1-story, single family residential structure on a slab, 29815 Van Born Rd	\$30,000.00	\$17,728.91	\$13,310.00	\$16,520.00	\$32,620.00	\$18,039.00	\$18,500.00	\$21,300.00	\$17,425.00
2-story, single family residential structure on crawl, 29805 Van Born Rd	\$23,200.00	\$16,274.85	\$8,920.00	\$17,300.00	\$14,549.00	\$11,895.00	\$9,750.00	\$14,800.00	\$15,625.00
1-story, single family residential structure on crawl/slab, 35854 Vinewood	\$27,700.00	\$29,306.75	\$15,260.00	\$13,810.00	\$24,730.00	\$14,879.00	\$10,125.00	\$26,600.00	\$17,500.00
Total All Demos \$	\$214,100.00	\$173,232.84	\$116,640.00	\$156,800.00	\$231,226.00	\$130,160.00	\$117,325.00	\$158,400.00	\$139,580.00
Number of Days for demolition	30 days	60 days	45 days	35 days	45 days	90 days	30 days	TBD	45 days
Comments/ Variations Exceptions	No	No	No	No	No	Yes See Bid Pricing Sheet	No	No	No
CERTIFIED?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Attachment I. Contractor's General Questionnaire	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Attachment II - References	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Attachment III - ITB 23/24-01 Subcontractor Form	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
Attachment V – Contractor's Declaration	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No
Attachment VI - Contractor's Statements Of Qualifications	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes
Attachment VII - Exceptions To Specifications	No	Yes	No	Yes	No	Yes	No	Yes	No
Attachment VIII – Additional Reimbursable Charges	No	Yes	No	Yes	No	Yes	No	Yes	No

PUBLICLY OPENED AT, 3:00 PM, Thursday, November 25, 2025 IN THE ROMULUS CITY COUNCIL CHAMBERS.

THOSE IN ATTENDANCE:

#	NAME	COMPANY	TITLE
1	Christina Parker	CITY OF ROMULUS	PURCHASING DIRECTOR
2	Dawn Taylor	CITY OF ROMULUS	Assessing Technician
3	Connor Doll	Inner City Contracting	
4	Jim VanAssche	VanAssche Construction	
8	Keith Cameron	The Adams Group	
6	Kiaua Barker	McMillian Group	
7			

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 Gary Harris

DEPARTMENT NAME: Building & Safety		DATE:
I HEREBY REQUEST THAT COMPETITIVE BIDS BE LET FOR THE FOLLOWING MATERIAL,		
PURPOSE: Demolition of substandard structures on Demolition list 24-01 (see attachment)		
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	FY 25/26	
ACCOUNT INFORMATION		
ACCOUNT/S NUMBER	\$ AMOUNT BUDGETED	
101-371-814.000	\$ 273,773.00	
	\$	
	\$	
SIGNATURE OF DEPARTMENT HEAD: <i>Jeff Kump</i>		DATE: 10-27-25

FINANCE DEPARTMENT APPROVAL

FUNDS AVAILABILITY	
ACCOUNT/S NUMBER	\$ FUNDS AVAILABLE
101-371-814.000	\$ 273,773.00
	\$
	\$
SIGNATURE OF FINANCE DEPARTMENT: <i>M. J. Harris</i>	DATE: 10/27/25

ADMINISTRATIVE APPROVAL

I HAVE REVIEWED THE REQUEST AND AUTHORIZE TO LET FOR COMPETITIVE BIDS.

SIGNATURE OF MAYOR: <i>Robert McCreary</i>	DATE: 10/27/25
---	-----------------------

AVAILABILITY OF FUNDS FOR AWARD

THE BID SHALL BE AWARDED IN THE AMOUNT OF \$ 117,325.00

I AFFIRM THAT THE FUNDS ARE AVAILABLE IN THE ABOVE MENTIONED ACCOUNT/S

FINANCE DEPT. APPROVAL: <i>Danny Harris</i>	DATE: 12/11/25
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City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: December 22, 2025

Item No. I.

General Description: Piggyback on GSA Contract - Actron Security Alarm Systems, Inc - Enhanced Security Measures for Police Department

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 GSA Contract GL-07F-173CA Actron Security Alarm Systems, Inc. – Enhance Security Measures for Police Department
DATE: December 11, 2025

I concur with the recommendation of Roger Salwa, Police Captain, Christina Parker, Purchasing Director, Steve Dudek, Technology Services Director, and respectfully request Council's authorization to piggyback on the GSA contract GL-07F-173CA for the purchase of a new door security system to upgrade the security system at 11165 Bibbins Road connecting it to the centrally-controlled system in place for multiple City buildings from Actron Security Alarm Systems, Inc. in the amount of \$134,769.45.

Gary Harris, Assistant Finance Director, has verified that funds for the purchase are available in the Public Safety Fund, Capital Outlay, Public Safety Building Reno Grant Expense account #205-301-971.000-PUBSAF pending approval of the second reading of BA 25/26-11 (from December 22, 2025).

Motion by _____, supported by _____, to concur with the administration and consent to piggyback on the GSA contract GL-07F-173CA for the purchase of a new door security system to upgrade the security system at 11165 Bibbins Road connecting it to the centrally-controlled system in place for multiple City buildings from Actron Security Alarm Systems, Inc. in the amount of \$134,769.45.



MEMORANDUM

DATE: December 11, 2025
TO: Mayor Robert A. McCraight
FROM: Christina Parker, Purchasing Director
SUBJECT: Piggyback on GSA Contract GL-07F-173CA Actron Security Alarm Systems, Inc. – Enhance Security Measures for Police Department

The Romulus Police Department is in need of update to their security system. An upgrade to the security system would connect 11165 Bibbins Road to the centrally-controlled system currently in place for multiple city buildings on the Actron Security Alarm Systems, Inc. As a government entity we are able to piggyback on GSA (General Services Administration) contract GL-07F-173CA for this purchase. This contract was awarded to Actron Security Alarm Systems June 16, 2020 and expires June 15, 2030.

The General Services Administration (GSA) is an independent agency of the United States government established in 1949 to help manage and support the basic functioning of federal agencies. GSA supplies products and communications for U.S. government offices, provides transportation and office space to federal employees, and develops government-wide cost-minimizing policies and other management tasks.

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 or 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."

It is the recommendation of myself and Captain Roger Salwa to proceed with this purchase. If you concur, please request Council's permission to piggyback on the GSA contract GL-07F-173CA for the purchase of new door security system from Actron Security Alarm Systems, Inc. for \$134,769.45.

Gary Harris, Deputy Financial Services Director, has verified that funds for this purpose are available in the Public Safety Fund, Capital Outlay, Public Safety Building Reno Grant Expense Account (205-301-971.000-PUBSAF) pending the approval of the second reading of BA 25/26-11 on December 22, 2025.

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: Roger Salwa, Captain
Cc: Robert Pfannes, Chief of Police
Date: 12/9/2025
Re: **Actron Security Electronic Door Locks**

Upon approval of the second reading, the Police Department respectfully requests permission to purchase **Actron Security Door Locks** to enhance security measures across departmental facilities.

To streamline the procurement process and ensure cost-effectiveness, we propose **piggybacking** off the existing **Actron Security Alarm Systems, Inc.** contract, **Contract #GS-07F-173CA**, which remains valid until **June 15, 2030**.

This purchase is in alignment with our ongoing partnership with Actron and will ensure compatibility with our current security infrastructure throughout the city.

COST(S):
\$134,769.45

RECOMMENDATION:
If you concur, please request Council's permission to purchase the security locks.

Gary Harris, Assistant Finance Director, has verified the funds are currently available for the acquisition in Grant Funding GL #205-301-971.000-PUBSAF pending second reading on Dec 22nd, 2025.

Actron Integrated Security Systems, Inc.

1056 Dix Hwy
 Lincoln Park, MI 48146
 3133830770
 sales@actronsystems.com
 www.actronsystems.com

Estimate**ADDRESS**

Romulus Police Department
 11165 Olive st
 Romulus Mi 48174

SHIP TO

Romulus Police Department
 11165 Olive st
 Romulus Mi 48174

ESTIMATE #

2290

DATE

09/04/2025

SALES REP

F. Zdankiewicz

ITEM	DESCRIPTION	QTY
FPO150-B100D8PM8NL4E4M1	LifeSafety Power FPO150-B100D8PM8NL4E4M1 Mercury 8-Door Access Control Power Supply with Indoor Enclosure	5
MR52-S3B	MERCURY MR52-S3B READER INTERFACE MODULE (2 DOORS, 4 READERS)	19
40KNKS-00-000000	Signo Keypad Reader 40K Standard Profile Signo40K, Wall mount w/Keypad, 13.56mHz & 125kHz, OSDP/Wiegand, Pigtail, Mobile Ready	37
MP1502	Acre MP1502 Mercury MP1502 Intelligent Controller (2 Door, 4 Readers)	1
CDC CX-ED1079L	GR 1 ANSI Strike 5/8" Throw, 12/24 AC/DC, Monitored w/3 F/P	34
SN-M32D	M32 LOCK 12/24V W/DOOR POS SWT	3
CDC CX-EPD1289L	Rim Strike 12/24VDC Fire Rated	2
Access Cable	Access Control Composite Cable	12
Misc	Cables, Connectors, Conduit and supplies	1
0E-RXD	Request to Exit PIR	37
SN-PB2E	PB MOM. SNGL GNG GREEN/RED/HANDY	3
THC PCH091	7" x 13" x 4" Injection Molded Polycarbonate Housing - Black	1
PS042-BSS	Brushed Stainless Steel Gooseneck Pedestal - 2 inch Square 42" High Mounting Flange and Base Bolt Cover	1
ACTLOCKSET	Lever Handle Lockset LSDA SRF	32
Senior Field Tech	Senior Field Technician	37
RS2-SL1-SOFT	RS2 Access it! Universal - Standard Stand-alone or multi-user access control software with built in verification and optional video ID Badging. Unlimited Client license expandability. Includes: 1 Single Client License, 1 S-TERM Standard Terminal Services License supports 1 SCP NOTE: Ships with a Software Certificate and Instructions (no dongle key)	1
Senior Field Tech	Senior Field Technician	1

Effective May 1, 2025 we have implemented a 3% credit card convenience fee. This additional fee will be charged after a credit card payment has been made.
An ACH option is available free of charge.
50% deposit is required to order equipment.

SUBTOTAL	134,769.45
TAX	0.00
TOTAL	\$134,769.45

Accepted By

Accepted Date



FUNDS VERIFICATION FORM

DEPARTMENT:

Police Department

FUND NAME:

Capital Outlay – Public Safety Fund

ACCOUNT NUMBER/S:

205-301-971.000-PUBSAF

PURPOSE FOR REQUEST:

To purchase electronic security door locks

AMOUNT OF EXPENDITURE:

\$134,769.45

SIGNATURE OF DEPARTMENT HEAD:

FUNDS CURRENTLY AVAILABLE: Pending approval of second reading of BA 25/26-11. \$134,769.45 for this purchase/labor is available

Yes

FINANCE DEPARTMENT APPROVAL:

DATE: 12/10/2025



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: December 22, 2025

Item No. J.

General Description: ITB 25/26-09 Romulus Senior Center Generator Replacement - CDBG

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 25/26-09 Romulus Senior Center Generator Replacement - CDBG
DATE: December 17, 2025

I concur with the recommendation of Kevin Krause, Community Safety and Development Director, Roberto Scappaticci, Department of Public Services and Public Works Director, and Christina Parker, Purchasing Director and respectfully request City Council award ITB 25/26-09 to the lowest and most responsive bidder, Ancona Controls, to replace the existing generator in the amount of \$225,256.04 for the Romulus Senior Center.

Gary Harris, Deputy Finance Director, has verified funds for this acquisition have been budgeted and are available in the General Fund, Senior Services, Capital Outlay Expense account #101-753-971.000. The remaining funding coming from the awarded CDBG Grant, will be available pending approval of BA 25/26-13 (the first reading for BA 25/26-13 is on Council's agenda for January 12, 2026).

Motion by _____, supported by _____, to concur with the administration and award ITB 25/26-09 to the lowest and most responsive bidder, Ancona Controls, to replace the existing generator in the amount of \$225,256.04 for the Romulus Senior Center.



MEMORANDUM

DATE: December 17, 2025
TO: Mayor Robert A. McCraight
FROM: Christina Parker, Purchasing Director
SUBJECT: ITB 25/26-09 ROMULUS SENIOR CENTER GENERATOR REPLACEMENT - CDBG

Bids were let for the acquisition of the generator replacement for the City of Romulus Senior Center.

In addition to being advertised in the 11/24/25 issue of The Associated Newspaper Eagle, bid specifications were made available to download from the MITN System @ www.mitn.info. The MITN System notified 490 companies of the bid and of them, 39 companies downloaded the bid specifications, and 2 companies were informed by email of the bidding opportunity (See Bidder's list attached).

On 12/15/2025, 4 bids were received and publicly opened.

I concur with the recommendation of Community Development Director Kevin Krause and Department of Public Work Director Roberto Scappaticci, to award the contract to the lowest and most responsive bidder, Ancona Controls, in the amount of \$ 225,256.04.

The City of Romulus was recently awarded a \$200,000.00 CDBG Grant, which City Council approved at the December 8, 2025 Council meeting. The approved use of these funds includes replacing the existing generator at the Romulus Senior Center. The current generator is not capable of powering the entire facility during a power outage, creating a critical need given that the Senior Center serves as a designated Warming Center for residents during emergencies.

Gary Harris, Deputy Finance Director, has verified that funds for this acquisition have been budgeted for and are available in the General Fund, Senior Services, Capital Outlay Expense account (101-753-971.000). The remaining funding coming from the awarded CDBG Grant, will be available pending approval of BA 25/26-13. The first reading for BA 25/26-13 is on Council's agenda for January 12, 2026.

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

Christina Parker

Christina Parker,
Purchasing Director

ECONOMIC & COMMUNITY DEVELOPMENT MEMORANDUM

DATE: December 17th, 2025

TO: Christina Parker, Purchasing Director

CC: Robert Scappaticci, DPW Director

FROM: Kevin Krause, Director of Community Safety and Development

SUBJECT: CDBG Romulus Senior Center Generator Replacement - Bid Recommendation

The Community Development Department is in receipt of bid results for the CDBG Romulus Senior Center Generator Replacement, ITB 25/26-09. This contract is for the replacement of the Senior Center's emergency standby generator.

The existing generator at the Senior Center is rated at 100 kW, which is currently insufficient to power the entire facility during an outage. This is a critical deficiency, as the Senior Center functions as a designated Warming Center for residents during winter emergencies. Per the review of the DPW department, the proposed replacement is a 250-kW generator, which will be capable of powering the full extent of the building, ensuring complete accommodation and safety for residents utilizing the facility during a power outage. This upgrade is imperative to meet the public safety needs of the community.

At this time, the Community Development Department concurs with the recommendation of the DPW that the project bid be awarded to Ancona Controls. The total bid amount is \$225,256.04. Per the review of the DPW, this contractor provided the lowest bid while providing numerous qualifications and references. Funding for this project is secured through the Senior Center's capital outlay account# 101-753-971.000 in the amount of \$120,00.00. The recently awarded Community Development Block Grant (CDBG) in the amount of \$200.000.00 will fund the remainder of the project.

Please feel free to contact me or Roberto Scappaticci, DPW Director, with any questions.

Thank you.

Kevin Krause



Director of Community Safety & Development

Interoffice Memorandum

TO: Christina Parker, Purchasing Director

FROM: Roberto J. Scappaticci, DPS & DPW Director *RJS*

CC: Don Straub, Deputy DPW Director

DATE: December 16th, 2025

SUBJECT: CDBG Romulus Senior Center Generator Replacement - Bid Recommendation

Ms. Parker

The DPW is in receipt of bid results for the CDBG Romulus Senior Center Generator Replacement, ITB 25/26-09. This contract is for the replacement of the Senior Center's emergency standby generator.

The existing generator at the Senior Center is rated at 100 kW, which is currently insufficient to power the entire facility during an outage. This is a critical deficiency, as the Senior Center functions as a designated Warming Center for residents during winter emergencies. The proposed replacement is a 250 kW generator, which will be capable of powering the full extent of the building, ensuring complete accommodation and safety for residents utilizing the facility during a power outage. This upgrade is imperative to meet the public safety needs of the community.

At this time, the DPW would like to suggest that the project bid be awarded to Ancona Controls. The total bid amount is \$225,256.04. This contractor provided the lowest bid while providing numerous qualifications and references. Funding for this project is secured through the Senior Center's capital outlay account# 101-753-971.000 in the amount of \$120,00.00. The recently awarded Community Development Block Grant (CDBG) in the amount of \$200.000.00 will fund the remainder of the project.

If you have any questions, please feel free to contact me.

RJS/bmm

t:\administrative\admin documents\2025 memos\bid recommendation memo itb 25 26-09.docx

BIDDER'S LIST
ITB 25/26-09 – Romulus Senior Center Generator Replacement

Ancona Controls
Tim Wakeling
28021 Grand Oaks Ct
Wixom, MI 48393
twakeling@anconacontrols.com

Michigan CAT
Paul Mackin
19500 Dix Toledo Rd
Brownstown Township, MI 48183
paul.mackin@michigancat.com;
734-479-5800

MINUTES OF 25/26-09 Senior Center Generator Replacement

The public opening of the afore mentioned ITB was held Monday, 12/15/2025 at 3:00 pm, in the Council Chambers at Romulus City Hall.

The following were present for the opening:

Christina Parker – Purchasing Director
Gary Harris – Deputy Finance Director

Four (4) sealed bids were received and publicly opened.

Ancona Controls
Allied Building Service & Company
DES Electric
Corby Energy Solutions

A copy of the tabulation sheet is attached.

Respectfully submitted,

Christina Parker

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 25/26-09 held on 12/15/2025.

Christina Parker

Christina Parker, Purchasing Director

TABULATION SHEET
ITB 25/26-09 Romulus Senior Center Generator Replacement -CDBG

COMPANY	Ancona Controls	Allied Building Service & Company	DES Electric	Corby Energy Solutions
Acknowledgement of Addendums 1-3	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO
Certified?	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO
Bid Bond?	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO
Attachment I - Contractor's General Questionnaire and References is included w/bid?	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO
Attachment II – Exceptions to Specifications is included w/bid?	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO
Attachment III - Subcontractor Forms are included w/bid?	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO
Attachment IV – Certification Regarding Debarment & Suspension?	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO
Attachment V – City's Contractual Services Agreement is included w/bid?	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO
Attachment VI – Contractor's Declaration?	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO
Attachment VII – Byrd Anti-Lobbying Amendment Certification?	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO
Attachment VIII – Contractor's Statement of Qualification?	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO
250KW Natural Gas Standby Generator	\$ 123,256.04	\$ 175,500.00	\$ 169,050.00	\$ 172,350.00
Total Cost Disconnection & Removal of Existing Generator	\$ 9,000.00	\$ 12,000.00	\$ 6,850.00	\$ 7,500.00
Total Cost Installation of New Generator (concrete pad, electrical connections, fuel connection, system startup & testing)	\$ 93,000.00	\$ 236,330.00	\$ 187,975.00	\$ 117,137.00
Total Project Cost Generator Replacement	\$ 225,256.04	\$ 423,330.00	\$ 363,875.00	\$ 296,987.00
Payment Terms	Net 30	NA	Monthly – Net 30	Net 30
Can meet insurance requirements?	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO

PUBLICLY OPENED 3:00 pm, Monday, 12/15/2025, IN THE ROMULUS COUNCIL CHAMBERS.

THOSE IN ATTENDANCE:

#	NAME	COMPANY	TITLE
1	Christina Parker	City of Romulus	Purchasing Director
2	Gary Harris	City of Romulus	Deputy Finance Director
3	John Yaquinto	Des Electric	

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: Senior Services		DATE: 11/06/2025
I HEREBY REQUEST THAT COMPETITIVE BIDS BE LET FOR THE FOLLOWING MATERIAL,		
PURPOSE: Generator Replacement at Senior Center		
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		
ACCOUNT INFORMATION		
ACCOUNT/S NUMBER	\$ AMOUNT BUDGETED	
101-753-971.000	\$ 120,000.00	
	\$	
	\$	
SIGNATURE OF DEPARTMENT HEAD: Maria Lamber	DATE: 11/6/25	

FINANCE DEPARTMENT APPROVAL

FUNDS AVAILABILITY	
ACCOUNT/S NUMBER	\$ FUNDS AVAILABLE
101-753-971.000	\$ 120,000
	\$
	\$
SIGNATURE OF FINANCE DEPARTMENT: M. J. Davis	DATE: 11/7/2025

ADMINISTRATIVE APPROVAL

I HAVE REVIEWED THE REQUEST AND AUTHORIZE TO LET FOR COMPETITIVE BIDS.	
SIGNATURE OF MAYOR: [Signature]	DATE: 11-7-25

AVAILABILITY OF FUNDS FOR AWARD

THE BID SHALL BE AWARDED IN THE AMOUNT OF \$ 225,256.04	
I AFFIRM THAT THE FUNDS ARE AVAILABLE IN THE ABOVE MENTIONED ACCOUNT/S	
FINANCE DEPT. APPROVAL: [Signature]	DATE: 12/16/25

A budget amendment will need to be completed. We have been awarded A CDBG agreement for \$200,000.00, Item 5B 12/8/2025
GH



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **December 22, 2025**

Item No. K.

General Description: Piggyback on MiDeal Contract to Purchase one (1) 2026 Ford F-150 Super Crew 4x4

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 #MA240000001208 Macomb County Contract #21-18 to Purchase one (1) 2026 Ford F-150 Super Crew 4x4
DATE: December 17, 2025

I concur with the recommendation of David Heavener, Fire Chief and Christina Parker, Purchasing Director, and respectfully request Council's authorization to piggyback on the MiDeal Contract #MA240000001208 Macomb County Contract #21-18 with Lunghamer Ford for the purchase of one (1) 2026 Ford F-150 Super Crew 4x4 at a total cost of \$53,678.00 for the Fire Chief.

Maria Farris, Finance Director, has verified that funds for the purchase are currently available in the Motor Vehicle Capital Outlay, Motor Vehicle & Equipment Expense account #661-572-971.138.

Motion by _____, supported by _____, to concur with the administration and consent to piggyback on the MiDeal Contract #MA240000001208 Macomb County Contract #21-18 with Lunghamer Ford for the purchase of one (1) 2026 Ford F-150 Super Crew 4x4 at a total cost of \$53,678.00 for the Fire Chief.



MEMORANDUM

DATE: December 17, 2025
TO: Mayor Robert A. McCraight
FROM: Christina Parker, Purchasing Director
SUBJECT: Piggyback MiDeal #MA 240000001208 Macomb County Contract #21-18 to Purchase One (1) 2026 Ford F-150 Super Crew 4x4

Fire Chief David Heaver, has requested to purchase one (1) 2026 Ford F-150 for the price of \$53,678.00 from Lunghamer Ford by Piggybacking on the State of Michigan's MiDeal Contracts #MA240000001208 and Macomb County Contract #21-18.

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 purchase of the new F-150 will replace the current Fire Chief vehicle with miles in excess of 126,000. The replaced vehicle will be reassigned for continued use within the Fire Department.

It is the recommendation of myself and Fire Chief David Heavener to proceed with the purchase of these vehicles. If you concur, please request Council's permission to Piggyback on MiDeal Contract #MA240000001208 and Macomb County Contract #21-18 with Lunghamer Ford for the purchase of one (1) 2026 Ford F-150 Super Crew 4x4 for a total cost of \$53,678.00.

Maria Farris, Financial Services Director, has verified that funds for this purpose have been budgeted for and are available in, 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

Fire Chief
Dave Heavener



Fire Prevention
Chief David Allison

MEMO

TO: Christina Parker, Purchasing Director
FROM: Dave Heavener, Fire Chief
DATE: 12/16/2025
SUBJECT: Approval to Order Replacement Fire Chief Vehicle

I am requesting approval to order a replacement vehicle for the Fire Chief through Lunghamer Ford utilizing the Macomb County Contract #21-18 bid, 2026 Ford F150 Police Responder Super Crew 4X4 pickup, in an amount not to exceed **\$53,678.00**.

The current Fire Chief vehicle was approved and budgeted for replacement during the current fiscal year. The vehicle presently has in excess of **126,000 miles** and, upon replacement, will be reassigned for continued use within the Fire Prevention Division.

Replacing this vehicle will ensure the department maintains a reliable, consistent, and versatile command vehicle capable of supporting high-quality and safe emergency response operations. This replacement will help sustain operational readiness while continuing to provide effective service to the community.

Your approval of this purchase is respectfully requested.

Please let me know if you require any additional information.

Respectfully,

Dave Heavener
Fire Chief
Romulus Fire Department



December 9, 2025

City of Romulus
Attn: Fire Chief Dave Heavener
11111 Wayne Road
Romulus, MI 48174

Dear Fire Chief Dave Heavener:

Price on 2026 Vehicle State of Michigan Contract# MA 240000001208 and Macomb County Contract# 21-18 Bid:

2026 Ford F150 Police Responder Super Crew 4x4 Pickup in Red \$53,678.00 ea

Order Cutoff Date: TBD.

Delivery date: Approximately 90-120 Days A.R.O.

Service Contract: 36,000 miles or 36 months factory bumper to bumper warranty and 100,000 miles or 60 months powertrain warranty.

Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. An \$8.00 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-Fleet (888-923-5338).

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales

1960 E Main St Owosso, MI 48867, 888-92-FLEET (888.923.5338) Fax 517-625-5832

2026 F-150 Police Responder Super Crew

Major Standard Equipment

MODEL/SERIES/AVAILABILITY

- Pursuit Rated Model
- 3.5L V6 EcoBoost® 4x4 145" WB

MECHANICAL

- Two-Speed Automatic Torque on Demand 4WD with Neutral Towing Capability (Includes 4A mode for Set and Forget)
- Alternator – 240 amp
- Axle, Front – Independent Front Suspension (IFS)
- Brakes – 4-Wheel Disc with ABS
- Class IV Trailer Hitch (incl. Smart Trailer Tow Connector, 4-pin/7-pin wiring, Class IV trailer hitch receiver)
- Electric Parking Brake
- Electronic Ten-Speed Automatic Transmission with Selectable Drive Modes: Normal/Tow-Haul/Snow-Wet/EcoSelect/Sport
- Engine Hour Meter
- Engine Idle-Hour Meter
- Fail-Safe Cooling
- Jack
- Electric Parking Brake
- SelectShift® Automatic Transmission with Progressive Range Select
- Shock Absorbers, Gas – Heavy-Duty, Front
- Shock Absorbers, Gas – Heavy-Duty, Outboard Mounted, Rear
- Springs, Front – Coil
- Springs, Rear – Leaf, Two-Stage Variable Rate
- Upgraded Stabilizer Bar, Front
- Steering – Power, Rack-and-Pinion

EXTERIOR

- Badges – Tailgate
- Bumper and Fascia, Front – Black
- Bumper, Rear – Black
- Cargo Lamp – integrated with Center High-mounted Stop Lamp
- Daytime Running Lamps (DRL) (On/Off Cluster Controllable)
- Easy Fuel® Capless Fuel-Filler
- Exhaust – Single Rear
- F-150 Fender Badge
- Fuel Tank – Standard Range 26 Gallon
- Fully Boxed Steel Frame
- Grille – Black Two Bar Style with Black Nostrils and Black Surround
- Handles, Black – Door and Tailgate with Black Bezel
- Hooks – Pickup Box Tie-Down, four (4)
- Hooks – Front Tow 4x4, two (2)
- Mirrors, Sideview – Manual-folding, Power Glass with Black Skull Caps
- Power Tailgate Lock
- Spare Tire Carrier – Rear Under Frame
- Spare Tire/Wheel Lock
- Stone Cuffs, Front & Rear
- Tailgate – removable
- Tires – LT265/70R 18 BSW (A/T)
- Trailer Sway Control
- Trailer Towing – 4-pin/7-pin wiring, Class IV trailer hitch receiver
- Wheels – 18" Steel Wheel
- Wipers – Intermittent speed

INTERIOR/COMFORT

- 1st Row Power Windows
- 2nd Row Power Windows
- 4" Productivity Screen in Instrument Cluster
- 12" Center-stack Screen Touchscreen w/Audio Controls
- Air Conditioning Registers – Black Vanes with Chrome Knob
- Black Vinyl Floor Covering
- Cruise Control
- Center Console Mounting Plate
- Red/White Task Lighting in Overhead Console
- Fade-to-Off Interior Lighting
- Gauges and Meters – Fuel, Oil Pressure, Transmission Temperature and Engine Coolant Temperature Gauges; Speedometer, Odometer and Tachometer
- Grab Handles
- Horn – Dual-Note
- Illuminated Entry

- Manual Air Conditioning, Single Zone
- Outside Temperature Display
- Power Door Locks
- Powerpoint (2) 12V – Front
- Rear Driver-side/Passenger-side Solar Tint
- Rear-window with Fixed Glass and Solar Tint
- Rearview Mirror, Day/Night
- Scuff Plate, Driver and Front-Passenger Doors
- Seat, Front
- Police-grade heavy-duty cloth 40/blank/40 with reduced bolsters
- 8-Way power driver/manual passenger
- Built-in steel intrusion plates in both front-seatbacks
- Seat, Rear – Vinyl, 60/40 flip-up split seat with elongated cushion
- Speedometer – Calibrated (includes digital readout)
- Steering Wheel, Black Urethane – Manual Tilt/Telescoping and Manual Locking
- Universal Top Tray – Center of I/P for mounting aftermarket equipment
- Visor, Driver Side; Visor with Mirror, Passenger-Side

SAFETY/SECURITY

- AdvanceTrac® w/RSC® (Roll Stability Control™)
- Airbags
- Autolock
- Door Lock Cylinders (Front Driver/Passenger door)
- Fixed LED Headlamps
- Illuminated Entry
- Rainlamp Wiper Activated Headlamps
- Police Perimeter Alert detects motion in an approximately 270-degree radius on sides and back of vehicle; if movement is determined to be a threat, chime will sound at level I. Doors will lock and windows will automatically go up at level II. Includes visual display in instrument cluster with tracking
- Seat Belts, Active Restraint System (ARS). Three-point Manual Lap/Shoulder Belts with Height Adjusters, Pretensioners & Energy Mgmt Retractors on Outside Front Positions. Includes Autolock Features for Child Seats
- SOS Post-Crash Alert System™
- Simple Fleet Key – (Inner-milled, w/o microchip, easy to replace; 4-keys)
- Pre-Collision Assist with Automatic Emergency Braking (AEB) (Pedestrian Detection, Forward Collision Warning, Dynamic Brake Support) Note: Includes unique one-touch temporary disable switch for Law Enforcement use.
- Tire Pressure Monitoring System (TPMS) Note: F-150 Police Responder was designed and developed to meet the same federal fuel system crash standards as retail vehicles and other manufacturers' police vehicles. Ford Police Interceptors are the only vehicles on the market designed for the 75 mph rear-impact crash test.

DRIVER ASSIST TECHNOLOGY

- Autolamp – Auto On/Off Headlamps
- Rear View Camera with Dynamic Hitch Assist
- Reverse Sensing System
- Hill Start Assist
- SYNC® 4

FUNCTIONAL

- AM/FM Stereo – 6 speakers
- BLIS
- Dark Car
- Fleet Telematics Modem
- Rear power lug located underneath rear seat to accommodate Police upfitting; One (1) 80-amp battery ground circuit
- Police Engine Idle

FX4 OFF-ROAD PACKAGE

- 3.31 Electronic-locking rear-axle
- Hill Descent Control™
- Off-Road tuned front shock absorbers
- Skid plates: fuel tank, transfer case and front differential

WARRANTY

- 3 Year / 36,000 Miles Bumper / Bumper **POWERTRAIN CARE EXTENDED SERVICE PLAN**
- 5-Year/100,000-mile Powertrain CARE Extended Service Plan (zero deductible) – Standard

Responder 150A Crew Cab 5.5 Ft. Box 145" WB

[x] Base Price WIP 4x4 (3.5L V6 EcoBoost™ engine 7000 GVWR 2030 PAYLOAD) 998/44G **\$48,248.00**

Available Options	Option Code	Price
[x] Interior Upgrade Package	19A/47R	810.00
• Floor Console without Shifter (Maintains Column Shifter) • Color-Coordinated Carpet w/Carpeted Floor Mats • Cloth Seats – Police-Grade, Heavy-Duty Cloth – Front and Rear • Floor Liner – Tray Style		
[] Rear Console Plate (Not Available w/Interior Upgrade Package)	60R	60.00
[x] Power Passenger Seat 8-Way	61P	300.00
[x] 18" Aluminum Wheels	64H	485.00
[x] Trailer Brake Controller	67T	280.00
[x] Badge Delete (Removes Rear Police Responder Badge)	41A	N/C
[x] Black Platform Running Boards	18B	255.00
[] Rear Window, Privacy Glass with Defroster	924	100.00
[x] Power-Sliding Rear-Window (Includes Privacy Glass and Rear Defroster 435/924)		560.00
[] Fog Lamps	595	145.00
[x] Front / Rear Chrome Bumper with Fog Lamps	17C/595	325.00
[] Daytime Running Lights (Not Recommended for Police Use)	942	45.00
[] Engine Block Heater	41H	190.00
[] Mirrors Sideview Manual-folding, Power Glass with Heat, Turn Signal Auto-Dimming Feature (Driver's Side), High-Intensity LED Security Approach Lamps, LED Side-mirror Spotlights and Black Skull Caps	54R/59S	700.00
Not Available with Spot Light Options.		
[x] Trailer Tow Mirrors Sideview Manual-folding, Manual Telescoping Power Glass with Heat, Turn Signal Auto-Dimming Feature (Driver's Side), High-Intensity LED Security Approach Lamps, LED Side-mirror Spotlights and Black Skull Caps Includes Rear Defroster with Privacy Glass (924)	54Y/59S/924	790.00
Not Available with Spot Light Options.		
[] Rear-Door controls Inoperable (locks, handles and windows)	17R	220.00
Note: Can manually remove window or door disable plate with special tool		
Note: Locks/windows operable from driver's door switches		
[] Lock system; Single Key/All Vehicles Keyed Alike (Not Compatible with Police Interceptor Utility Keyed Alike)	62_	50.00
Keyed Alike 1284x= 62B Keyed Alike 1294x= 62C Keyed Alike 0135x= 62D		
Keyed Alike 1435x= 62E Keyed Alike 0576x= 62F Keyed Alike 0151x= 62G		
Keyed Alike 1111x= 62J		
[x] Remote Keyless Entry w/4 Key Fobs (Must order for Remote Entry)	67P	350.00
[x] Remote Starter (Requires Remote Keyless Entry Option 67P)	SIG	575.00
[] Front License Plate Holder	153	N/C
[x] Spray in Bedliner	ZBT	700.00
[] Bed Liner – Plastic, Drop-in	LUN	550.00
[] Rear Wheel Arch Liner	96L	180.00
[] Tonneau Pickup Box Cover – Soft Folding	LUN	790.00
[] Tonneau Pickup Box Cover – Hard Folding	LUN	1400.00
[] Tonneau Pickup Box Cover – Retractable	LUN	2400.00
[] Single LED Spot Lamps Unity	59E	405.00
[] Single LED Spot Lamps Whelen	59F	430.00
[] Dual LED Spot Lamp Unity	59G	790.00
[] Dual LED Spot Lamp Whelen	59J	880.00
[] Heated Dual Power Glass Mirrors (Only Available w/Spot Light Option)	54R	405.00

Factory Lighting Options **New for 2026 MY**

☐ Grill Lights	52C	725.00
☐ Rear Lower Tailgate Lights	53B	475.00
☐ Front – To – Rear Lighting Package #1 Grille & Rear Lower Tailgate	68A	1170.00
☐ All-Around Lighting Package #2 Grille/Rear lower Tailgate, Front Aux Marker Lights, and Front Aux Corner Marker Lights		

Note: Not Available with Fog Lamps (595)**Extended Warranty Option's (\$0.00 Deductible) 100,000 Mile Coverage**

☐ 5-Year Premium Care Warranty (500 Plus Components Coverage)	3350.00
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Colors & Trim Availability:

<u>Exterior</u>		Interior (Black/Med. Earth Grey)(PB)
Agate Black	(UM)	☐
Oxford White	(YZ)	☐
Vermillion Red	(E4)	☒
Iconic Silver	(JS)	☐
Carbonized Gray	(M7)	☐
Antimatter Blue	(HX)	☐
Argon Blue	(E9)	☐
Omaha Orange	(MB)	☐
School Bus Yellow	(B1)	☐

TOTAL \$53,678.00 ea



FUNDS VERIFICATION FORM

<u>DEPARTMENT:</u>	Fire Department
<u>FUND NAME:</u>	Motor Vehicle
<u>ACCOUNT NUMBER/S:</u>	661-572-971.138
<u>PURPOSE FOR REQUEST:</u>	Purchase F-150 Fire Chief Vehicle
<u>AMOUNT OF EXPENDITURE:</u>	\$53,678.00
<u>SIGNATURE OF DEPARTMENT HEAD:</u>	Roberto J. Scappaticci Digitally signed by Roberto J. Scappaticci Date: 2025.12.15 10:41:50 -05'00' Dave Heavener Digitally signed by Dave Heavener Date: 2025.12.16 12:33:08 -05'00'
<u>FUNDS CURRENTLY AVAILABLE:</u>	\$53,678 , based on other capital expenses coming in under budget.
<u>FINANCE DEPARTMENT APPROVAL:</u>	Maria Farris Digitally signed by Maria Farris Date: 2025.12.15 14:13:15 -05'00'
<u>DATE:</u>	12/15/25



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **December 22, 2025**

Item No. L.

General Description: Introduction of Budget Amendment 25/26-12

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 25/26-12
DATE: December 5, 2025

I am hereby requesting introduction of Budget Amendment 25/26-12 to recognize reimbursement from the August 5, 2025 Special School Election and associated costs with the election.

Motion by _____, supported by _____ to concur with the administration and introduce budget amendment 25/26-12 to recognize reimbursement from the August 5, 2025 Special School Election and associated costs with the election.



MEMORANDUM

To: Maria Farris, Finance Director
From: Ellen L. Craig-Bragg, City Clerk
cc: Gary Harris, Deputy Finance Director
D'Sjonaun Hockenhull, Deputy Clerk
Date: October 27, 2025
Re: Budget Amendment – Election Reimbursement

The City conducted a special election on August 5, 2025, for the Romulus Community Schools. Michigan Election Law allows for reimbursement of expenses incurred by the municipality for the conduct of the election.

Please process the budget amendment to account for the \$42,913.00 reimbursement from the Romulus Community Schools. This amount needs to be applied to the following GL numbers to restore their budgeted balances:

- 101-262-703.000 (Part-time): \$20,085.00
- 101-262-710.000 (Overtime): \$5,922.00
- 101-262-728.000 (Postage): \$9,083.00
- 101-262-729.00 (Election Supplies): \$7,528.00
- 101-262-900.00 (Printing & Publication): \$295.00

If you have any questions, please do not hesitate to contact myself or D'Sjonaun.

BUDGET AMENDMENT FORM

INCREASE		INCREASE	
Account Number /Name	Amount	Account Number /Name	Amount
101-262-703.000 Part-time	\$ 20,085	101-262-676.262 Election Reimbursement	\$42,913
101-262-710.00 Overtime	\$ 5,922		
101-262-728.000 Postage	\$ 9,083		
101-262-729.000 Supplies	\$ 7,528		
101-262-900.000 Printing & Publication	\$ 295		
TOTAL	\$ 42,913	TOTAL	\$ 42,913

PURPOSE:

To recognize reimbursement from the August 5, 2025, Special School Election

DATE: 10/27/2025

Department Head Signature:




Maria Farris 12.2.2025

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.

Memorandum

To: Mayor Robert A. McCraight

From: Maria Farris, Finance Director

Date: December 5, 2025

Re: Budget Amendment 25/26-12

Attached please find a copy of the requested Budget Amendment 25/26-12 to be added to the agenda for December 22, 2025, City Council meeting.

This budget amendment is to increase expenses of \$42,913 in various accounts within the 101-262 election department budget and not to exceed the amount of the reimbursement of \$42,913. This budget amendment is recognizing reimbursement revenue in the amount of \$42,913.00, that was received on 10/13/2025.

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

MEMORANDUM

TO: Mayor Robert A. McCraight
FROM: Finance Department
DATE: 12/5/2025 MEF
SUBJECT: Budget Amendment 25/26-12

FUND/DEPT. ACCOUNT NO.	ACCOUNT NAME	CURRENT BALANCE	AMENDMENT	AMENDED BUDGET
101-262 Elections General Expense				
101-262-703.000	Part-time	-	20,085	20,085
101-262-728.000	Overtime		5,922	5,922
101-262-728.000	Postage		9,083	9,083
101-262-729.000	Supplies		7,528	7,528
101-262-900.000	Printing & Publication		295	295
				42,913
Revenue				
101-262-676.262	Election Reimbursement	-	42,913	42,913

To recognize reimbursement from the August 5, 2025 special school election and associated costs with the election.



City of Romulus

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

Council Meeting Held: **December 22, 2025**

Item No. A.

General Description: Second Reading and Final Adoption 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

[Do

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: Choose an ite

Date Submitted:

Submitted by:

Department:

Council Meeting of:

TITLE/DESCRIPTION OF ITEM

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

OFFICE USE ONLY

Approved for Council Agenda: ☐

AGENDA ITEM # .

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

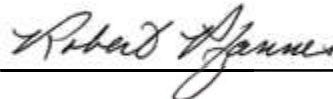
BUDGET AMENDMENT FORM

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.



City of Romulus

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

Council Meeting Held: December 22, 2025

Item No. B.

General Description: First Reading and Introduction to adding Ch. 2, Sections 2-19 to 2-26 to the Romulus Code of 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

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: Choose an ite

Date Submitted:

Submitted by:

Department:

Council Meeting of:

TITLE/DESCRIPTION OF ITEM

--

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

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City of Romulus

11111 Wayne Road

Romulus, MI 48174

(734) 942-7500

www.romulusgov.com

OFFICE USE ONLY

Approved for Council Agenda: ☐

AGENDA ITEM # .

**CITY OF ROMULUS
ORDINANCE NO. _____**

AN ORDINANCE TO AMEND CHAPTER 2 ADMINISTRATION ARTICLE II CITY COUNCIL TO ADD SECTION 2.19 TO 2.26 TO THE CITY CODE OF ORDINANCES.

THE CITY OF ROMULUS, WAYNE COUNTY, MICHIGAN HEREBY ORDAINS:

THE FOLLOWING SECTIONS ARE ADDED TO CHAPTER 2, ARTICLE II OF THE CITY CODE OF ORDINANCES AS FOLLOWS:

Sec. 2.19. The Charter of the City of Romulus Section 4.5 provides that:

When a vacancy on City Council occurs the Council by a majority vote of its members shall fill the vacancy.

Sec. 2.20.

The Council shall fill a vacancy on Council by announcing the vacancy and taking applications from eligible residents within 5 days after the vacancy occurs.

Sec. 2.21

The application form to be used will be in the following form which shall be fully completed, signed and dated by the applicant.

Application of Interest for Vacant Council Position

(PLEASE PRINT OR TYPE)

Mr. / Mrs. / Ms.	First Name	Middle or Nick Name	Last Name	
Address		City ROMULUS	State MI	Zip Code 48174
Email Address			Home #	Cell #

1. How long have you lived continuously in the City of Romulus? _____

2. Are you a registered voter in the City of Romulus? Yes ☐ No ☐ *(Verified by Clerk's Office)*

3. Are you related to anyone employed by or an elected official of the City of Romulus? Yes ☐ No ☐

If yes, please provide the person's name and your relationship: _____

4. Have you ever run for or been elected to public office? Yes ☐ No ☐ If yes, what office? _____ What City or Township? _____, County _____, Year _____

5. What is your educational background? _____
6. Do you have access to electronic resources (home computer, email, Internet access)? Yes ☐ No ☐
7. Would you be available on Monday evenings to attend Council meetings? Yes ☐ No ☐
8. Have you served or are you currently serving on any **Romulus Boards and/or Commissions**? Yes ☐ No ☐
- If yes, please list: 1. _____ (Year) _____ 2. _____ (Year) _____
3. _____ (Year) _____ 4. _____ (Year) _____
9. On the reverse side of the form, explain in 100 words or less why you are interested in serving on the City Council.

Important Public Records Information: All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the City Clerk's office at (734) 942-7540 if you have any questions or concerns about the disclosure of specific information. **NOTE: Your application will be kept on file for two (2) years.**

Truth and Accuracy: I certify that the information contained in this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

Applicant's Signature

Date

The deadline to return the application to the clerk's office is _____

SAMPLE

<u>FOR OFFICE USE ONLY</u>	
Received by:	Date:
☐ Confirmed voter status ☐ Confirmed compliance with applicable federal, state, and local statutes	

Sec. 2.22

Any applicant who has a felony conviction anywhere in the United States will not be eligible to be approved by Council to fill the vacancy.

Sec. 2.23

The Clerk shall establish a schedule for submittal of applications for review by Council and interviews that will permit adequate time for Council to fill the vacancy with forty-five (45) days as required by the City Charter.

Sec. 2.24

Council shall interview up to six (6) applicants for the position and if there are more than six (6) applicants who are eligible, Council shall reduce the number to not more than six (6) based on the information in the applications.

Sec. 2.25

Each Council person can identify one question to ask to each of the applicants interviewed but there will be no follow-up questions to the answers provided by the applicants. If any Council person elects not to identify a question, then the interview questions will be limited to the number of questions that are provided by Council.

Sec. 2.26

Each Council person shall score the answers to the questions from 1-5 based on the following chart and a total score will be given to each applicant. The applicant with the highest score will be appointed. If there is a tie score, the applicants with the highest score will be selected by drawing of those names to determine the next Council person.

Rating Scale

Score	Definition
5 – Excellent	<i>Far exceeds expectations; outstanding demonstration of competency; clear, impactful, and relevant examples.</i>
4 – Good	<i>Strong response; meets expectations well; relevant examples that show readiness for the role.</i>
3 – Satisfactory	<i>Adequate response; shows basic understanding but with limited examples or depth.</i>
2 – Needs Improvement	<i>Weak response; lacks depth or relevance; demonstrates limited readiness for the role.</i>
1 – Poor	<i>Inadequate or off-topic response; fails to demonstrate competency.</i>

ADOPTED, APPROVED AND PASSED by the City Council of the City of Romulus this _____ day of _____, 2025.

ROBERT MCCRAIGHT, Mayor

ELLEN L. CRAIG- BRAGG, Clerk

I hereby certify that the foregoing is a true copy of the Ordinance as passed by the City Council of the City of Romulus at a regular Council Meeting held in the City Council Room in said City on the _____ day of _____, 2025.

ELLEN L. CRAIG-BRAGG, Clerk

I further certify that the foregoing was published in _____, a newspaper of general circulation in the City of Romulus, on the _____ day of _____, 2025.

ELLEN L. CRAIG-BRAGG, Clerk

Within forty-five (45) days after publication of any ordinance duly passed by the Council, a petition may be presented to the Council protesting against such ordinance continuing in effect. Said petition shall contain the text of such ordinance and shall be signed by not less than six percent (6%) of the registered electors registered at the last preceding election at which a Mayor of the City was elected. Said ordinance shall thereupon and thereby be suspended from operation and the Council shall immediately reconsider such ordinance.



City of Romulus

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

Council Meeting Held: **December 22, 2025**

Item No. C.

General Description: Resolution to vacate an alley located in the Buckingham Manor Subdivision.

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

MEMORANDUM

To: Honorable City Council

From: Ellen Craig-Bragg, City Clerk

Cc: D'Sjonaun Hockenhull, Deputy City Clerk

Date: December 18, 2025

Re: Alley Vacation – Buckingham Manor Subdivision

Pursuant to Chapter 52, Section 52-1 of the Romulus Code of Ordinance, it is the prerogative of the City Council to vacate any street or alley or portion thereof based on the file filing of a petition.

Upon review of the petition and after hearing testimony from property owners abutting the alley, it is requested that the Council **APPROVE** or **DENY** the:

- Adoption of a resolution vacating the north – south alley in the Buckingham Manor Subdivision, North of Cincinnati Avenue, South of Avalon St., East of Essex St., and West of Chamberlain Drive, abutting Lots 183 to 197 inclusive, and Lots 232 to 246 inclusive located in the N.W. ¼ Section 4 of the City of Romulus, County of Wayne, retaining all utility easement of records and a 20 foot utility easement within the vacated alley for the City of Romulus Department of Public Works to access any city-owned utilities that may be located within the alley for repair and/or maintenance.



PETITIONER'S REQUEST TO VACATE STREET/ALLEY

This form starts the procedure for Romulus City Council to consider vacation of a street or alley in compliance with Article 1, Chapter 52, Section 52-1 of the City Code of Ordinances. There is a **\$200.00 Administrative fee** for this request. Please see the attached flow chart for an understanding of the process/procedure for street/alley vacation requests.

Thomas Maycock

Petitioner's Name

6076 Chamberlain

Petitioner's Address

Romulus

City

mi

State

48174

Zip Code

RECEIVED
2025 MAY -6 P 3:
CITY OF ROMULUS
CLERK'S OFFICE

Phone Number

[REDACTED] Is this an alley or street vacation? alley

Email Address

Please state an exact description of the street or alley that is requested to be vacated. *Maps are available in the Assessor's Office.*

alley chamberlain and Essex
see attach paper

Thomas Maycock

Signature of Petitioner

5-6-25

Date Signed



Dexter Ave

Cincinnati Ave

Dexter Ave

Cincinnati Ave

Dexter Ave

Dexter Ave

Cincinnati Ave



WE, THE UNDERSIGNED, BEING AT LEAST SIXTY (51%) PERCENT OF THE PROPERTY OWNERS OF RECORD IN THE SUBDIVISION HEREINAFTER DESCRIBED, PETITION YOUR HONORABLE BODY TO VACATE THE NORTH-SOUTH ALLEY IN THE BUCKINGHAM MANOR SUBDIVISION LOCATED NORTH OF CINCINNATI AVE AND SOUTH OF AVALON ST, EAST OF ESSEX AND WEST OF CHAMBERLAIN, ABUTTING LOTS 183 TO LOT 197 INCLUSIVE, AND LOTS 232 TO 246 INCLUSIVE IN THE N.W. 1/4 SECTION 4 OF THE CITY OF ROMULUS, COUNTY OF WAYNE RETAINING ALL UTILITY EASEMENTS OF RECORD AND 12 FOOT UTILITY EASEMENT. ADJACENT PROPERTY OWNERS WILL GAIN AN EXTRA TEN (10) FEET OF PROPERTY IF THE ALLEY IS VACATED.

PETITION			
ADDRESS	NAME	SIGNATURE	DATE
35007 Avalon DP#80-014-03-0232-000	Suzanne Gazdowicz	[REDACTED]	07/15/25
Chamberlain DP#80-014-03-0234-000	Suzanne Gazdowicz	[REDACTED]	07/15/25
Essex DP#80-014-03-0186-000	Bernard Solomons	[REDACTED]	
Essex DP#80-014-03-0189-000	Faye D Williams & Rosa Baker		
Essex DP#80-014-03-0191-000	Faye D Williams & Rosa Baker		
6035 Essex DP#80-014-03-0192-300	Thomas White	[REDACTED]	7/13/2025
6017 Essex DP#80-014-03-0193-301	Christopher Mc Cray	[REDACTED]	
6097 Essex DP#80-014-03-0183-300	Lawrence Kolis	[REDACTED]	6/27/25
6089 Essex DP#80-014-03-0184-301	Bernard Solomons		
6005 Essex DP#80-014-03-0196-300	Jean Price & Jeffrey William Jr.	[REDACTED]	7/3/2025
6065 Essex DP#80-014-03-0187-000	Durrice Green		
6032 Chamberlain DP#80-014-03-0235-300	Ronald Warren	[REDACTED]	5-21-2025
6048 Chamberlain DP#80-014-03-0239-300	Nicole Williams		
6062 Chamberlain DP#80-014-03-0240-301	Clifford Brown	[REDACTED]	
6076 Chamberlain DP#80-014-03-0242-301	Earl Miller	[REDACTED]	5-21-2025
6088 Chamberlain DP#80-014-03-0244-000	Samuel Studstill	[REDACTED]	7-5-20-25

I, Thomas Maycock, BEING DULY SWORN, STATE THAT I AM THE CIRCULATOR OF THE SIGNATURES OF THE PROPERTY OWNERS OF RECORD.

Thomas Maycock
Circulator

07-23-25
Date

Subscribed and sworn before me, a Notary Public, in the County of Wayne,
State of Michigan, this 23 day of July, 2025.

[Signature], Notary Public
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF WAYNE
My Commission Expires: 01/11/2028
My Commission Expires January 11, 2028
Acting in the County of Wayne





City of Romulus

Clerk’s Report – Ellen L. Craig-Bragg, Clerk

Council Meeting Held: **December 22, 2025**

Item No. D.

General Description: **For Your Information: 2026 Boards & Commission Meeting Calendars**

- Board of Zoning Appeals
- Planning Commission
- Downtown Development Authority
- Tax Increment Finance Authority
- Romulus Library Board
- Recreation Commission
- Romulus Board of Review

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

MEMORANDUM

DATE: November 3, 2025

TO: Ellen L. Craig-Bragg, City Clerk

FROM: Carol Maise, City Planner

SUBJECT: **Zoning Board of Appeals Meeting Dates 2026**

For your consideration, listed below are the proposed regular meeting dates for the Board of Zoning Appeals in 2026:

Regular Meeting Dates:

Wednesday, January 7, 2026
Wednesday, February 4, 2026
Wednesday, March 4, 2026
Wednesday, April 1, 2026
Wednesday, May 6, 2026
Wednesday, June 3, 2026
Wednesday, July 1, 2026
Wednesday, August 5, 2026
Wednesday, September 2, 2026
Wednesday, October 7, 2026
Wednesday, November 4, 2026
Wednesday, December 2, 2026

A motion is necessary to set these dates

KH

cc: Mayor Robert McCraight

S:\Planning\BZA Members & Guidelines\BZA Meeting Dates\Memo to BZA 2025 meeting dates
DRAFT.docx

MEMORANDUM

DATE: November 13, 2025

TO: Ellen Craig-Bragg, City Clerk

FROM: Carol Maise, City Planner

SUBJECT: **2026 Meeting Dates**

For your consideration, listed below are the proposed regular meeting dates for the Planning Commission in 2026.

Regular Meeting dates:

- *Wednesday, January 21, 2026
- *Wednesday, February 18, 2026
- Monday, March 16, 2025
- Monday, April 20, 2025
- Monday, May 18, 2025
- Monday, June 15, 2025
- Monday, July 20, 2025
- Monday, August 17, 2025
- Monday, September 21, 2025
- Monday, October 19, 2025
- Monday, November 16, 2025
- Monday, December 21, 2025

* moved to Wednesday due to holiday

KH

cc: Mayor Robert McCraight

Downtown Development Authority

11111 Wayne Road, Romulus, Michigan 48174 - (734) 955-4531/FAX 941-5842

Jerry Frayer, Director
Keith Johnston, Chairperson
Randy Moffat, Vice-Chairperson
Brian Bush, Secretary
Mayor Robert McCraight
Stacy Paige, Treasurer
Danielle Gibson
Craig Greca
Bill Toner
Jay Kuderik

Resolution 25-DDA-1400

2026

Meeting Schedule

<u>Day</u>	<u>Date</u>
<i>Wednesday</i>	<i>January 14, 2026</i>
<i>Wednesday</i>	<i>February 11, 2026</i>
<i>Wednesday</i>	<i>March 11, 2026</i>
<i>Wednesday</i>	<i>April 8, 2026</i>
<i>Wednesday</i>	<i>May 13, 2026</i>
<i>Wednesday</i>	<i>June 10, 2026</i>
<i>Wednesday</i>	<i>July 8, 2026</i>
<i>Wednesday</i>	<i>August 12, 2026</i>
<i>Wednesday</i>	<i>September 9, 2026</i>
<i>Wednesday</i>	<i>October 14, 2026</i>
<i>Thursday</i>	<i>November 12, 2026</i>
<i>Wednesday</i>	<i>December 9, 2026</i>

All meetings begin promptly at 10:30 am in the Romulus Council Chambers unless posted otherwise. All meetings will be held on the 2nd Wednesday of the month.

JF

Y:\DDA\MEETINGS\2026 Mtg\DDA Mtg Dates 2026.docx

Tax Increment Finance Authority

11111 Wayne Road, Romulus, Michigan 48174 - (734) 942-7545/FAX 941-5842

Robert McCraight, Mayor

Matthew Raftary, Chairperson
Dean Trudeau, Secretary

Michael Hoffman, Vice-Chairperson
Maria Farris, Treasurer

25-TIFA-1279

2026 Meeting Schedule

<u>Day</u>	<u>Date</u>
<i>Wednesday</i>	<i>January 14, 2026</i>
<i>Wednesday</i>	<i>February 11, 2026</i>
<i>Wednesday</i>	<i>March 11, 2026</i>
<i>Wednesday</i>	<i>April 8, 2026</i>
<i>Wednesday</i>	<i>May 13, 2026</i>
<i>Wednesday</i>	<i>June 10, 2026</i>
<i>Wednesday</i>	<i>July 8, 2026</i>
<i>Wednesday</i>	<i>August 12, 2026</i>
<i>Wednesday</i>	<i>September 9, 2026</i>
<i>Wednesday</i>	<i>October 14, 2026</i>
<i>Thursday</i>	<i>November 12, 2026</i>
<i>Wednesday</i>	<i>December 9, 2026</i>

All meetings begin promptly at 11:30 am in the Romulus Council Chambers unless posted otherwise. All meetings to be held on the 2nd Wednesday of the month except as noted.

Julie Allison

Carole Bales

Yolanda Brown-Ali

Issam Fakhoury

Suzy Francoeur

Emery Long

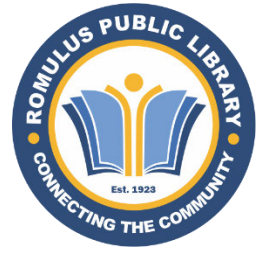
Randy Moffat

Jonathan Yono

KB

2026 LIBRARY BOARD MEETINGS

*Meets the third Monday of the month at 5 p.m. unless otherwise noted.
Meetings held at the Library in Community Room 2 unless otherwise noted.*



Tuesday, Jan. 20

Tuesday, Feb. 17

Monday, March 16

Monday, April 20

Monday, May 18

Monday, June 15

Monday, July 20

Monday, Aug. 17

Monday, Sept. 21

Monday, Oct. 19

Monday, Nov. 16

Monday, Dec. 21

MEETING NOTICE



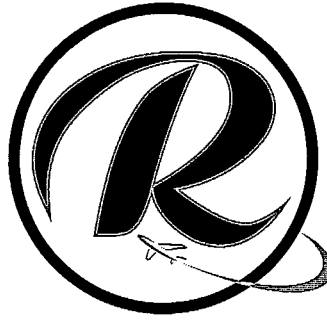
The City of Romulus Recreation Commission Meetings

Tuesday, January 20, 2026
Tuesday, February 17, 2026
Tuesday, March 17, 2026
Tuesday, April 21, 2026
Tuesday, May 19, 2026
Tuesday, June 16, 2026
Tuesday, July 21, 2026
Tuesday, August 18, 2026
Tuesday, September 15, 2026
Tuesday, October 20, 2026
Tuesday, November 17, 2026
Tuesday, December 15, 2026

At 5:30 p.m.
Romulus City Hall
City Council Chambers
11111 Wayne Rd.
Romulus, MI 48174

Posted:

Meeting locations subject to change due to Recreation events scheduled each month.



City of Romulus 2026 Board of Review

**Council Chambers
11111 Wayne, Romulus MI 48174**

March 03, 2026	9:30 to noon – Organizational Meeting
March 09, 2026	9:00 to 4:00 pm – Taxpayer Appeals by appointment
March 10, 2026	6:00 to 9:00 pm – Taxpayer Appeals by appointment
March 11, 2026	12:30 to 3:30 pm – Taxpayer Appeals by Appointment (adjourn at 3:30)
March 12, 2026	9:00 to 4:00 pm – overflow day for appeals (tentative)
July 21, 2026	9:30 to noon – Corrections, Mutual Mistakes of Fact & Poverty Applications
December 15, 2026	9:30 to noon – Corrections, Mutual Mistakes of Fact & Poverty Applications

Sal
DA

12/09/2025 December Board of Review: Motion to approve the 2026 meeting schedule presented above. Ayes: Hoffman and Lamberson. Nays: None



City of Romulus

Treasurer's Report – Stacy Paige, Treasurer

Council Meeting Held: December 22, 2025

Item No. A.

General Description: Depository Resolution

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

INTEROFFICE MEMORANDUM

TO: HONORABLE CITY COUNCIL
FROM: STACY PAIGE, CITY TREASURER
SUBJECT: DEPOSITORY RESOLUTION
DATE: DECEMBER 18, 2025

In accordance with Section 6.14 of the Romulus City Charter and Michigan Compiled Law 211.43B, the Council shall select a depository or depositories in which the funds of the City shall be deposited.

I am therefore, requesting adoption of the attached depository resolution.

Depositories for City of Romulus

COMERICA BANK

Payroll Account

Checking

Savings

PORTFOLIO FUNDS

American Deposit Management Co.

BAIRD (Robert W. Baird & Co. Incorporated)

Cantella Capital Group

Fifth Third Bank

Flagstar Bank

GovMIC (Governments of Michigan Investing Cooperatively)

Hilltop Securities

Huntington National Bank

Independent Bank

Michigan Class

Michigan Liquid Asses Fund Plus

PFM Asset Management LLC

Public Service Credit Union

Robinson Capital, LLC



City of Romulus

Public Comment

Council Meeting Held:

December 22, 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 22, 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 22, 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 22, 2025**

Item No. A.

General Description: Approval of Warrant #: 25-24 for checks presented in the amount of \$1,151,650.74.

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 22, 2025
Warrant Number: 25-24

TOTAL WARRANT REGISTER

\$1,151,650.74

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

12/17/2025**CHECK DISBURSEMENT REPORT FOR CITY OF ROMULUS
CHECK DATE FROM 12/04/25 - 12/17/25**

Fund		Amount
Total for fund 101	General Fund	\$166,311.11
Total for fund 202	Major Street Fund	\$4,224.94
Total for fund 203	Local Street Fund	\$46,540.94
Total for fund 205	Public Safety Fund	\$30,327.37
Total for fund 211	Cable TV	\$4,657.43
Total for fund 218	Merriman Rd. Spec. Assess	\$73.29
Total for fund 219	Street Lighting Fund	\$57,306.30
Total for fund 226	Garbage & Rubbish Collection Fund	\$26.33
Total for fund 243	Brownfield Redevelopment Authority Fund	\$211,419.31
Total for fund 245	Oakwood SAD	\$54.46
Total for fund 247	Tax Increment Finance Authority	\$35,391.13
Total for fund 248	Downtown Development Authority	\$3,149.89
Total for fund 260	Michigan Indigent Defense Fund	\$7,845.67
Total for fund 261	911 Service Fund	\$684.23
Total for fund 265	Drug Law Enforcement Fund	\$418.39
Total for fund 271	Library Fund	\$6,214.61
Total for fund 284	Opioid Settlement	\$120.00
Total for fund 592	Water & Sewer Fund	\$293,120.92
Total for fund 661	Motor Vehicle	\$56,768.79
Total for fund 664	Technology Services	\$29,152.71
Total for fund 676	Retiree's Ins. Benefits	\$14,245.59
Total for fund 701	Revolving Fund	\$4,271.00
Total for fund 703	Current Tax	\$6,701.19
Total for fund 704	Imprest Payroll Fund	\$61,144.60
Total for fund 705	Delq. Pers. Prop. Fund	\$111,480.54
TOTAL - ALL FUNDS		\$1,151,650.74

12/17/2025

CHECK REGISTER FOR CITY OF ROMULUS
CHECK DATE FROM 12/04/2025 - 12/17/2025

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank POOL POOLED CASH						
12/17/2025	POOL	2339(E)	1468	CITY OF ROMULUS	11147 HUNT WATER BILL 11/1/25-11/30/25	17.71
12/17/2025	POOL	2340(E)	1468	CITY OF ROMULUS	37230 NORTHLINE WATER BILL 11/1/25-11/30/	94.35
12/17/2025	POOL	2341(E)	1468	CITY OF ROMULUS	11165 OLIVE B WATER BILL 11/1/25-11/30/2	79.73
12/17/2025	POOL	2342(E)	1468	CITY OF ROMULUS	11165 OLIVE A WATER BILL 11/1/25-11/30/2	71.37
12/17/2025	POOL	2343(E)	1468	CITY OF ROMULUS	11189 SHOOK WATER BILL 11/1/25-11/30/25	17.71
12/17/2025	POOL	2344(E)	1468	CITY OF ROMULUS	36525 BIBBINS WATER BILL, 11/1/25-11/30/	123.48
12/17/2025	POOL	2345(E)	1468	CITY OF ROMULUS	12300 WAYNE WATER BILL 11/1/25-11/30/25	144.52
12/17/2025	POOL	2346(E)	1468	CITY OF ROMULUS	11111 WAYNE WATER BILL 11/1/25-11/30/25	186.32
12/17/2025	POOL	2347(E)	1468	CITY OF ROMULUS	7221 MIDDLEBELT WATER BILL 11/1/25-11/30	119.43
12/17/2025	POOL	2348(E)	1468	CITY OF ROMULUS	12600 WAYNE WATER BILL 11/1/25-11/30/25	397.90
12/17/2025	POOL	2349(E)	1468	CITY OF ROMULUS	28777 EUREKA WATER BILL 11/1/25-11/30/25	177.96
12/17/2025	POOL	2350(E)	1468	CITY OF ROMULUS	6900 WAYNE WATER BILL 11/1/25-11/30/25	94.35
12/17/2025	POOL	2351(E)	1468	CITY OF ROMULUS	11121 WAYNE WATER BILL 11/1/25-11/30/25	115.12
12/17/2025	POOL	2352(E)	1468	CITY OF ROMULUS	11131 WAYNE WATER BILL 11/1/25-11/30/25	136.16
12/17/2025	POOL	2353(E)	1468	CITY OF ROMULUS	11129 WAYNE, NEW 34TH DIST. COURT 11/1/2	327.48
12/17/2025	POOL	2354(E)	0581	COMERICA COMM. CARD SERV.	JERRY FRAYER NOV 2025 COMERICA CARD PURC	960.34
					STACY PAIGE NOV 2025 COMERICA CARD PURCH	299.00
					KEN CHAPMAN COMERICA CARD PURCHASES FOR	379.64
					ROGER SALWA COMERICA CARD PURCHASES FOR	165.40
					DAVID HEAVENER COMERICA CARD PURCHASES F	315.00
					ROBERT PFANNES COMERICA CARD PURCHASES F	348.23
					NICOLE HARRIS COMERICA CARD PURCHASES FO	473.61
					NICOLE HARRIS COMERICA CHARGE NOV 25	637.88
					NICOLE HARRIS COMERICA CHARGE NOV 25	607.39
					GARY HARRIS COMERICA CARD PURCHASES FOR	777.96
					GARY HARRIS COMERICA CARD PURCHASES FOR	775.86
					J. WOJTYLKO COMERICA CARD PURCHASES FOR	413.10
					ELLEN CRAIG-BRAGG COMERICA CARD PURCHASE	358.34
					MIKE LASKASKA COMERICA CARD PURCHASES FO	24.00
					MIKE LASKASKA COMERICA CARD PURCHASES FO	430.81
					ROBERTO SCAPPATICCI COMERICA CARD PURCHA	310.00
						<u>7,276.56</u>
12/17/2025	POOL	2355(E)	0020	DELTA DENTAL PLAN OF MICHIGAN	DEC 2025 DELTA DENTAL INSURANCE	32,489.18
12/17/2025	POOL	2356(E)	0012	DTE ENERGY	7506 MERRIMAN - LANDSCAPING SERVICE PERI	73.29
					6241 DEXTER - BOICE PARK 11/4/25-12/4/2	47.00
					7219 MIDDLEBELT - FIRE #2 11/1/25-12/3/2	782.29
					6900 WAYNE - FIRE STATION #3 10/31/25-12	92.75
					OAKWOOD STORM SEWER PUMP STATION - 15409	54.46
					38205 BARTH - EMERGENCY SIREN 10/31/25-1	30.90
					VINING RD HOT BOX - 34155 GODDARD - 11/4	881.91
					10202 SHOOK RD - CEMETERY - 11/4/25-12/	35.47
					11147 HUNT - HISTORICAL PAVILLION - 11/	64.21
					16869 BRANDT - CREEKSIDE PUMP STATION 11	60.01
					9755 OZGA - ELMER JOHNSON PARK 11/4/25-1	18.24
					11189 SHOOK - CHAMBER BLDG 11/4/25-12/4/	397.68
					37230 NORTHLINE- FS #1 11/4/25-12/4/25	44.42
					12055 WAYNE - BIRD HOUSE 11/4/25-12/4/25	14.62
					12300 WAYNE - ANIMAL SHELTER 11/4/25-12/	611.33
					11120 HUNT - SCHOOL HOUSE @ HISTORICAL P	81.87
					38834 HURON RIVER DR - WATER PUMP 11/6/2	57.09
					6061 COLUMBUS - FERNANDEZ PARK 11/7/25-1	18.03
						<u>3,365.57</u>
12/17/2025	POOL	2357(E)	0012	DTE ENERGY	FEDEX HOT BOX ELECTRIC 10/3/25-10/31/25	18.90
12/17/2025	POOL	2358(E)	0012	DTE ENERGY	FEDEX HOT BOX ELECTRIC 11/1/25-12/3/25	57.02
12/17/2025	POOL	2359(E)	0012	DTE ENERGY	29800 SUPERIOR HOT BOX 10/31/25-12/2/25	67.18
12/17/2025	POOL	2360(E)	0012	DTE ENERGY	12600 WAYNE RD POLEBARN 11/4/25-12/4/25	18.03
12/17/2025	POOL	2361(E)	0012	DTE ENERGY	31558 GODDARD - WATER PUMP 11/4/25-12/4/	762.27
12/17/2025	POOL	2362(E)	0891	HOME DEPOT	TOOLS FOR MECH DEPARTMENT	328.00
					WOOD SCREWS FOR LIBRARY	51.34
					TOOLS FOR MECH DEPARTMENT	249.00
					25/26 BLANKET PO FOR MISC SUPPLIES - DPW	5.78
					25/26 BLANKET PO FOR MISC SUPPLIES - DPW	60.38
					25/26 BLANKET PO FOR MISC SUPPLIES - DPW	19.48
					25/26 BLANKET PO FOR MISC SUPPLIES - DPW	43.77
					25/26 BLANKET PO FOR MISC SUPPLIES - DPW	52.90
					25/26 BLANKET PO FOR MISC SUPPLIES - DPW	82.41
					25/26 BLANKET PO FOR MISC SUPPLIES - DPW	152.80
					25/26 BLANKET PO FOR MISC SUPPLIES - DPW	39.18
					25/26 BLANKET PO FOR MISC SUPPLIES - DPW	(46.67)
						<u>1,038.37</u>

12/17/2025

CHECK REGISTER FOR CITY OF ROMULUS
CHECK DATE FROM 12/04/2025 - 12/17/2025

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/17/2025	POOL	2363(E)	3992	INVOICE CLOUD INC.	INVERTED PO FOR MONTHLY FEES FOR CREDIT	630.75
12/17/2025	POOL	2364(E)	3163	MML WORKERS' COMPENSATION FUND	POLICY# 5000050-25, POLICY PREMIUM 7/1/2	26,430.00
12/17/2025	POOL	2365(E)	3740	NAVIA BENEFIT SOLUTIONS - LOCKBOX	NAVIA FOR NOVEMBER 2025	200.00
12/17/2025	POOL	2366(E)	4326	TELNET WORLDWIDE, INC	DIGITAL E-FAX BUNDLE DEC 2025	73.78
12/17/2025	POOL	2367(E)	1014	THE HARTFORD-PRIORITY ACCOUNTS	NOV 2025 VOLUNTARY LIFE BENEFIT	1,057.07
					DEC 2025 VOLUNTARY LIFE BENEFIT	1,057.07
					DEC 2025 HARTFORD INSURANCE CUST # 00875	10,396.35
						<u>12,510.49</u>
12/17/2025	POOL	91374	0885	65 INKSTER DEVELOPMENT LLC	2025 Sum Tax Refund 80 004 01 0003 300	695.03
12/17/2025	POOL	91375	2942	AIRGAS, INC.	25/26 BLANKET PO AIRGAS INC - FOR OXYGEN	83.60
12/17/2025	POOL	91376	1051	AKT PEERLESS ENVIRONMENTAL SERVICES	PROFESSIONAL SERVICES JUNE 1, 2025 TO AU	4,640.00
12/17/2025	POOL	91377	0885	ALI CHARARA LLC	2025 Sum Tax Refund 80 120 99 0001 700	404.50
12/17/2025	POOL	91378	3336	ALLIE BROTHERS, INC	UNIFORM ITEMS	264.20
12/17/2025	POOL	91379	1567	ALPHA PSYCHOLOGICAL SERVICES, PC	NEW HIRE PSYCH EXAM	795.00
12/17/2025	POOL	91380	2804	AMAZON CAPITAL SERVICES	MURDER, SHE WROTE, PICASSO	102.98
					IT STOPS WITH ME, GRANDPARENTS GUIDE	91.56
					NORMAN ROCKWELL	14.75
					THE BEST CHRISTMAS PAGENT EVER	19.98
					BOOKS	15.95
					EL BOOK ORDER	456.15
					SHARPE'S STORM	85.69
					EXTENSION CORD	61.72
					STRING LIGHTS	26.39
					KID & TEEN BOOK ORDER	126.07
					EL BOOK ORDER	8.92
					YOUTH ORDER	62.12
					SEWING MACHINE CARRYING CASE	21.84
					3D PRINTER FILAMENT	43.82
					PRINTER PAPER, ENVELOPES	89.34
						<u>1,227.28</u>
12/17/2025	POOL	91381	4027	AMAZON CAPITAL SERVICES	BROWN PAPER BAGS FOR PROPERTY & EVIDENCE	329.93
					OC MACE SPRAY HOLSTERS	618.72
					OFFICE AND ELECTION SUPPLIES	129.84
					OFFICE AND ELECTION SUPPLIES	24.95
					ASSESSING CAMERA	129.99
					ITEMS FOR NEWLY ELECTED OFFICIALS	183.11
					NAME PLATE HOLDERS FOR COUNCIL / SUPPLIE	56.88
					FIRE DEPARTMENT: DESK LAMPS AND FRIDGE F	105.98
					TABLE CLOTHS FOR INAUGURAL CEREMONY	133.98
					INK FOR BOOKING ROOM EPSON PRINTER	241.28
					ITEMS FOR TRAFFIC AI & OFFICE SUPPLIES	191.67
					MONITOR STAND, USB CABLES	22.85
					FIRE DEPARTMENT: DESK LAMPS AND FRIDGE F	50.97
					STAPLER	17.09
					PHONE CASE & SCREEN PROTECTOR	29.72
					REPAIR HITCH PLATE ON #127	494.99
					BULBS FOR HOLIDAY DECOR	38.79
					REPAIR MIZ RATCHET	12.50
					LAPTOP COMPUTER FOR CABLE DEPARTMENT	1,399.00
					OFFICE SUPPLIES	45.01
					PROTECTIVE CASE FOR PHONE	19.99
					PHONE CASE	36.95
					PARK GRILL CHARCOAL IN GROUND HEAVY DUTY	303.98
					FAST PHOTO SCANNER, BUSINESS CARD HOLDER	614.57
					COUPLER LOCK FOR VIDEO TRAILER	482.13
					ACCESSORIES FOR SONY RX100 V7 CAMERA	222.98
					BLDG DEPT SUPPLIES	9.97
					MISC. OFFICE SUPPLIES	58.86
					PARTS FOR GOLF CART #1	46.13
					CHEVY EXPRESS 1500 RIMS (ASSESSOR'S VEHI	519.80
					METER DEPARTMENT PROJECT WIRE CONNECTORS	68.35
					OFFICE SUPPLY ORDER 10/21/25	123.99
					GOLF CART BATTERY & OFFICE SUPPLIES	23.18
					GOLF CART BATTERY & OFFICE SUPPLIES	1,261.56
					AIR PURIFIER, CALENDARS, FLASH DRIVE CAS	175.42
					TREE LIGHTING 2025 SUPPLIES	96.99
					CREDIT	(2.99)
						<u>8,319.11</u>
12/17/2025	POOL	91382	4027	VOID		V

12/17/2025

CHECK REGISTER FOR CITY OF ROMULUS
CHECK DATE FROM 12/04/2025 - 12/17/2025

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/17/2025	POOL	91383	4078	ANCONA CONTROLS, INC.	ITB 21/22 07 GENERATOR PREVENTATIVE MAIN	950.00
					ITB 21/22 07 GENERATOR PREVENTATIVE MAIN	950.00
					ITB 21/22 07 GENERATOR PREVENTATIVE MAIN	950.00
					ITB 21/22 07 GENERATOR PREVENTATIVE MAIN	1,200.00
						4,050.00
12/17/2025	POOL	91384	MISC	ANN SZLINIS	ANN SZLINIS - SEP 2025 RETIREE HEALTHCAR	353.23
12/17/2025	POOL	91385	2903	APPLIED INNOVATION	CONTRACT BASE RATE DEC 25 ADDITIONAL PAG	952.81
12/17/2025	POOL	91386	1081	ATCHINSON FORD SALES, INC.	INSURANCE CLAIM - REPAIR REAR BUMPER AND	880.10
12/17/2025	POOL	91387	3649	AUTO VALUE OF ROMULUS	25/26 BLANKET PO FOR MISC MECHANIC PURCH	86.79
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	207.99
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	77.68
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	89.58
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	68.99
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	345.80
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	195.29
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	82.58
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	16.08
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	203.98
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	195.85
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	114.49
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	420.87
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	311.98
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	8.89
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	12.14
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	72.29
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	53.46
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	72.15
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	24.68
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	12.34
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	136.06
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	136.06
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	1.30
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	30.78
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	58.10
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	10.38
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	3.80
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	3.89
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	38.84
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	(114.49)
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	(203.98)
					25/26 BLANKET PO FOR MISC MECHANIC PURCH	(72.29)
						2,702.35
12/17/2025	POOL	91388	MISC	BETTY ZALESKI	REFUND SENIOR ROOM RENTAL 11/22/25	100.00
12/17/2025	POOL	91389	0064	BOUND TREE MEDICAL LLC	25/26 BLANKET PO - MEDICAL SUPPLIES AND	592.41
					25/26 BLANKET PO - MEDICAL SUPPLIES AND	136.85
					25/26 BLANKET PO - MEDICAL SUPPLIES AND	155.76
					25/26 BLANKET PO - MEDICAL SUPPLIES AND	48.63
						933.65
12/17/2025	POOL	91390	4315	BUBBIE'S PIZZA & CATERING	CATERING FOR 21ST INAUGURAL CEREMONY	1,375.00
12/17/2025	POOL	91391	3957	BURHOPS COLLISION	REPAIR BUMPER R28	457.40
12/17/2025	POOL	91392	0885	CAPITAL TITLE INSURANCE AGENCY	2025 Win Tax Refund 80 144 03 0005 000	739.11
12/17/2025	POOL	91393	3679	CHERYL MCGUIRE	25/26 INVERTED PO - CHERYL MCGUIRE - REC	220.00
12/17/2025	POOL	91394	0086	CINTAS FAS	25/26 BLANKET MEDICINE CABINET RESTOCK	53.64
12/17/2025	POOL	91395	1172	CITY OF ROMULUS	HANNAN 2025 WINTER TAXES	1,577.79
12/17/2025	POOL	91396	1172	CITY OF ROMULUS	VAN BORN 2025 WINTER TAXES	1,467.81
12/17/2025	POOL	91397	1172	CITY OF ROMULUS	VAN BORN 2025 WINTER TAXES	482.85
12/17/2025	POOL	91398	1980	COMCAST	ACCT # 8529 10 214 0290387, UNIT COURTES	25.98
12/17/2025	POOL	91399	0134	COMERICA LEASING CORPORATION	LEASE/PURCHASE PAYMENT FREIGHTLINE CHASS	38,628.34
12/17/2025	POOL	91400	4215	COMMERCIAL REAL ESTATE EXCHANGE, IN	MONTHLY REAL ESTATE CONSULTING FY 24/25	138.99
12/17/2025	POOL	91401	0572	CONTRACTORS CONNECTION	Inventory Order	638.00
12/17/2025	POOL	91402	4400	CONTRACTORS PIPE AND SUPPLY	25/26 BLANKET PO FOR WATER & SEWER MISC	74.13
12/17/2025	POOL	91403	4283	COVETRUS NORTH AMERICA	MEDICATION FOR ANIMAL SHELTER	128.79
12/17/2025	POOL	91404	2980	DETROIT REGIONAL CHAMBER	ANNUAL GENERAL MEMBERSHIP DUES	1,732.00
12/17/2025	POOL	91405	2980	DETROIT REGIONAL CHAMBER	MAYOR MACKINAC CONFERENCE MAY 26 TO MAY	4,000.00
12/17/2025	POOL	91406	3495	DOMINION VOTING SYSTEMS, INC.	PIGGYBACK 071B7700117 ELECTION EQUIPMEN	8,130.00
12/17/2025	POOL	91407	3253	DORRIS BENNETT	NOV/DEC 2025 RETIREE HEALTH INS REIMBURS	932.74
12/17/2025	POOL	91408	2594	DOWNRIVER UTILITY WASTEWATER AUTHOR	DEC 2025 EXCESS FLOW	245,036.20
12/17/2025	POOL	91409	3209	DREW&KAYLA CUNNIEN	BD BOND REFUND 12053 SCHULTZ	1,600.00
12/17/2025	POOL	91410	0772	DTE ENERGY	MUNICIPAL COMPLEX NOV 2025	10,028.18
12/17/2025	POOL	91411	0772	DTE ENERGY	NOV 2025 STREET LIGHTING	60,965.06
12/17/2025	POOL	91412	0772	DTE ENERGY	EAGLE ALLEY LIGHTS 11/4/25-12/4/25	38.79

12/17/2025

CHECK REGISTER FOR CITY OF ROMULUS
CHECK DATE FROM 12/04/2025 - 12/17/2025

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/17/2025	POOL	91413	4525	EMS MANAGEMENT & CONSULTANTS, INC	C-1659 NOV 2025 EMS/FIRE SERVICES	151.35
					C-1659 NOV 2025 EMS/FIRE SERVICES	3,831.85
						3,983.20
12/17/2025	POOL	91414	3475	FERGUSON WATERWORKS #3386	WATER - REPAIR CLAMPS - MAINBREAKS	1,451.58
12/17/2025	POOL	91415	1346	FERRELLGAS, LP	25/26 BLANKET PO FOR - MECHANICS - DPW	200.21
12/17/2025	POOL	91416	3053	FIRST CHOICE COFFEE SERVICES	25/26 BLANKET PO FOR WATER PURIFIER AT P	66.10
12/17/2025	POOL	91417	3590	FLEETPRIDE, INC.	25/26 BLANKET PO FOR PURCHASING MISC MEC	2.29
12/17/2025	POOL	91418	3829	FOSTER BLUE WATER OIL, LLC	25/26 INVERTED PO - ITB 19/20-21 2 YEAR	95.00
					25/26 INVERTED PO - ITB 19/20-21 2 YEAR	60.00
					25/26 INVERTED PO - ITB 19/20-21 2 YEAR	1,988.62
						2,143.62
12/17/2025	POOL	91419	4273	GEM, INC.	CITY HALL - BOILER ISSUE	1,237.23
					ANIMAL SHELTER AC FIXED	187.50
					ANIMAL SHELTER FIXED HEAT, INDUCER MOTOR	611.43
					CITY HALL - UNIT 6 & 8 NOT COOLING	8,600.30
						10,636.46
12/17/2025	POOL	91420	0128	GIARMARCO, MULLINS, & HORTON, PC	70085-078B BIG STEVE'S DESIGNZ LLC NOV 2	224.00
					70085-004B GENERAL NOV 25	9,816.80
					70085-010B BUILDING NOV 25	288.00
					70085-005B HR NOV 25	960.00
					70085-021B FINANCE NOV 25	120.00
					70085-081B CAMPBELL INC - LAWSUIT NOV 25	5,808.00
					70085-000B DOWNRIVER SEWER NOV 25	400.00
					70085-015B PLANNING NOV 25	384.00
					70085-015B PLANNING NOV 25	448.00
						18,448.80
12/17/2025	POOL	91421	0128	GIARMARCO, MULLINS, & HORTON, PC	70085-006B LEGAL SERVICES POLICE DEPT OC	96.00
					70085-006B LEGAL SERVICES POLICE DEPT NO	160.00
						256.00
12/17/2025	POOL	91422	0631	GORDON FOOD SERVICE, INC.	GORDEN FOOD	566.87
12/17/2025	POOL	91423	4222	GREAT LAKES CONTRACTING SOL., LLC	ITB 24/25-16 - SWAN LAKE RECONSTRUCTION	45,758.29
12/17/2025	POOL	91424	4307	GRECO LAW PLLC	LEGAL SERVICES FOR NOV 2025	10,919.18
					LEGAL SERVICES FOR OCT 2025	14,157.28
						25,076.46
12/17/2025	POOL	91425	4552	HOME BASE, INC.	CLIMATE CONTROL FOR SERVER ROOM AT ANIMA	15,664.00
12/17/2025	POOL	91426	4032	HUTSON INC OF MICHIGAN	PINS FOR JOHN DEERE - ADJUST REAR DECK W	20.64
12/17/2025	POOL	91427	2862	INCLUSION SOLUTIONS LLC	RETRACTABLE BANNER STANDS	718.22
12/17/2025	POOL	91428	0738	INTERNATIONAL CONTROLS & EQUIPMENT	POLICE DEPARTMENT - REPAIR BROKEN GATE O	319.70
12/17/2025	POOL	91429	MISC	JOSEPH GAUSE	ANIMAL BOND SPAY / NEUTER REFUND 1-1-26	50.00
12/17/2025	POOL	91430	3820	K-M LAW PLLC	MIDC SERVICE HOURS ATTORNEY KRYSTAL-MARI	910.00
12/17/2025	POOL	91431	4261	KANOPY INC	67 TICKETS 1 CREDIT	62.05
12/17/2025	POOL	91432	3072	KIMBALL MIDWEST	NEEDED SHOP SUPPLIES	220.55
12/17/2025	POOL	91433	3775	LAW OFFICE OF DANIEL A. BITAR, PLLC	MIDC PROGRAM SERVICE DANIEL BITAR	2,253.33
12/17/2025	POOL	91434	4588	LAW OFFICE OF DIONE C. PATILLO	MIDC PROGRAM SERVICE DIONE PATILLO	667.33
					MIDC PROGRAM SERVICE DIONE PATILLO	554.67
						1,222.00
12/17/2025	POOL	91435	3453	LEXIPOL, LLC	25/26 FIRE EMS ONE ACADEMY TRAINING PLAT	1,938.93
					25/26 SUBSCRIPTION 01/01-12/31 2026 FIRE	5,135.27
						7,074.20
12/17/2025	POOL	91436	3477	LINDE GAS & EQUIPMENT INC.	25/26 BLANKET PO MISC MECHANIC WELDING S	214.74
12/17/2025	POOL	91437	1680	LUSTER CLEANERS, INC	25/26 BLANKET PO FOR PRISONER BLANKET CL	120.00
12/17/2025	POOL	91438	3592	MACEO	MACEO DUES	75.00
					MACEO DUES	75.00
					MACEO DUES	75.00
						225.00

12/17/2025

CHECK REGISTER FOR CITY OF ROMULUS
CHECK DATE FROM 12/04/2025 - 12/17/2025

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/17/2025	POOL	91439	3891	MAPERS	RETIREE HEALTHCARE TRUST MEMBERSHIP 2026	200.00
12/17/2025	POOL	91440	3209	MARK J WERDA	BD BOND REFUND 15447 TAFT	255.00
12/17/2025	POOL	91441	2666	MAURER'S TEXTILE RENTAL SERVICES	25/26 INVERTED PO FOR EMPLOYEE UNIFORM E	1.57
					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	25.54
					25/26 INVERTED PO FOR EMPLOYEE UNIFORM E	28.62
					25/26 INVERTED PO FOR EMPLOYEE UNIFORM E	28.62
					25/26 INVERTED PO FOR EMPLOYEE UNIFORM E	136.67
					25/26 INVERTED PO FOR EMPLOYEE UNIFORM E	136.67
						<u>384.80</u>
12/17/2025	POOL	91442	0088	MESSENGER PRINTING SERVICE INC.	BUSINESS CARDS	69.50
					BUSINESS CARDS	139.00
					INVITATIONS FOR INAUGURAL CEREMONY	227.50
					5.5 X 8.5 STATEMENT SIZE BUSINESS REGIST	99.00
					BUSINESS CARDS	69.50
						<u>604.50</u>
12/17/2025	POOL	91443	0746	METRO AIRPORT TRUCK SALES & SERVICE	PLOW TRUCK #106 ADDITIONAL TRANSMISSION	5,317.86
12/17/2025	POOL	91444	3988	METRO ALARM SYSTEMS LLC	FY25/26- FIRE MONITORING SERVICES & ANNU	98.97
					34TH DISTRICT COURT MONITORING FIRE ALAR	197.94
					34TH DISTRICT COURT MONITORING FIRE ALAR	180.00
					34TH DISTRICT COURT MONITORING FIRE ALAR	180.00
					34TH DISTRICT COURT MONITORING FIRE ALAR	335.00
						<u>991.91</u>
12/17/2025	POOL	91445	MISC	MICHELLE WOODHEAD	ANIMAL BOND SPAY / NEUTER REFUND 4-29-25	50.00
12/17/2025	POOL	91446	0048	MICHIGAN CAT	25/26 BLANKET PO FOR MISC EQUIPMENT PURC	199.16
12/17/2025	POOL	91447	1104	MICHIGAN STATE POLICE	25/26 BLANKET PO-SEX OFFENDER REGISTRATI	30.00
12/17/2025	POOL	91448	0427	MIDWEST TAPE	CUSTOMER # 2000005771 BOOKS	562.67
					CUSTOMER # 2000005771 BOOKS	141.72
						<u>704.39</u>
12/17/2025	POOL	91449	0885	MOBIL GAS STATION	2025 Sum Tax Refund 80 999 00 2021 008	2,155.27
12/17/2025	POOL	91450	0885	MOBIL GAS STATION	2025 Win Tax Refund 80 999 00 2021 008	487.34
12/17/2025	POOL	91451	0307	MPPOA	MEMBERSHIP RENEWAL 1/1/2026-12/31/2026	100.00
					MEMBERSHIP RENEWAL 1/1/2026-12/31/2026	100.00
						<u>200.00</u>
12/17/2025	POOL	91452	0068	MUCHMORE HARRINGTON SMALLEY & ASSOC	25/26 INVERTED PO FOR LEGISLATIVE SERVI	4,000.00
12/17/2025	POOL	91453	3991	NATIONAL ANIMAL CARE & CONTROL ASSO	MEMBERSHIP RENEWAL	100.00
12/17/2025	POOL	91454	1629	NIGP	MEMBERSHIP, AGENCY DUES FY 25/26	295.00
12/17/2025	POOL	91455	3564	NORMAN CATERING AND EVENTS	CATERING FOR 21ST INAUGURAL CEREMONY	1,960.00
12/17/2025	POOL	91456	3041	NORTHSTAR MAT SERVICE	ACCOUNT # 1862-11121	53.68
12/17/2025	POOL	91457	3917	NYE UNIFORM CO	ITB 23/24-12 INVERTED FIREFIGHTER UNIFOR	175.00
					RIDEOUT - USAR BOOTS	454.00
						<u>629.00</u>
12/17/2025	POOL	91458	4316	OCCMED CONNECT	25/26 BLANKET PO EMPLOYEE PROCESSING PHY	1,490.00
12/17/2025	POOL	91459	0744	OFFICE DEPOT, INC.	OFFICE SUPPLIES	188.05
12/17/2025	POOL	91460	0736	ORCHARD, HILTZ & MCCLIMENT	ROMULUS DIST. CENTER ESCROW	9,067.00
					EPA COMMUNITY GRANT, SEVICE LINE REPLACE	1,975.25
						<u>11,042.25</u>
12/17/2025	POOL	91461	0388	P.K. CONTRACTING INC.	ITB - 22/23-26 ANNUAL TRAFFIC PAVEMENT	2,593.50
12/17/2025	POOL	91462	0984	PARKWAY SERVICES, INC.	25/26 JULY-DEC INVERTED PO FOR PORTA JOH	120.00
12/17/2025	POOL	91463	0885	PHH MORTGAGE SERVICES	2025 Sum Tax Refund 80 010 01 0098 000	1,621.02
12/17/2025	POOL	91464	2960	PHOENIX SAFETY OUTFITTERS, LLC.	ITB 18/19-20 TURNOUT GEAR RENTAL FY 25/2	450.00
12/17/2025	POOL	91465	0716	PLANTE & MORAN, PLLC	CLIENT 42069, PROGRESS BILLING JUNE 30 2	56,200.00
12/17/2025	POOL	91466	3959	PRETTY FACE CLEANING SERVICES	FY 25/26 BLANKET PO 11189 SHOOK RD CLEAN	150.00
					GROWTH WORKS 34TH DISTRICT COURT	200.00
					GROWTH WORKS 34TH DISTRICT COURT	200.00

12/17/2025

CHECK REGISTER FOR CITY OF ROMULUS
CHECK DATE FROM 12/04/2025 - 12/17/2025

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						550.00
12/17/2025	POOL	91467	MISC	R.L. COOLSAET CONSTRUCTION	REF HYDRANT #70050219	2,464.55
12/17/2025	POOL	91468	4271	RACHEL LEONARD PHOTOGRAPHY	HEADSHOTS FOR ELECTED OFFICIALS	260.00
12/17/2025	POOL	91469	1952	RITTER GIS, INC.	25/26 INVERTED- GIS SUPPORT SERVICES 7/0	2,040.00
12/17/2025	POOL	91470	0681	ROMULUS COMMUNITY SCHOOLS	DELINQUENT PERSONAL PROPERTY DISBURSEMENT	59,592.93
12/17/2025	POOL	91471	3984	ROMULUS FLOWERS AND GIFTS	FLORAL SERVICES FOR 21ST INAUGURAL CEREM	985.18
12/17/2025	POOL	91472	MISC	ROSE SWIDAN	SUPPLIES FOR CHRISTMAS GALA	136.74
12/17/2025	POOL	91473	MISC	ROSE SWIDAN	INSTRUCTOR / COORDINATOR LICENSE	100.00
12/17/2025	POOL	91474	2305	ROSEMARY MAZZOLA	JULY - AUG 2025 PRESCRIPTION REIMBURSEME	10.00
12/17/2025	POOL	91475	3779	SHARON GRIER	MIDC PROGRAM SERVICE SHARON GRIER	2,312.00
					MIDC PROGRAM SERVICE SHARON GRIER	520.00
						2,832.00
12/17/2025	POOL	91476	3897	SPECTRUM PRINTERS, INC.	TEST DECK FOR AUGUST 5, 2025 SPECIAL ELE	463.10
12/17/2025	POOL	91477	3897	SPECTRUM PRINTERS, INC.	PRINTING OF PRECINCT AND AV BALLOTS FOR	4,110.60
12/17/2025	POOL	91478	4040	STAPLES	COPY PAPER	189.95
12/17/2025	POOL	91479	1016	STATE OF MICHIGAN	STATE EDUCATION TAX ANNUALLY (ACT 381 WO	6,452.00
12/17/2025	POOL	91480	0503	STERICYCLE, INC.	25/26 BLANKET PO STERICYCLE SHARPS PICK	23.78
12/17/2025	POOL	91481	4034	SUPERIOR MEDICAL WASTE DISPOSAL	MEDICAL WASTE DISPOSAL CONTRACT FY 25/26	180.00
12/17/2025	POOL	91482	3209	TAYLOR PIER PEGUESE	BD BOND REFUND 15647 ISABELLE	200.00
12/17/2025	POOL	91483	MISC	TELISHA DONALD	REFUND SENIOR ROOM RENTAL 12/13/25	100.00
12/17/2025	POOL	91484	4163	THE PAWS CLINIC	25/26 BLANKET PO SPAY / NEUTER RABIE SHO	222.00
					25/26 BLANKET PO SPAY / NEUTER RABIE SHO	515.00
						737.00
12/17/2025	POOL	91485	4570	THE SUMMIT COMPANY, INC.	EMERGENCY REPAIR - EAST RAMP AT CITY HAL	30,234.06
12/17/2025	POOL	91486	4560	TIMOTHY M. KEWIN	MIDC SERVICE HOURS ATTORNEY TIMOTHY KEWI	628.34
12/17/2025	POOL	91487	3209	TIRLA JOSHUA	BD BOND REFUND 38030 WESTVALE	1,451.00
12/17/2025	POOL	91488	4152	TK ELEVATOR CORPORATION	REPAIR CAR 113	2,988.50
12/17/2025	POOL	91489	3593	TOSHIBA BUSINESS SOLUTIONS	INVERTED PO MONTHLY COPY CHARGES FY 25/2	464.54
					INVERTED PO MONTHLY COPY CHARGES FY 25/2	21.45
					INVERTED PO MONTHLY COPY CHARGES FY 25/2	1,594.74
						2,080.73
12/17/2025	POOL	91490	2040	TRACTOR SUPPLY CREDIT PLAN	PARTS FOR TRACTOR #414 AND #223	452.97
12/17/2025	POOL	91491	4580	TRI-TECH MANUFACTURING	PARTS NEEDED FOR REPAIR OF #154 JOHN DEE	593.50
12/17/2025	POOL	91492	2951	UNIQUE MANAGEMENT SERVICES, INC.	PROJECT 1773 ERK	93.20
12/17/2025	POOL	91493	0670	VERIZON WIRELESS	342127256-00001 NOV 25 - DEC 25 ALL DEPA	4,345.42
12/17/2025	POOL	91494	0657	WAYNE COUNTY	25/26 INVERTED PO-TRAFFIC SIGNAL MAINTEN	974.09
12/17/2025	POOL	91495	0885	WAYNE COUNTY LAND BANK	DISBURSE 2025 C.T. FOR NOVEMBER 16-30, 2	598.92
12/17/2025	POOL	91496	0885	WAYNE COUNTY TREASURER	DELINQUENT PERSONAL PROPERTY DISBURSEMENT	51,887.61
12/17/2025	POOL	91497	4565	WELCH PACKAGING GROUP, INC.	REIMBURSEMENT FOR PACKSPEC BROWNFIELD	200,327.31
12/17/2025	POOL	91498	0233	WESTLAND LOCK & KEY, INC.	25/26 BLANKET PO FOR BUILDING MAINT - DP	42.00
12/17/2025	POOL	91499	4587	WINTERGREEN CORPORATION	CHRISTMAS LIGHTS FOR THE DOWNTOWN AREA	518.00
12/17/2025	POOL	91500	3536	ZIEBART OF MICHIGAN - M122	RUST PROOF NEW 2025 BRONCO SPORTS	599.99
					RUST PROOF NEW 2025 BRONCO SPORTS	599.99
					RUST PROOF NEW 2025 BRONCO SPORTS	599.99
						1,799.97
12/17/2025	POOL	91501	2945	ZONES, LLC	ADOBE LICENSING ANNUAL RENEWAL (OCT 2025	2,748.00
					ADOBE LICENSING ANNUAL RENEWAL (OCT 2025	2.50
					ADOBE LICENSING ANNUAL RENEWAL (OCT 2025	18,703.00
					PIGGYBACK OMNIA PARTNERS BARRACUDA EMAIL	27,552.00
					MONTHLY BILLING FOR MICROSOFT OFFICE 365	203.40
					REPLACEMENT HARD DRIVE FOR SENIOR CENTER	98.00
						49,306.90
POOL TOTALS:						
Total of 157 Checks:						1,151,650.74
Less 1 Void Checks:						0.00
Total of 156 Disbursements:						1,151,650.74

DTE	25-Sep	25-Oct	25-Nov
CITY HALL - 11111 Wayne	\$3,270.19	\$3,207.52	\$2,968.83
COURT BUILDING - 11131 Wayne	\$2,317.04	\$2,272.63	\$2,103.51
LIBRARY - 11121 Wayne	\$1,026.87	\$1,007.19	\$932.24
New Court - 11129 Wayne	\$4,432.02	\$4,347.09	\$4,023.60
Total for all municipal complex:	\$11,046.12	\$10,834.43	\$10,028.18



City of Romulus

Communication

Council Meeting Held:
Item No. 11

December 22, 2025

Councilperson Abdo: _____

Councilperson Bullock: _____

Councilperson Jones: _____

Councilperson Roscoe: _____

Councilperson Talley: _____

Councilperson Wadsworth: _____

Councilperson Wilhide: _____



City of Romulus

Adjournment

Council Meeting Held:

December 22, 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