



# Royal Oak

## NOTICE OF CITY COMMISSION MEETING

April 28, 2025 | 7:30p.m.

Royal Oak residents, visitors to the city and vendors with business before the city commission are welcome to attend all public meetings of the city commission or remotely through viewing options listed below.

Public comment is welcome for items appearing on the agenda or any matter of city concern during the public comment portion of the meeting; and/ or when a public hearing is opened for comment; and/or when a member of the public has an agenda item.

Public Comment Portion of the Agenda: The City has made it easier for you to request a follow-up on an issue you've submitted! Simply scan the QR code displayed at City Hall during meetings or sign in with a staff member in the lobby before speaking during public comment. Each person will have up to three minutes to speak and may only comment once per meeting. If you prefer, you can also submit your comments in writing.

Public Comment at Public Hearings and/or Specific Agenda Items: When a public hearing is opened or an agenda item which a member of the public is directly involved is called, individuals wishing to speak will raise their hand and after being recognized by the meeting chair, shall proceed to the lectern unless a physical impairment requires adaptive alternative. They shall state their full name (providing accurate spelling) and state the topic(s) to be discussed. or a public hearing.

Any public comments the city commission or manager respond to post-meeting will utilize contact information on the public comment sign-in, please double check your information to ensure its accuracy.

### View or Listen Live

**Broadcast from City Commission Chambers 121**

**WROK WOW Channel 10 | Comcast Channel 17**

**WROK You Tube** <https://www.youtube.com/channel/UC4ybfAUGhd-GQM2jbJFKbOg>

**WROK Live Stream:** <https://www.romi.gov/523/Live-Stream-and-Video-on-Demand>

### Additional Information

Members of the public shall be allowed exhibits, displays and visual aids which will be used in connection with presentations of agenda items coming before the city commission at their meeting. Any member of the public desiring to distribute support materials shall *submit these to the city manager's office the Friday prior meeting.*

*\*Speakers requesting more than three minutes must have such period of time extended by a vote of the city commission. Any member of the public recognized by the meeting chair whose time to comment, or present has expired will be directed by the meeting chair to cease speaking. Should a second request from the meeting chair be required, the speaker shall immediately cease and failing to do so will cause removal of this individual from the meeting.*



## Agenda

### Royal Oak City Commission Meeting

Monday, April 28, 2025, 7:30 p.m.

City Hall Commission Chambers Room 121

203 South Troy Street

Royal Oak, MI 48067

Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the city clerk's office at 248-246-3050 at least two (2) business days prior to the meeting.

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11.	Adjournment	



## Minutes

### Royal Oak City Commission Special Meeting Budget Workshop

April 12, 2025, 9:00 a.m.  
Police Department Community Room  
450 East Eleven Mile Road  
Royal Oak, MI 48067

Present: Mayor Fournier  
Commissioner Cheezum  
Commissioner Douglas  
Commissioner Herzog  
Mayor Pro Tem Hunt  
Commissioner Kolo  
Commissioner Macey

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#### 1. Call to Order by Mayor Fournier

The meeting was called to order by Mayor Fournier at 9:10 a.m.

#### 2. City Manager Welcome

##### 2.a Fiscal Year End 2026 Budget Resource Packet

#### 3. Approval of Agenda

Moved by: Commissioner Douglas

Seconded by: Commissioner Kolo

Be it resolved, the city commission hereby approves the agenda for the April 12, 2025 budget workshop.

Motion Adopted

#### 4. Presentation of Fiscal Year End 2026 Budget Proposal

City Manager Gacioch, City Finance Director Coy and Department Heads gave presentations on budgets.

##### 4.a Section 1: Bottom Line Up Front

##### 4.b Section 2: Revenue Overview

##### 4.c Section 3: Expense Overview

**4.d Section 4: Capital Improvement Proposals**

**4.e Section 5: Department Priorities**

**4.f Section 6: Conclusion**

**5. Public Comment**

Janice Wagman presented comments on the budget workshop.

**6. Adjournment**

Moved by: Commissioner Herzog

Seconded by: Commissioner Cheezum

Motion to adjourn at 4:30 p.m.

Motion Adopted

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Melanie Halas, City Clerk

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Michael C. Fournier, Mayor



## Minutes

### Royal Oak City Commission Closed Session Meeting

April 14, 2025, 6:30 p.m.  
City Hall, Room 122  
203 S. Troy Street  
Royal Oak, Michigan 48067

Present: Mayor Fournier  
Commissioner Cheezum  
Commissioner Douglas  
Commissioner Herzog  
Mayor Pro Tem Hunt  
Commissioner Kolo  
Commissioner Macey

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#### 1. Call to Order by Mayor Fournier

The meeting was called to order by Mayor Fournier at 6:30 p.m.

#### 2. Request to Enter Closed Session under Section 8(h) of the Open Meetings Act to consider privileged attorney/client communications in a written legal opinion that is exempt from discussion or disclosure by state and federal statute.

Moved by: Commissioner Douglas  
Seconded by: Commissioner Herzog

Be it resolved, the city commission enters into closed session under Section 8(h) of the Open Meetings Act to consider privileged attorney/client communications in a written legal opinion that is exempt from discussion or disclosure by state and federal statute.

Ayes (7): Mayor Fournier, Commissioner Cheezum, Commissioner Douglas, Commissioner Herzog, Mayor Pro Tem Hunt, Commissioner Kolo, and Commissioner Macey

Motion Adopted (7 to 0)

#### 3. Closed Session

#### 4. Return to Open Session

**5. Adjourn**

Moved by: Commissioner Kolo

Seconded by: Commissioner Douglas

Motion to adjourn at 7:30 p.m.

Ayes (7): Mayor Fournier, Commissioner Cheezum, Commissioner Douglas, Commissioner Herzog, Mayor Pro Tem Hunt, Commissioner Kolo, and Commissioner Macey

Motion Adopted (7 to 0)

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Melanie Halas, City Clerk

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Michael C. Fournier, Mayor



## Minutes

### Royal Oak City Commission Meeting

April 14, 2025, 7:30 p.m.  
City Hall Commission Chambers Room 121  
203 South Troy Street  
Royal Oak, MI 48067

Present: Mayor Fournier  
Commissioner Cheezum  
Commissioner Douglas  
Commissioner Herzog  
Mayor Pro Tem Hunt  
Commissioner Kolo  
Commissioner Macey

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**1. Call to Order by Mayor Fournier**

The meeting was called to order by Mayor Fournier at 7:37 p.m.

**2. Invocation by Commissioner Herzog**

**3. Pledge of Allegiance**

**4. Proclamation Designating April 22, 2025 Earth Day in Royal Oak**

Mayor Fournier presented the proclamation to Woody Gontina and members of the Environmental Advisory Board.

Whereas, in 1970 the first Earth Day in the United States was held on April 22, chosen because it was between Spring Break and finals, the first Earth Day was designed for college campuses around the country to have “teach-ins” highlighting the importance of clean air and water in response to an 1969 oil spill in Santa Barbara, California the brainchild of U.S. Senator and environmentalist Gaylord Nelson; and

Whereas, an astonishing 20 million people took to the streets for that first Earth Day and lead to the creation of the Environmental Protection Agency and congress signing into law the Clear Air Act in December 1970. Within 20 years, Earth Day became an International Event to spotlight the ecological challenges that face our planet; and

Whereas, Our Power, Our Planet, is the theme for Earth Day 2025. Everyone around the globe should unite behind renewable energy to obtain the goal of tripling the global generation of clean electricity by the year 2030; and

Whereas, rapid deployment of renewable energy will combat climate changes, preserve biodiversity, protect ecosystems, and eliminate our dependence on fossil fuels; and

Whereas, residents and business community members are encouraged to take action by; educating, learning the facts, spreading awareness, and inspiring action; advocating, writing your local, state, and federal legislators to demand action, mobilizing your community through meetings and initiatives, and pledging your Earth Action on social media for Earth Day 2025; and

Whereas, the City of Royal Oak is committed to meeting the goals of Earth Day 2025 by providing education through our community programs, resolving to proclaim our intentions to advocate for change, mobilizing through our Environmental Advisory Board's leadership to employ sustainable and renewable energy initiatives.

Now, therefore, be it resolved, I Mayor Fournier, and members of the Royal Oak City Commission on behalf of the entire Royal Oak Community do hereby proclaim April 22, 2025 Earth Day in Royal Oak and urge all members of the community to do their part to help and heal our planet by living each day more sustainably.

## **5. Proclamation Designating April 24, 2025 Arbor Day in Royal Oak**

Mayor Fournier presented the proclamation to Bob Muller from the Royal Oak Nature Society.

Whereas in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, to be designated as Arbor Day, and was first observed with the planting of more than a million trees in Nebraska, *and*

Whereas Arbor Day is now observed throughout the nation and world, *and*

Whereas trees are important in combating climate change by moderating temperature, generating clean air and life-supporting oxygen, and providing habitat for wildlife, *and*

Whereas trees increase property values, enhance economic vitality, beautify our community, and contribute to the health and wellbeing of its residents, *and*

Whereas Royal Oak's long-running support of urban forestry and ecological stewardship are bolstered by collective actions of community partners including the Royal Oak Nature Society, the Royal Oak Environmental Advisory Board and numerous other schools, churches, businesses, and civic organizations, *and*

Whereas a generous gift by the Erb Family Foundation will greatly enhance the community arboretum and provide opportunities for the community to celebrate, enjoy, and learn about the value of trees, *and*



Whereas the city of Royal Oak recognizes the incalculable value of trees and commits to continue its support of such efforts,

Now, therefore be it resolved, I Mayor Fournier and the Royal Oak City Commission does hereby proclaim Thursday, April 24, 2025 as Arbor Day in the City of Royal Oak, and urges all citizens to celebrate the day with tree plantings and other activities as a persistent reminder of the priceless gifts provided by trees.

**6. Approval of Agenda**

Moved by: Commissioner Macey

Seconded by: Commissioner Herzog

Be it resolved, the city commission hereby approves the agenda for the April 14, 2025 meeting.

Motion Adopted

**7. Public Comment**

Trish Oliver spoke about the April 8th Planning Commission meeting and the proposed Master Plan.

P.G spoke about comments made about her online

Bee Teens spoke in favor of No Mow May.

Laura Berge, 1116 Ferris, was upset that the play structure was removed from Lockman Park.

Tom Hallock spoke about the proposed Master Plan.

Diane Sybeldon spoke about the proposed Sheetz development and the search function of the Royal Oak website.

Tom Hoermann, 914 Genesee, spoke about the proposed Master Plan.

Greg Pendergrast, 2021 Vermont, spoke about potential wording for zoning notifications.

Katie Scarchilli, 3008 Benjamin, spoke about the proposed Master Plan and the Sheetz development.

Nancy Poprafsky spoke about the Sheetz proposal.

No name given spoke about the proposed Master Plan.

**8. Consent Agenda**

Commissioner Kolo removed item 8f from the consent agenda. Commissioner Douglas removed item 8i from the consent agenda.

Moved by: Commissioner Cheezum

Seconded by: Mayor Pro Tem Hunt

Be it resolved, the city commission hereby approves the consent agenda as follows:

Motion Adopted

**8.a City Commission Closed Session Meeting Minutes March 24, 2025**

Be it resolved, the city commission closed session meeting minutes of March 24, 2025 are hereby approved.

**8.b City Commission Meeting Minutes March 24, 2025**

Be it resolved, the city commission meeting minutes of March 24, 2025 are hereby approved.

**8.c Claims**

**8.c.1 April 01 2025**

Be it resolved, the claims of April 01 2025 are hereby approved.

**8.c.2 April 15 2025**

Be it resolved, the claims of April 15 2025 are hereby approved.

**8.d Approval of Purchase Orders**

Be it resolved, the city commission approves the following requisition/purchase orders for fiscal year 2024-25:

Requisition # R008856 change order

Vendor: English Gardens

Requesting approval for: \$55,000 additional for a total of \$395,010

Price Source: in a multi-year contract

Budgeted: \$395,010

Department / Fund: DDA/TIFA / DDA development

Description: 2025-2026 holiday season deposit

Requisition # R008867

Vendor: Plante Moran Realpoint

Requesting approval for: \$13,550 additional for a total of \$109,620

Price Source: estimation

Budgeted: \$109,620

Department / Fund: manager & sewer maintenance / general & water & sewer

Description: real estate consulting, restroom consulting, utility rate study & consulting services

Requisition # R008417 change order

Vendor: Canfield Equipment Service, Inc.

Requesting approval for: \$20,150 additional for a total of \$105,290

Price Source: quote

Budgeted: \$105,290

Department / Fund: motor pool / motor pool

Description: equipment & installation for police F-150

Requisition # R008413 change order

Vendor: Core & Main

Requesting approval for: \$17,000 additional for a total of \$85,000

Price Source: estimation

Budgeted: \$85,000

Department / Fund: water maintenance / water & sewer

Description: curb stop/box copper, bricks, block, mortar, pipes

Requisition # R008531 change order

Vendor: John Angott

Requesting approval for: \$20,000 additional for a total of \$60,000

Price Source: estimation / bid by Royal Oak

Budgeted: \$60,000

Department / Fund: district court / indigent defense & general

Description: council coordinator of contracted legal / advisory counsel & sobriety court

Requisition # R008520 change order

Vendor: Joseph L. Shreeman

Requesting approval for: \$5,000 additional for a total of \$40,000

Price Source: estimation / coordinator bid by Royal Oak

Budgeted: \$40,000

Department / Fund: indigent defense

Description: contracted legal / advisory counsel

Requisition # R008503 change order

Vendor: Joseph Phillips

Requesting approval for: \$10,000 additional for a total of \$40,000

Price Source: estimation / coordinator bid by Royal Oak

Budgeted: \$40,000

Department / Fund: indigent defense

Description: contracted legal / advisory counsel

Requisition # R008436 change order

Vendor: Cintas Corporation

Requesting approval for: \$5,000 additional for a total of \$40,000

Price Source: Omnia Partners/contract #222886

Budgeted: \$40,000

Department / Fund: multiple / multiple

Description: cleaning service for floor mats at city hall and other various city buildings

Requisition # R008608 change order  
 Vendor: Community Publishing  
 Requesting approval for: \$10,000 additional for a total of \$40,000  
 Price Source: sole source  
 Budgeted: \$40,000  
 Department / Fund: multiple / multiple  
 Description: ads for Royal Oak Today

Requisition # R008462 change order  
 Vendor: Grand Blanc Printing Co. Inc.  
 Requesting approval for: \$13,900 additional for a total of \$39,900  
 Price Source: estimation  
 Budgeted: \$39,900  
 Department / Fund: community promotion / publicity tax  
 Description: printing for 4 issues of Insight magazine/fall, winter, spring, summer

Requisition # R008726 change order  
 Vendor: White Pine Bldg. & Development  
 Requesting approval for: \$10,700 additional for a total of \$38,370  
 Price Source: bid by Royal Oak  
 Budgeted: \$38,370  
 Department / Fund: housing assistance program / community develop  
 block grant  
 Description: housing rehab

Requisition # R008524 change order  
 Vendor: Elizabeth Chiappelli  
 Requesting approval for: \$5,000 additional for a total of \$35,000  
 Price Source: estimation / coordinator bid by Royal Oak  
 Budgeted: \$35,000  
 Department / Fund: indigent defense  
 Description: contracted legal / advisory counsel

Requisition # R008492 change order  
 Vendor: Jo Anne Bigler  
 Requesting approval for: \$5,000 additional for a total of \$35,000  
 Price Source: estimation / coordinator bid by Royal Oak  
 Budgeted: \$35,000  
 Department / Fund: indigent defense  
 Description: contracted legal / advisory counsel

Requisition # R009026  
 Vendor: NV5 Geospatial  
 Requesting approval for: \$35,000  
 Price Source: quote  
 Budgeted: \$35,000  
 Department / Fund: information systems / information systems  
 Description: GIS support & development

Requisition # R007588  
Vendor: CivicPlus  
Requesting approval for: \$32,000  
Price Source: in a multi-year contract  
Budgeted: \$32,000  
Department / Fund: information systems / information systems  
Description: website annual subscription, support, & maintenance

Requisition # R008748  
Vendor: ABR Alpine Design  
Requesting approval for: \$31,750  
Price Source: bid by Royal Oak  
Budgeted: \$31,750  
Department / Fund: housing assistance program / community develop  
block grant  
Description: housing rehab

Requisition # R008508  
Vendor: Manoogian Law  
Requesting approval for: \$30,000  
Price Source: estimation / coordinator bid by Royal Oak  
Budgeted: \$30,000  
Department / Fund: indigent defense  
Description: contracted legal / advisory counsel

Requisition # R008501  
Vendor: Susan Chrzanowski Cole  
Requesting approval for: \$30,000  
Price Source: estimation / coordinator bid by Royal Oak  
Budgeted: \$30,000  
Department / Fund: indigent defense  
Description: contracted legal / advisory counsel

Requisition # R008515  
Vendor: La Grasso, Abdo & Silveri  
Requesting approval for: \$30,000  
Price Source: estimation / coordinator bid by Royal Oak  
Budgeted: \$30,000  
Department / Fund: indigent defense  
Description: contracted legal / advisory counsel

Requisition # R008519  
Vendor: Edith Blakney Law Firm  
Requesting approval for: \$30,000  
Price Source: estimation / coordinator bid by Royal Oak  
Budgeted: \$30,000  
Department / Fund: indigent defense  
Description: contracted legal / advisory counsel

Requisition # R008449  
Vendor: Imperial Dade  
Requesting approval for: \$30,000  
Price Source: estimation  
Budgeted: \$30,000  
Department / Fund: multiple / multiple  
Description: cleaning & janitorial supplies

Requisition # R008604  
Vendor: Fire Defense Equipment  
Requesting approval for: \$30,000  
Price Source: estimation (all individual purchases are less than \$5,000)  
Budgeted: \$30,000  
Department / Fund: multiple / multiple  
Description: building repair & maintenance services as needed

Requisition # R008572 change order  
Vendor: DSS Corporation  
Requesting approval for: \$2,000 additional for a total of \$27,520  
Price Source: in multi-year contract  
Budgeted: \$27,520  
Department / Fund: information systems / information systems  
Description: document imaging management services & 911 recording support

**8.e Declaration and Disposal of Surplus Property**

BE IT RESOLVED, the city commission declares the above property surplus and authorizes the disposal of the items by auction. Any net proceeds from the sale of items listed under “library” will be deposited into the library fund miscellaneous revenue account 271.000.67100 and any net proceeds from the sale of items listed under “motor pool” will be deposited into the motor pool fund miscellaneous revenue account 661.000.67100 or gain on sale of fixed assets 661-000-69301.

**8.f Approval of Bid for Memorial Park Backstop Netting**

This item was removed from the consent agenda.

Director of Public Service Kevin Yee and City Manager Gacioch spoke about the project

Moved by: Commissioner Kolo  
Seconded by: Commissioner Herzog

Be it resolved, the Royal Oak City Commission hereby approves the bid between the city and Midwest Field Solutions and authorizes the Mayor and City Clerk to execute the Agreement on behalf of the City upon City Attorney’s review.

Motion Adopted

**8.g Request to Utilize Unit Prices from the Water Resource Commission Bid to Perform Hydro Vac Verification of Water Service Lines**

Be it resolved, the Royal Oak City Commission hereby approves the request to utilize the Oakland County Water Resource Commission bid unit prices to perform for hydro vac verifications of water service lines.

**8.h Request to Fill a Vacancy for the Automotive Mechanics Position**

Be it resolved, the Royal Oak City Commission hereby approves the filling of Automotive Mechanic Position.

**8.i License Agreement for Sidewalk Café at 500 E. Fourth Street**

This item was pulled from the consent agenda. The original agenda title incorrectly listed the agreement for 400 E. Fourth Street but the license agreement is for 500 E. Fourth Street.

Moved by: Commissioner Douglas

Seconded by: Commissioner Macey

Be it resolved, the Royal Oak City Commission hereby approves the attached license agreement with Sokol Ndrejaj of 500 E. Fourth Street permitting an encroachment into the public sidewalk of E. Fourth Street for the purposes of an outdoor dining sidewalk café; and

Be it further resolved, the Mayor and City Clerk are authorized to execute said license agreement.

Motion Adopted

**8.j Contact Modification to Contract CAP2242 for 2022 Traffic Signal Improvements Contract**

Be it resolved, the Royal Oak City Commission hereby approves contract modification 2 under the Royal Oak 2022 Traffic Signal Improvements Contract CAP2242 with Motor City Electric Co. of Detroit, Michigan for the additional amount of \$67,147.80 and directs staff to issue a purchase order in the amount of the contract modification.

**8.k Approval of Appointment to the Intergovernmental Cable Communications Authority**

Be it resolved, the Royal Oak city commission hereby appoints Kara Sokol, Director of Communications, to the Intergovernmental Cable Communications Authority.

**8.l Receive and File**



8.I.1 First Quarter Fiscal Year 2024-25 Training Evaluation Forms

**9. Approval and Acceptance of Environmental Advisory Board Annual Report**

Woody Gontina, from the Environmental Advisory Board, discussed the annual report. There will be an Earth Day event held at the Farmer's Market on April 26th from 3:00 p.m. to 7:00 p.m.

Moved by: Commissioner Herzog  
Seconded by: Commissioner Kolo

Be it resolved, the Royal Oak City Commission hereby approves and accepts the 2023-2024 Environmental Advisory Board Annual Report.

Motion Adopted

**10. Resolution Supporting No Mow May**

Moved by: Commissioner Macey  
Seconded by: Commissioner Herzog

Be it resolved, the City Commission hereby declares May 2025 to be No Mow May; and

Be if further resolved, the City Commission hereby declares a temporary moratorium on the enforcement of the City's property maintenance code for lawn mowing on residential property during the month of May 2025.

Motion Adopted

**11. Adjournment**

Moved by: Commissioner Herzog  
Seconded by: Commissioner Douglas

Motion to adjourn at 8:47 p.m.

Motion Adopted

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Melanie Halas, City Clerk

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Michael C. Fournier, Mayor

## Request for Purchase Order Approval

April 17, 2025

The Honorable Mayor Fournier and  
Members of the City Commission:

If the city commission is in agreement, the following resolution to approve purchase orders is recommended:

**Be it resolved**, the city commission approves the following requisition/purchase orders for fiscal year 2024-25:

Requisition # R008417 change order  
Vendor: Canfield Equipment Service, Inc.  
Requesting approval for: \$66,600 additional for a total of \$171,890  
Price Source: quote  
Budgeted: \$171,890  
Department / Fund: motor pool / motor pool  
Description: equipment & installation for police F-150 & Explorers

Requisition # R009048  
Vendor: Frank Rewold and Son Inc.  
Requesting approval for: \$96,870  
Price Source: bid by Royal Oak  
Budgeted: \$96,870  
Department / Fund: auto parking / auto parking  
Description: 11 Mile parking structure garage entry door

Requisition # R008413 change order  
Vendor: Core & Main  
Requesting approval for: \$5,000 additional for a total of \$90,000  
Price Source: estimation  
Budgeted: \$90,000  
Department / Fund: water maintenance / water & sewer  
Description: curb stop/box copper, bricks, block, mortar, pipes

Requisition # R008480 change order  
Vendor: First Choice Services  
Requesting approval for: \$10,000 additional for a total of \$55,000  
Price Source: estimation (all individual purchases are less than \$1,500)  
Budgeted: \$55,000  
Department / Fund: community promotion & court / general  
Description: coffee services

Requisition # R008744 change order  
Vendor: Janssen Refrigeration

Requesting approval for: \$11,210 additional for a total of \$53,110  
 Price Source: estimation  
 Budgeted: \$53,110  
 Department / Fund: ice arena / ice arena  
 Description: ice arena repairs

Requisition # R008397 change order  
 Vendor: The Dent Shop  
 Requesting approval for: \$5,000 additional for a total of \$43,000  
 Price Source: estimation  
 Budgeted: \$43,000  
 Department / Fund: motor pool / motor pool  
 Description: repairs of vehicles

Requisition # R008524 change order  
 Vendor: Elizabeth Chiappelli  
 Requesting approval for: \$5,000 additional for a total of \$40,000  
 Price Source: estimation / coordinator bid by Royal Oak  
 Budgeted: \$40,000  
 Department / Fund: indigent defense  
 Description: contracted legal / advisory counsel

Requisition # R008515 change order  
 Vendor: La Grasso, Abdo & Silveri  
 Requesting approval for: \$5,000 additional for a total of \$35,000  
 Price Source: estimation / coordinator bid by Royal Oak  
 Budgeted: \$35,000  
 Department / Fund: indigent defense  
 Description: contracted legal / advisory counsel

Requisition # R008447 change order  
 Vendor: Sonitrol Great Lakes  
 Requesting approval for: \$5,000 additional for a total of \$35,000  
 Price Source: estimation (all individual services are less than \$3,000)  
 Budgeted: \$35,000  
 Department / Fund: multiple / multiple  
 Description: building security services

Requisition # R008415 change order  
 Vendor: Wolverine Freightliner  
 Requesting approval for: \$5,000 additional for a total of \$35,000  
 Price Source: estimation  
 Budgeted: \$35,000  
 Department / Fund: motor pool / motor pool  
 Description: vehicle repair & maintenance parts

Requisition # R008894  
Vendor: Rolls Mechanical  
Requesting approval for: \$35,000  
Price Source: estimation  
Budgeted: \$35,000  
Department / Fund: multiple / multiple  
Description: repairs

Requisition # R009051  
Vendor: Night Shift Cleaning & Floor Maintenance  
Requesting approval for: \$34,000  
Price Source: quote  
Budgeted: \$34,000  
Department / Fund: senior building maintenance / senior citizen services  
Description: cleaning services for the senior center

Requisition # R008491  
Vendor: Bianco Travel & Tours Inc.  
Requesting approval for: \$30,000  
Price Source: sole source  
Budgeted: \$30,000  
Department / Fund: senior center / senior citizen services  
Description: travel costs for senior center trips

Requisition # R008550  
Vendor: AIS Construction Equipment  
Requesting approval for: \$30,000  
Price Source: MiDeal pricing (contract #MA240000000158)  
Budgeted: \$30,000  
Department / Fund: motor pool / motor pool  
Description: parts/labor needed for repairs

Respectfully submitted,

Kymberly Coy  
Finance Director

Approved,

Joseph Gacioch  
City Manager

**PAYROLL #648**PAYROLL DATE: 04/18/25**HUNTINGTON - PAYROLL**

DIRECT DEPOSIT \$ 852,367.44

PAPER CHECK

ADJUSTMENTS

\$ 852,367.44**ELECTRONIC MONEY TRANSFER - ACH**

IRS

FED. W/H 112,590.99  
SOC SEC 87,593.28  
MEDICARE 34,954.36235,138.63

STATE OF MICHIGAN TREASURY

44,617.45

FRIEND OF THE COURT

2,805.75

MISSIONSQUARE

130,153.84

NATIONWIDE

38,222.90

MERS

29,151.06

TASC

10,834.34**ACCOUNTS PAYABLE - CHECKS**

MICHIGAN EDUCATION TRUST

-

MISC DEDUCTIONS

195.83

UNION DUES

PSA  
POA  
Command  
Detectives  
DPS  
Fire  
TPOAM  
Parking-

UNION DUES

**GRAND TOTAL****\$ 1,343,487.24**

User: JudyG

EXP CHECK RUN DATES 04/29/2025 - 04/29/2025

DB: Royal Oak

JOURNALIZED

PAID

Vendor Code	Vendor Name	Description	Amount
Invoice			
00004	A & M SERVICE CENTER		
84934		TOWING SERVICES FLAT BED #191	150.00
TOTAL FOR: A & M SERVICE CENTER			150.00
00023	ACCUMED BILLING INC		
TAG-002905		AMBULANCE BILLING SERVICES 3/1-31	23,302.44
TOTAL FOR: ACCUMED BILLING INC			23,302.44
19403	AFC INDUSTRIES, INC.		
M0081570		P&F PICNIC TABLE HARDWARE	151.80
TOTAL FOR: AFC INDUSTRIES, INC.			151.80
00043	AIS CONSTRUCTION EQUIPMENT		
D95340		PURCHASE OF PARTS	133.40
TOTAL FOR: AIS CONSTRUCTION EQUIPMENT			133.40
00044	AJAX MATERIALS CORPORATION		
311865		ASPHALT SUPPLIES	7,137.20
TOTAL FOR: AJAX MATERIALS CORPORATION			7,137.20
03340	ALLIANCE ENTERTAINMENT LLC		
PLS86422155		LIBRARY AUDIO & VIDEO RESOURCES	37.48
TOTAL FOR: ALLIANCE ENTERTAINMENT LLC			37.48
04745	ALLIED PRINTING		
77458		SAD BILLS	864.37
TOTAL FOR: ALLIED PRINTING			864.37
17165	AMAZON CAPITAL SERVICES		
13C4-4WMH-41NC		LIBRARY SUPPLIES	15.29
146K-6H41-HGNV		LIBRARY SUPPLIES	24.02
14XQ-QKR3-94VM		LIBRARY SUPPLIES	131.01
14XQ-QKR3-CW67		LIBRARY SUPPLIES	30.75
1679-19CJ-J7TJ		LIBRARY SUPPLIES	333.97
19LF-V96W-1QTY		LIBRARY SUPPLIES	124.99
1C1Y-6X49-T4KK		LIBRARY SUPPLIES	28.47
1CD4-31MD-N47T		LIBRARY SUPPLIES	44.89
1CQD-J13M-KYP3		LIBRARY SUPPLIES	463.58
1DJH-YFL6-4T3T		LIBRARY SUPPLIES	59.98
1KRQ-RMWH-3RNT		LIBRARY SUPPLIES	12.99
1LC9-G19F-RJRQ		LIBRARY SUPPLIES	77.26
1LYM-Q8XW-V7C7		LIBRARY SUPPLIES	357.94
1Q1R-JJFW-49K9		LIBRARY SUPPLIES	20.89
1Q3G-QQ1V-GPQY		LIBRARY SUPPLIES	39.98
1RDD-XJ3V-3R46		LIBRARY SUPPLIES	40.50
1RMG-W94C-PL9X		LIBRARY SUPPLIES	8.09
1V96-Y1CR-91J4		CREDIT - LIBRARY SUPPLIES (APPLY TO 1Q3G-QQ1V-GPQY)	(9.99)
1VXM-WKT1-GCCD		LIBRARY SUPPLIES	51.96
1W7D-MK4Y-3JFJ		LIBRARY SUPPLIES	22.82
1Y96-F6K7-VWDF		LIBRARY SUPPLIES	196.24
TOTAL FOR: AMAZON CAPITAL SERVICES			2,075.63
00060	AMERICA'S FINEST PRINTING		
51595		ENGINEERING N MAIN RESURFACING POSTCARDS, MAILING	998.74
51618		ENGINEERING CONSTRUCTION POSTCARDS, MAILING	747.91
51631		BUSINESS CARDS/SIMONSEN	80.59
TOTAL FOR: AMERICA'S FINEST PRINTING			1,827.24
07191	ARTS, BEATS & EATS		
ABE25-018		2025 SPONSORSHIP PAYMENT #1	75,000.00
TOTAL FOR: ARTS, BEATS & EATS			75,000.00

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Invoice			
RBOND	AT-LESS DRAIN CLEANING LLC		
	BENG-250044	BD Bond Refund	2,000.00
TOTAL FOR: AT-LESS DRAIN CLEANING LLC			2,000.00
RBOND	AZ Overhaul LLC		
	BENG-230100	REISSUE - BD BOND REFUND	2,000.00
TOTAL FOR: AZ Overhaul LLC			2,000.00
14143	B&R SPORTING GOODS, INC		
	DO-11540	JERSEYS/SOCKS	750.00
	DO-11541	JERSEYS/SOCKS	600.00
	DO-11542	JERSEYS/SOCKS	680.00
TOTAL FOR: B&R SPORTING GOODS, INC			2,030.00
17923	JOSEPH BALLOR		
	03082025	FARMERS MKT FOOD TRUCK RALLY ENTERTAINMENT MAY 14	500.00
TOTAL FOR: JOSEPH BALLOR			500.00
19413	ALMA BARON		
	04222025	I LOVE ROYAL OAK ART CONTEST WINNER HS 1ST	750.00
TOTAL FOR: ALMA BARON			750.00
00127	BEACON ATHLETICS		
	0607630-IN	BASEBALL FIELDS SUPPLIES/EQUIPMENT	1,941.00
TOTAL FOR: BEACON ATHLETICS			1,941.00
19988	DEVAN BEC		
	04222025	I LOVE ROYAL OAK ART CONTEST WINNER MS 3RD	100.00
TOTAL FOR: DEVAN BEC			100.00
18988	DENNIS BELEVENDER		
	7098	ROSES	17.00
	7099	ROSES	34.00
TOTAL FOR: DENNIS BELEVENDER			51.00
19984	ULYSSES JEROME BELL-BASTIEN		
	72	FARMERS MKT FAMILY PRIDE EVENT ENTERTAINMENT	1,000.00
TOTAL FOR: ULYSSES JEROME BELL-BASTIEN			1,000.00
07934	MARK BERTRAND		
	04052025	EBT/SNAP REIMBURSEMENT FARMERS MKT VENDOR	28.00
TOTAL FOR: MARK BERTRAND			28.00
00141	BIANCO TRAVEL & TOURS INC		
	4D1.2703	SENIOR CTR DAY TRIP HISTORIC MARSHALL APRIL 10	3,898.80
TOTAL FOR: BIANCO TRAVEL & TOURS INC			3,898.80
14833	BIG BELLY SOLAR, LLC.		
	56795	HIGH CAPACITY REFUSE/RECYCLING STATION 4/10-5/9	690.24
	56881	HIGH CAPACITY REFUSE/RECYCLING STATION 4/16-5/15	1,646.38
	56922	HIGH CAPACITY REFUSE/RECYCLING STATION 4/22-5/21	504.00
TOTAL FOR: BIG BELLY SOLAR, LLC.			2,840.62
00143	BIG D LOCK & KEY		
	7828	CITY HALL CORES, KEYS	197.75
	7830	PADLOCKS & KEYS	602.00
TOTAL FOR: BIG D LOCK & KEY			799.75



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Vendor Code	Vendor Name	Description	Amount
Invoice			
19286	BIOBAG AMERICAS INC.		
INV511153	FARMERS MKT LINERS		246.88
TOTAL FOR: BIOBAG AMERICAS INC.			246.88
00153	BLUE CROSS AND BLUE SHIELD		
MAY 2025	BC PAYMENT		624,745.66
TOTAL FOR: BLUE CROSS AND BLUE SHIELD			624,745.66
18695	BLUE CROSS BLUE SHIELD OF MICHIGAN		
250408445033	MEDICARE BLUE PLUS PPO MAY 2025		154,802.83
TOTAL FOR: BLUE CROSS BLUE SHIELD OF MICHIGAN			154,802.83
19811	BLUE WATER INDUSTRIAL PRODUCTS		
0000910760	ARENA PROPANE		132.00
0000911356	ARENA PROPANE		211.20
TOTAL FOR: BLUE WATER INDUSTRIAL PRODUCTS			343.20
04968	BOSTICK TRUCK CENTER		
279743	VEHICLE REPAIR & MAINTENANCE PARTS		231.96
TOTAL FOR: BOSTICK TRUCK CENTER			231.96
01032	BOUND TREE MEDICAL LLC		
85735244	FIRE & EMS SUPPLIES		825.32
85735245	FIRE & EMS SUPPLIES		338.09
TOTAL FOR: BOUND TREE MEDICAL LLC			1,163.41
18652	BRAUN KENDRICK FINKBEINER P.L.C.		
400284	ATTORNEY SERVICES THRU MARCH 31 2025		2,112.00
TOTAL FOR: BRAUN KENDRICK FINKBEINER P.L.C.			2,112.00
19973	BRIGHTON AREA FIRE AUTHORITY		
0000000502	FIRE VFIS DRIVER TRAINING/DUFFANY		130.00
TOTAL FOR: BRIGHTON AREA FIRE AUTHORITY			130.00
06071	BS&A SOFTWARE		
161093	CHECK/DEPOSIT RECONCILIATION TRAINING/PETRYNA		200.00
TOTAL FOR: BS&A SOFTWARE			200.00
18879	BUGS ON WHEELS LLC		
04162025	LIBRARY BUGS ON WHEELS EXPERIENCE		330.00
TOTAL FOR: BUGS ON WHEELS LLC			330.00
03586	C & G NEWSPAPERS		
0034594-IN	FARMERS MKT 1/3 PG WOODWARD TALK AD		313.00
TOTAL FOR: C & G NEWSPAPERS			313.00
19746	CANDY BANDITS LLC		
04162025	FARMERS MKT FOOD TRUCK RALLY ENTERTAINMENT AUG. 13		250.00
SPRING 2025 (1)	TODDLERS & TUNES CLASS		710.00
TOTAL FOR: CANDY BANDITS LLC			960.00
00211	CANFIELD EQUIPMENT SERVICE INC		
300046	EQUIPMENT FOR POLICE PATROL TAHOE #815		18,883.39
TOTAL FOR: CANFIELD EQUIPMENT SERVICE INC			18,883.39
09451	ERIK CARLSON		
04222025	HOCKEY REFEREE		90.00
TOTAL FOR: ERIK CARLSON			90.00

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	Invoice		
07427	LEAH CASTILLO		
	7153	ROSES	60.00
	7154	ROSES	150.00
	7155	ROSES	150.00
	7156	ROSES	150.00
TOTAL FOR: LEAH CASTILLO			510.00
14419	CHARDON LABORATORIES, INC		
	054017	ARENA COOLING TOWER CHEMICALS, SERVICE	280.00
TOTAL FOR: CHARDON LABORATORIES, INC			280.00
RBOND	Christian Brother Lawn care & Outdoo		
	BENG-250038	BD Bond Refund	2,000.00
TOTAL FOR: Christian Brother Lawn care & Outdoo			2,000.00
19109	MICHAEL CIESLIGA		
	03132024	REISSUE - COACH REIMBURSEMENT 10U FALCONS	131.00
TOTAL FOR: MICHAEL CIESLIGA			131.00
06649	CINTAS CORPORATION LOC 031		
	422653333	SENIOR CTR MAT CLEANING	51.22
	4226658605	DPS MAT CLEANING	96.39
	4226962011	CITY HALL MAT CLEANING	223.91
	4227233061	SENIOR CTR MAT CLEANING	51.22
	4227233206	ARENA MAT CLEANING	61.12
	4227235401	LIBRARY MAT CLEANING	96.47
	4227370837	DPS MAT CLEANING	96.39
	4227979795	SENIOR CTR MAT CLEANING	51.22
	5261842603	FIRST AID SUPPLIES ARENA	133.47
	5264118101	FIRST AID SUPPLIES SALTER CTR	96.11
	5264356501	DPS SUPPLIES	381.60
TOTAL FOR: CINTAS CORPORATION LOC 031			1,339.12
02754	CITY OF BERKLEY		
	MAR 2025	LEGACY FEES COLLECTED BY THE COURT	37.95
	MARCH 2025	FEES COLLECTED BY THE COURT	16,198.67
TOTAL FOR: CITY OF BERKLEY			16,236.62
19538	CMNTV		
	RO033125	MARCH 2025 MEDIA BOARD, TECH SUPPORT, MEETINGS	2,040.00
TOTAL FOR: CMNTV			2,040.00
RBOND	COMCAST		
	BENG-230232	BD Bond Refund	2,000.00
TOTAL FOR: COMCAST			2,000.00
16757	COMPTON PRESS INDUSTRIES		
	42169	FREE SKATE CARDS	493.05
TOTAL FOR: COMPTON PRESS INDUSTRIES			493.05
00310	CONTRACTOR'S CLOTHING CO		
	7-128110	UNIFORMS	87.20
TOTAL FOR: CONTRACTOR'S CLOTHING CO			87.20
00311	CONTRACTORS CONNECTION INC		
	7192404	PARK CLEANUP GLOVES	262.80
TOTAL FOR: CONTRACTORS CONNECTION INC			262.80

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Vendor Code	Vendor Name	Description	Amount
Invoice			
09493	CONTROL GROUP COMPANIES LLC		
3942391		PARKING DEPT SUPPLIES COINLOK	225.26
TOTAL FOR: CONTROL GROUP COMPANIES LLC			225.26
14414	CORE & MAIN		
W702163		CURB STOP/BOX, COPPER, BRICKS, BLOCK, MORTAR, PIPES	1,106.50
TOTAL FOR: CORE & MAIN			1,106.50
13359	COSTAR REALTY INFORMATION, INC		
122014244		DUES & MEMBERSHIPS COSTAR SUITE 4/1-30 2025	979.60
TOTAL FOR: COSTAR REALTY INFORMATION, INC			979.60
19776	THE CREATIVE COMPANY		
167113		BOOKS	25.95
TOTAL FOR: THE CREATIVE COMPANY			25.95
17619	CULLIGAN QUENCH		
INV08827086		DPS CHUNGH0700ICE 4/13-5/12	53.13
TOTAL FOR: CULLIGAN QUENCH			53.13
RBOND	D J MCCONNELL CO		
BENG-240209		BD Bond Refund	2,000.00
TOTAL FOR: D J MCCONNELL CO			2,000.00
07421	NOREEN DALY		
ND29611-SPRING		GENTLE YOGA CLASSES	1,685.60
TOTAL FOR: NOREEN DALY			1,685.60
08613	ELDEN DANIELSON		
03122025		REISSUE - MBOR MEETING	225.00
TOTAL FOR: ELDEN DANIELSON			225.00
02472	DEE'S SPORT SHOP INC		
44145		SUPPLIES FOR HOUSE HOCKEY PROGRAMS	160.00
TOTAL FOR: DEE'S SPORT SHOP INC			160.00
00369	DELL MARKETING L.P.		
10809948893		PC REPLACEMENT PROGRAM AND LAPTOPS	24,982.75
TOTAL FOR: DELL MARKETING L.P.			24,982.75
00370	DELTA DENTAL PLAN OF MICH		
MAY 2025		PAYROLL	29,828.20
MAY 25		RETIREMENT	26,100.82
TOTAL FOR: DELTA DENTAL PLAN OF MICH			55,929.02
17271	DEVAR ENTERPRISES INC.		
3178		FARMERS MKT ENTERTAINMENT/COORDINATION 1/21-4/6 202	1,700.00
TOTAL FOR: DEVAR ENTERPRISES INC.			1,700.00
RBOND	DONALD D. GABBARD		
00278733		BD Payment Refund	164.00
TOTAL FOR: DONALD D. GABBARD			164.00
00420	DSS CORPORATION		
53266		DOCUMENT IMAGING MANAGEMENT SERVICES 4/15-5/14	2,000.00
TOTAL FOR: DSS CORPORATION			2,000.00

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Invoice			
00380	DTE ENERGY		
10254 04/25		260 W 7TH ST # PK EQUIP	89.63
11245 04/25		351 W 7TH ST # PK EQUIP	100.12
11401 04/25		260 E UNIVERSITY AVE # PK EQUIP	58.11
46770 04/25 #2		803 S MAIN ST # PARKING	36.40
TOTAL FOR: DTE ENERGY			284.26
17116	DTE ENERGY		
WO #75223144		NEW STREETLIGHT ON N WASHINGTON FOR ROMS	2,358.96
TOTAL FOR: DTE ENERGY			2,358.96
09515	RYAN EDWARDS		
04212025		REIMBURSE EMT LICENSE RENEWAL FEE	25.00
TOTAL FOR: RYAN EDWARDS			25.00
16179	EFFECTV		
CC373381		COMMERCIAL ADS MARCH	1,490.75
CC373382		COMMERCIAL ADS MARCH	1,499.00
TOTAL FOR: EFFECTV			2,989.75
02989	EMPCO INC		
45482		CIVIL SERVICE EXAMINATIONS	617.00
TOTAL FOR: EMPCO INC			617.00
06651	CINDY ERLANDSON		
CE29611-SPRING		SR CTR EXERCISE CLASSES	2,783.20
TOTAL FOR: CINDY ERLANDSON			2,783.20
19986	ESTATE OF LINDA H. GLADSTONE		
7804		DEATH BENEFIT/GLADSTONE, LINDA	4,000.00
TOTAL FOR: ESTATE OF LINDA H. GLADSTONE			4,000.00
19974	AUTUMN EVOLA		
04102025		FARMERS MKT REFUND WEDDING DEPOSIT	1,000.00
TOTAL FOR: AUTUMN EVOLA			1,000.00
05396	FACTUAL DATA		
5771596		CREDIT REPORTS	15.15
5865880		CREDIT REPORTS	16.15
TOTAL FOR: FACTUAL DATA			31.30
19989	ELEANOR FARHAT		
04222025		I LOVE ROYAL OAK ART CONTEST WINNER ES 3RD	100.00
TOTAL FOR: ELEANOR FARHAT			100.00
RBOND	FASTDECKS INC		
BENG-240049		BD Bond Refund	2,000.00
TOTAL FOR: FASTDECKS INC			2,000.00
00486	FIRE DEFENSE EQUIPMENT CO INC		
016084		FARMERS MKT ANNUAL ALARM SYSTEM INSPECTION	588.64
017438		FIRE 1 EXTINGUISHER REPLACEMENT, ANNUAL INSPECTION	426.25
017439		FIRE 2 EXTINGUISHER REPLACEMENT, ANNUAL INSPECTION	198.49
017440		FIRE 3 EXTINGUISHER REPLACEMENT, ANNUAL INSPECTION	283.81
TOTAL FOR: FIRE DEFENSE EQUIPMENT CO INC			1,497.19

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Invoice			
06960	FIRST CHOICE SERVICES		
	DT-262472	COFFEE SERVICES POLICE	610.39
	DT-262473	COFFEE SERVICES CITY HALL	1,196.52
	DT-265742	COFFEE SERVICES FIRE 1	459.03
	DT-287962	CITY HALL CXTOUCH POD BREWER RENTAL APRIL 2025	75.00
	DT-287963	DPS ICE MACHINE RENTAL	165.00
	DT-309188	COFFEE SERVICES FIRE 1	85.71
	DT-316531	COFFEE SERVICES FIRE 2	336.93
	DT-316532	COFFEE SERVICES SENIOR CTR	681.12
TOTAL FOR: FIRST CHOICE SERVICES			3,609.70
19983	THE FOX AND THE FIDDLE		
	0001	FARMERS MKT FOOD TRUCK RALLY ENTERTAINMENT MAY 14	225.00
TOTAL FOR: THE FOX AND THE FIDDLE			225.00
19987	LAUREN FREDERICK		
	FREDERICK 7859	REIMBURSE COMPENSATION PRESENTATION SNACKS	78.59
TOTAL FOR: LAUREN FREDERICK			78.59
00507	FRENTZ AND SONS HARDWARE CO		
	H463054	DISC. SUPPLIES P&F TENNIS NETS	2.96
	H467886	DISC. SUPPLIES P&F PICNIC TABLES	6.62
	P6668	DISC. SUPPLIES FIRE & EMS	4.51
	P6746	DISC. SUPPLIES P&F TENNIS NETS	16.19
	P6843	DISC. SUPPLIES PARKING EQUIPMENT REPAIR	64.54
	P6847	DISC. SUPPLIES SOCCER/BASEBALL FIELD SUPPLIES	21.92
	P6883	DISC. SUPPLIES FIRE & EMS	10.84
	P6910	DISC. SUPPLIES PARKS TOOLS	52.81
	P6913	DISC. SUPPLIES LIBRARY	17.36
	P6914	DISC. SUPPLIES P&F KEY	7.18
	P6922	DISC. SUPPLIES LIBRARY KEYS	36.00
	P6924	DISC. SUPPLIES CITY HALL KEY CUT	14.40
	P6932	DISC. SUPPLIES BUILDING REPAIR	15.63
	P6933	DISC. SUPPLIES WATER/SEWER REPAIR	2.69
	P6937	DISC. SUPPLIES AIR CYLINDER STOCK	4.26
	P6942	DISC. SUPPLIES PARKS TOOLS	33.64
	P6965	DISC. SUPPLIES SOCCER FIELDS	8.99
	P6978	DISC. SUPPLIES ENGINEERING	15.29
TOTAL FOR: FRENTZ AND SONS HARDWARE CO			335.83
19827	JOSEPH GACIOCH		
	04162025	REIMBURSE MML CAPCON LODGING	442.65
	04212025	REIMBURSE TRANSFORM LOCAL GOVTS CONF. EXPENSES	1,023.04
TOTAL FOR: JOSEPH GACIOCH			1,465.69
04825	GARRETT DOOR COMPANY		
	33273	DPS DRIVE OUT DOOR REPAIR	798.50
TOTAL FOR: GARRETT DOOR COMPANY			798.50
19990	LENA GILBERT		
	04222025	I LOVE ROYAL OAK ART CONTEST WINNER ES 2ND	150.00
TOTAL FOR: LENA GILBERT			150.00
19475	STEPHANIE RL GILMORE		
	4/9/25	LIBRARY KIDS EXERCISE CLASS - WIGGLES	60.00
TOTAL FOR: STEPHANIE RL GILMORE			60.00
19352	GOVERNMENTJOBS.COM, INC.		
	INV-133633	CANDIDATE TEXT MESSAGING, INSIGHT SUBSCRIPTION 6/11	14,563.97
TOTAL FOR: GOVERNMENTJOBS.COM, INC.			14,563.97

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	Invoice		
00541	GRAINGER		
	9458529063	TOOLS & HARDWARE	50.00
	9471788548	VEHICLE REPAIR & MAINTENANCE PARTS	893.84
TOTAL FOR: GRAINGER			943.84
00029	GREAT LAKES ACE HARDWARE		
	2992/86	POLICE MISC. OPERATING SUPPLIES	3.74
TOTAL FOR: GREAT LAKES ACE HARDWARE			3.74
13084	GREAT LAKES WATER AUTHORITY		
	CIN-0003363	IWC - MARCH 2025	14,403.84
TOTAL FOR: GREAT LAKES WATER AUTHORITY			14,403.84
19208	GRINDER HOCKEY LLC		
	GH25-2016 RO EAGLE	2016 RO EAGLES CINCO DE MAYO TOURNAMENT	1,695.00
TOTAL FOR: GRINDER HOCKEY LLC			1,695.00
14505	ADAM HACKSTOCK		
	04222025	HOCKEY REFEREE	180.00
TOTAL FOR: ADAM HACKSTOCK			180.00
07740	MELANIE HALAS		
	HALAS 26077	RIEMBURSE MAMC EDUCATION DAY MILEAGE, MEALS	260.77
TOTAL FOR: MELANIE HALAS			260.77
00571	HALL SIGNS INC		
	127391	SIGN MATERIALS	6,688.00
TOTAL FOR: HALL SIGNS INC			6,688.00
00577	HEALTH ALLIANCE PLAN		
	100011546310	MAY 2025 PREMIUM	58,256.69
TOTAL FOR: HEALTH ALLIANCE PLAN			58,256.69
19074	HEALTHCHOICE OF MICHIGAN		
	JUNE 2025	PT MEDICAL BENEFITS	1,605.94
TOTAL FOR: HEALTHCHOICE OF MICHIGAN			1,605.94
19985	HEIDEL HOLDINGS LLC		
	068-1764219	DUPLICATE 8 KEYS CITY HALL	259.60
TOTAL FOR: HEIDEL HOLDINGS LLC			259.60
02660	HERSCH'S INC		
	459279	ATHLETIC FIELD MIX	1,346.00
TOTAL FOR: HERSCH'S INC			1,346.00
19595	DEAN HINDLEY		
	04222025	HOCKEY REFEREE	90.00
TOTAL FOR: DEAN HINDLEY			90.00
15477	HOME CITY ICE COMPANY		
	7693252607	FARMERS MKT 31 BAGS OF ICE	169.61
TOTAL FOR: HOME CITY ICE COMPANY			169.61

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Invoice			
00599	HOME DEPOT		
1012071		BUILDING REPAIR SUPPLIES-ADJUSTED AMOUNT	18.65
1032094		ELECTRICAL SUPPLIES	173.16
12225		P&F PICNIC TABLE SUPPLIES	355.96
2032002		P&F PICNIC TABLE SUPPLIES	470.70
6012965		P&F PICNIC TABLE SUPPLIES	537.24
TOTAL FOR: HOME DEPOT			1,555.71
02349	HUBBELL, ROTH & CLARK, INC.		
0224310		SENIOR CTR ELECTRIC VEHICLE PROJECT	5,496.95
0225090		SENIOR CTR ELECTRIC VEHICLE PROJECT	8,093.70
TOTAL FOR: HUBBELL, ROTH & CLARK, INC.			13,590.65
00608	HYDROCORP		
CI-05212		CROSS CONNECTION CONTROL PROGRAM INSPECTION/REPORTI	17,515.00
TOTAL FOR: HYDROCORP			17,515.00
18258	IHEART MEDIA		
8822497472		STREAMING RADIO ADS MARCH	4,293.21
TOTAL FOR: IHEART MEDIA			4,293.21
06478	IMAGE PRINTING		
84109		FARMERS MKT COROPLAST SIGNS	100.00
TOTAL FOR: IMAGE PRINTING			100.00
19088	IMPERIAL DADE		
90087264-0		CLEANING & JANITORIAL SUPPLIES FARMERS MKT	723.11
90087270		SENIOR CTR CLEANING SUPPLIES	266.72
90087294-00		CLEANING & JANITORIAL SUPPLIES DPS	160.16
TOTAL FOR: IMPERIAL DADE			1,149.99
15802	INGRAM LIBRARY SERVICES		
87478883		BOOKS	400.37
87501680		BOOKS	391.57
87544645		BOOKS	781.59
87551965		BOOKS	122.38
87569265		BOOKS	385.44
87594843		BOOKS	254.17
87624991		BOOKS	846.10
87624992		BOOKS	133.59
87632300		BOOKS	240.17
87632301		BOOKS	244.35
87651599		BOOKS	12.78
87651600		BOOKS	24.07
87672895		BOOKS	396.54
87672896		BOOKS	98.60
87695054		BOOKS	602.60
TOTAL FOR: INGRAM LIBRARY SERVICES			4,934.32
13483	INTEGRITY BUSINESS SOLUTIONS		
2664545-0		PAPER FOR HR	88.10
2665926-0		PAPER FOR FIRE DEPT	176.20
TOTAL FOR: INTEGRITY BUSINESS SOLUTIONS			264.30
01179	IRON MOUNTAIN RECORDS MGT		
KHKP878		DT407 STORAGE FEES ATTORNEY 4/1-30 2025	45.69
TOTAL FOR: IRON MOUNTAIN RECORDS MGT			45.69
RBOND	ITALY AMERICAN CONSTRUCTION CO INC		
BENG-240131		BD Bond Refund	1,000.00
TOTAL FOR: ITALY AMERICAN CONSTRUCTION CO INC			1,000.00



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Vendor Code	Vendor Name	Invoice	Description	Amount
19172	KATE JACKSON	04222025	I LOVE ROYAL OAK ART CONTEST WINNER ES 1ST	250.00
TOTAL FOR: KATE JACKSON				250.00
16350	JAN DOOR	0000016244	FIRE STATION 1 DOOR REPAIR CLAIM #2500027	2,698.20
TOTAL FOR: JAN DOOR				2,698.20
00664	JAX KAR WASH INC	MARCH 2025	VEHICLE WASHES	854.00
TOTAL FOR: JAX KAR WASH INC				854.00
03979	JAY'S SEPTIC TANK SERVICE	I181734	HAND SANITIZER 1300 LONGFELLOW 4/16-5/13	830.00
		I181939	HAND SANITIZER 1403 LEXINGTON BLVD 4/18-5/15	560.00
TOTAL FOR: JAY'S SEPTIC TANK SERVICE				1,390.00
18333	DIANE JETT	1009	FARMERS MKT FOOD TRUCK RALLY ENTERTAINMENT MAY 14	225.00
TOTAL FOR: DIANE JETT				225.00
01915	JH HART URBAN FORESTRY	106547	TREE TRIMMING, REMOVAL & FORESTRY ISSUES 3/24-28	17,452.86
		106716	TREE TRIMMING, REMOVAL & FORESTRY ISSUES 3/31-4/4	29,122.02
TOTAL FOR: JH HART URBAN FORESTRY				46,574.88
12039	JIM RIEHL CHRYSLER JEEP	519977	VEHICLE REPAIR & MAINTENANCE PARTS	104.47
TOTAL FOR: JIM RIEHL CHRYSLER JEEP				104.47
00680	JOE'S AUTO PARTS INC	204426	VEHICLE REPAIR & MAINTENANCE PARTS	7.49
		205237	VEHICLE REPAIR & MAINTENANCE PARTS	20.70
TOTAL FOR: JOE'S AUTO PARTS INC				28.19
10526	JOHNSON & WOOD LLC	38186	FIRE 2 EMERGENCY HVAC REPAIR - HEAT EXCHANGER REPLA	7,553.72
TOTAL FOR: JOHNSON & WOOD LLC				7,553.72
RBOND	JW Restoration Concepts Inc	BENG-250041	BD Bond Refund	1,000.00
		BENG-250043	BD Bond Refund	1,000.00
TOTAL FOR: JW Restoration Concepts Inc				2,000.00
07719	LYNNE KALEITA	6458	ROSES	37.50
		7231	ROSES	52.50
		7232	ROSES	45.00
TOTAL FOR: LYNNE KALEITA				135.00
18610	PETER KALINOWSKI	04222025	HOCKEY REFEREE	90.00
TOTAL FOR: PETER KALINOWSKI				90.00
03704	MIKE KINASZ	01162024	REISSUE - HOCKEY REFEREE SCHEDULING FEE	50.00
		04222025	HOCKEY REFEREE, SCHEDULING FEE	260.00
TOTAL FOR: MIKE KINASZ				310.00

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Invoice			
19980	NOAH KUDLA		
04222025		HOCKEY REFEREE	90.00
TOTAL FOR: NOAH KUDLA			90.00
19015	JAMES LAMA		
01222024		REISSUE - JUROR FEE	17.00
TOTAL FOR: JAMES LAMA			17.00
13485	LEARN TO SKATE USA		
LTS0494944		SKATING MEMBERSHIPS	2,240.00
TOTAL FOR: LEARN TO SKATE USA			2,240.00
RBOND	LECOM LLC		
BENG-250012		BD Bond Refund	11,000.00
TOTAL FOR: LECOM LLC			11,000.00
14825	LIBRARY IDEAS		
117672		FREADING PAY AS YOU GO MARCH USAGE	23.00
TOTAL FOR: LIBRARY IDEAS			23.00
19363	LIFE FITNESS		
7969979		SENIOR FITNESS CENTER EQUIPMENT	6,704.30
TOTAL FOR: LIFE FITNESS			6,704.30
18086	MACQUEEN EQUIPMENT		
P05340		FIRE TOOL REPAIR	70.00
P29085		VEHICLE REPAIR & MAINTENANCE PARTS	258.50
P46616		FIRE & EMS SUPPLIES	525.36
TOTAL FOR: MACQUEEN EQUIPMENT			853.86
06188	MADISON HEIGHTS TIRE & AUTO		
149083		VEHICLE TIRES	1,270.00
TOTAL FOR: MADISON HEIGHTS TIRE & AUTO			1,270.00
13083	MARINE CITY NURSERY COMPANY		
49024		2025 SPRING TREE PLANTING (PRIVATE)	6,224.00
TOTAL FOR: MARINE CITY NURSERY COMPANY			6,224.00
08499	MATHESON TRI-GAS INC		
0031333679		FIRE & EMS SUPPLIES	374.74
0031352150		FIRE & EMS SUPPLIES	315.76
TOTAL FOR: MATHESON TRI-GAS INC			690.50
18814	MATRIX CONSULTING GROUP		
1212-24 #8		PUBLIC SERVICES STUDY MARCH WORK ON DRAFT FINAL REP	7,520.00
TOTAL FOR: MATRIX CONSULTING GROUP			7,520.00
08339	MAZUR MARKET MANAGEMENT LLC		
250421		CONTRACTED WORKER SERVICES 2024-25 MMM 4/7-20	12,383.23
TOTAL FOR: MAZUR MARKET MANAGEMENT LLC			12,383.23
19455	JORDYN MCCALL		
04222025		I LOVE ROYAL OAK ART CONTEST WINNER MS 1ST	500.00
TOTAL FOR: JORDYN MCCALL			500.00

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Invoice			
19845	KELLY MCKINSTRY		
7203		ROSES	25.50
7204		ROSES	59.50
7205		ROSES	119.00
7215		ROSES	24.00
7216		ROSES	170.00
TOTAL FOR: KELLY MCKINSTRY			398.00
06782	MEDTOX LABORATORIES INC		
032025502559		MEDICAL SERVICES	25.00
TOTAL FOR: MEDTOX LABORATORIES INC			25.00
11583	JONATHAN MELOCHE		
00066340		REISSUE - REIMBURSE EMT LICENSE RENEWAL FEE	25.00
TOTAL FOR: JONATHAN MELOCHE			25.00
11553	METRO DETROIT REFEREES ASSOC		
ROA-Y_041525		SCHEDULING FEES & HOCKEY REFEREES4/1-15 2025	380.00
TOTAL FOR: METRO DETROIT REFEREES ASSOC			380.00
09220	METRO PUMP SERVICE LLC		
26149		REPAIR SERVICE AS NEEDED	890.35
TOTAL FOR: METRO PUMP SERVICE LLC			890.35
19369	MICH GREEN BUILDING COLLABORATIVE		
2167		PERFORM ENERGY BENCHMARKING & AUDIT VARIOUS LOCATIO	8,250.00
TOTAL FOR: MICH GREEN BUILDING COLLABORATIVE			8,250.00
00869	MICHIGAN DEPT OF TRANSPORTATION		
MDOT00297 CAP2041		2019/2020/2021 CMAQ TRAFFIC SIGNAL IMPROVEMENTS	22,184.92
TOTAL FOR: MICHIGAN DEPT OF TRANSPORTATION			22,184.92
00880	MICHIGAN MUNICIPAL LEAGUE		
R71926995		ECONOMIC DEVELOPMENT DIRECTOR JOB POSTING	250.00
TOTAL FOR: MICHIGAN MUNICIPAL LEAGUE			250.00
00782	MICHIGAN RECREATION/PARKS ASSOC		
200009447		SENIOR CTR GRAND EXPERIENCE TRIP ROOM DEPOSIT	10,200.00
TOTAL FOR: MICHIGAN RECREATION/PARKS ASSOC			10,200.00
00899	MIDWEST TAPE		
507012926		HOOPLA & MEDIA	48.73
507012927		HOOPLA & MEDIA	29.24
507028689		HOOPLA & MEDIA	81.70
507045540		HOOPLA & MEDIA	29.23
507045542		HOOPLA & MEDIA	34.54
TOTAL FOR: MIDWEST TAPE			223.44
11035	MILLER CANFIELD PADDOCK AND		
1682628		EISENBERG CLASS ACTION LAWSUITE	37.50
1690262		EISENBERG CLASS ACTION LAWSUIT	161.42
TOTAL FOR: MILLER CANFIELD PADDOCK AND			198.92
06303	MINUTEMAN PRESS		
70414		BUILDING DEPT STOP WORK STICKERS	238.92
TOTAL FOR: MINUTEMAN PRESS			238.92

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19052	MISSION FORD		
250302		PURCHASE OF POLICE PATROL & ADMIN VEHICLES	299,720.60
TOTAL FOR: MISSION FORD			299,720.60
03594	MICHIGAN MUN RISK MGMT AUTH ECP		
MMRMA-D25031003		MARCH 2025 ELECTRIC CHOICE PROGRAM	20,426.38
TOTAL FOR: MICHIGAN MUN RISK MGMT AUTH ECP			20,426.38
17940	MOBILE COMMUNICATIONS AMERICA, INC.		
777000956-1		VEHICLE REPAIR & MAINTENANCE PARTS	297.30
TOTAL FOR: MOBILE COMMUNICATIONS AMERICA, INC.			297.30
15511	VINCENT MORALES		
04152025		REIMBURSE TRI-COUNTY PLUMBING INSPECTORS ASSOC. REG	30.00
TOTAL FOR: VINCENT MORALES			30.00
18856	RYAN MORAN		
04092025		REIMBURSE TRAVEL COSTS ASSOCIATED W NEW PD K9 DRAX	87.50
TOTAL FOR: RYAN MORAN			87.50
17164	MATHEW MORGAN		
04222025		HOCKEY REFEREE	90.00
TOTAL FOR: MATHEW MORGAN			90.00
00917	MOTOR CITY ELECTRIC CO.		
CAP2242 PE11		2022 TRAFFIC SIGNAL IMPROVEMENTS	478,006.35
TOTAL FOR: MOTOR CITY ELECTRIC CO.			478,006.35
18501	MOTOR TOWN SOUND		
4-14-25-1		FARMERS MKT FOOD TRUCK RALLY SOUND & STAGE MAY 14	3,000.00
TOTAL FOR: MOTOR TOWN SOUND			3,000.00
05865	NAPA AUTO PARTS MADISON HEIGHTS		
919167		PURCHASE OF PARTS AS NEEDED	182.49
919168		PURCHASE OF PARTS AS NEEDED	19.99
919299		P&F SHOP SUPPLIES	106.95
919444		P&F KUBOTA FILTER	17.76
919616		PURCHASE OF PARTS AS NEEDED	117.28
TOTAL FOR: NAPA AUTO PARTS MADISON HEIGHTS			444.47
07664	JOHN NELLIS		
6579		ROSES	15.00
TOTAL FOR: JOHN NELLIS			15.00
18262	NIGHT SHIFT CLEANING & FLOOR MAINT.		
244		SENIOR CTR STRIP/WAX ROOMS 3, 4/5, 8/9	2,790.00
TOTAL FOR: NIGHT SHIFT CLEANING & FLOOR MAINT.			2,790.00
04675	NOWAK & FRAUS, PLLC		
125678		RATE ENGINEERING SITE PLAN REVIEWS	4,607.50
TOTAL FOR: NOWAK & FRAUS, PLLC			4,607.50
00987	OAKLAND CO MEDICAL CONTROL AUTHORIT		
5167		OCMCA SERVICE SUPPORT CLIA WAIVER, CE SPONSORSHIP,	75.00
TOTAL FOR: OAKLAND CO MEDICAL CONTROL AUTHORIT			75.00
00993	OAKLAND CO REGISTRAR OF DEED		
G-2936 4/16/25		RECORDING FEES	30.00
TOTAL FOR: OAKLAND CO REGISTRAR OF DEED			30.00

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06178	OAKLAND COUNTY		
CI055684		NOV 2024 ELECTION COSTS, CODING/PROGRAMMING	1,812.00
TOTAL FOR: OAKLAND COUNTY			1,812.00
00996	OAKLAND COUNTY TREASURER		
MARCH 2025		LIBRARY FUND	5,171.00
TOTAL FOR: OAKLAND COUNTY TREASURER			5,171.00
01007	ODP BUSINESS SOLUTIONS, LLC		
415877145001		85793581 OFFICE SUPPLIES	169.50
416076471001		85793581 OFFICE SUPPLIES	35.35
416272630001		85793581 OFFICE SUPPLIES	28.09
416276691001		85793581 OFFICE SUPPLIES	83.34
416276693001		85793581 OFFICE SUPPLIES	21.77
417477526001		85793581 OFFICE SUPPLIES	48.80
417635821001		85793581 OFFICE SUPPLIES	29.99
417635868001		85793581 OFFICE SUPPLIES	60.40
417635876001		85793581 OFFICE SUPPLIES	95.99
417635877001		85793581 OFFICE SUPPLIES	40.78
417847909001		85793581 OFFICE SUPPLIES	46.32
418930246001		85793581 OFFICE SUPPLIES	103.25
418944942001		85793581 OFFICE SUPPLIES	13.88
418944943001		85793581 OFFICE SUPPLIES	79.98
419048983001		85793581 OFFICE SUPPLIES	102.57
419509674001		85793581 OFFICE SUPPLIES	62.21
TOTAL FOR: ODP BUSINESS SOLUTIONS, LLC			1,022.22
02215	ORIENTAL TRADING CO INC		
736221573-01		LIBRARY SUPPLIES	78.74
TOTAL FOR: ORIENTAL TRADING CO INC			78.74
19802	GABRIELA ORZA		
GO29601-SPRING		ACRYLIC PAINTING CLASS APRIL 2	280.00
TOTAL FOR: GABRIELA ORZA			280.00
18131	TYE OTTO		
04222025		HOCKEY REFEREE	90.00
TOTAL FOR: TYE OTTO			90.00
15880	OUTFRONT MEDIA		
06882635		BILLBOARD ADS SPRING	10,000.00
TOTAL FOR: OUTFRONT MEDIA			10,000.00
12581	OVERDRIVE		
00870CO25112386		PURCHASE OF AUDIO BOOKS	411.71
00870CO25112412		PURCHASE OF AUDIO BOOKS	411.52
TOTAL FOR: OVERDRIVE			823.23
09095	PARK RITE WAYNE, LLC		
2697		MONTHLY MGMT FEE FOR PARKING STRUCTURES MARCH 2025	53,119.54
TOTAL FOR: PARK RITE WAYNE, LLC			53,119.54
18768	CRAIG PEISER		
04222025		HOCKEY REFEREE	180.00
TOTAL FOR: CRAIG PEISER			180.00
18700	PENN CARE, INC.		
M134561.01		FIRE & EMS SUPPLIES	71.87
M135925		FIRE & EMS SUPPLIES	270.00
TOTAL FOR: PENN CARE, INC.			341.87

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07787	BRENDA PEZNOWSKI		
7026	ROSES		60.00
TOTAL FOR: BRENDA PEZNOWSKI			60.00
02075	PHOENIX STONE CO		
89952	RAPID DRY FOR BASEBALL FIELDS		1,228.00
TOTAL FOR: PHOENIX STONE CO			1,228.00
01051	PIONEER MANUFACTURING CO		
INV-241764	FIELD PAINT		4,688.82
INV-245188	NOZZLE TIP, CAP & WASHER		49.42
TOTAL FOR: PIONEER MANUFACTURING CO			4,738.24
19759	PLANTE MORAN REALPOINT		
10428392	UTILITY RATE MODEL: CREATE DRAFT, CONSULTING		4,816.25
TOTAL FOR: PLANTE MORAN REALPOINT			4,816.25
16248	LELAND POIRIER		
6651	ROSES		30.00
6987	ROSES		45.00
6994	ROSES		68.00
7112	ROSES		60.00
TOTAL FOR: LELAND POIRIER			203.00
11305	PREMISE HEALTH EMPLOYER SOLUTIONS		
264081	MILIFE ROYAL OAK STAFFING & EXPENSES 3/1-31 2025		10,583.22
264109	MILIFE ROYAL OAK MEDICATIONS/LAB FEES 3/1-31 2025		812.21
TOTAL FOR: PREMISE HEALTH EMPLOYER SOLUTIONS			11,395.43
19982	PRESSURE VESSEL TESTING		
7224	FIRE 1 HYDRO TEST		1,835.00
TOTAL FOR: PRESSURE VESSEL TESTING			1,835.00
19229	PRIDE ROYAL OAK		
04212025	SPONSORSHIP PAYMENT #1 50%		25,000.00
TOTAL FOR: PRIDE ROYAL OAK			25,000.00
18574	PRISM MEN'S CHORUS CORPORATION		
190	FARMERS MKT FAMILY PRIDE 1/2-PG COLOR AD		150.00
TOTAL FOR: PRISM MEN'S CHORUS CORPORATION			150.00
00371	PROGRESSIVE PLUMBING SUPPLY		
2670783	MEMORIAL PARK BUILDING REPAIR/MAINT. SUPPLIES		159.22
TOTAL FOR: PROGRESSIVE PLUMBING SUPPLY			159.22
01085	PRUDENTIAL HEALTHCARE GROUP		
APR 2025	RETIREMENT		42.94
APR 2025 LTD	LONG TERM DISABILITY		3,085.24
APR 2025 STD	SHORT TERM DISABILITY		3,190.10
APRIL 2025	PAYROLL		3,733.37
MAY 2025	PAYROLL		3,696.50
MAY 2025 LTD	LONG TERM DISABILITY		3,085.24
MAY 2025 STD	SHORT TERM DISABILITY		3,190.10
MAY 25	RETIREMENT		42.94
TOTAL FOR: PRUDENTIAL HEALTHCARE GROUP			20,066.43
17590	CAROL PUGH		
12202023	REISSUE - REFUND CDBG OVERPAYMENT		43.37
TOTAL FOR: CAROL PUGH			43.37

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RBOND	QUADE, INC		
	BENG-250026	BD Bond Refund	2,000.00
TOTAL FOR: QUADE, INC			2,000.00
01096	QUALITY CLEANERS		
	DC163 MARCH 2025	PRISONER BLANKET CLEANING	343.00
TOTAL FOR: QUALITY CLEANERS			343.00
01109	RAUHORN ELECTRIC		
	28431	STREET LIGHT REPAIR INCIDENT #250003232	11,000.00
TOTAL FOR: RAUHORN ELECTRIC			11,000.00
08733	MARK REITENGA		
	133	FARMERS MKT FOOD TRUCK RALLY ENTERTAINMENT MAY 14	250.00
TOTAL FOR: MARK REITENGA			250.00
RBOND	RICHARD LARESE		
	00274369.	BD Payment Refund	621.00
TOTAL FOR: RICHARD LARESE			621.00
08377	RKA PETROLEUM COMPANIES		
	0824223	PURCHASE OF FUEL	19,582.70
	0824225	PURCHASE OF FUEL	21,630.22
TOTAL FOR: RKA PETROLEUM COMPANIES			41,212.92
14821	ROAD COMMISSION FOR OAKLAND COUNTY		
	105357	GREENFIELD ROAD RESURFACING	25,172.00
TOTAL FOR: ROAD COMMISSION FOR OAKLAND COUNTY			25,172.00
18243	ROBINSON CAPITAL MANAGEMENT		
	554749	MARCH 2025 MANAGEMENT FEES	863.22
TOTAL FOR: ROBINSON CAPITAL MANAGEMENT			863.22
05305	ROCKET ONE STOP OFFICE		
	84321	POLICE ST PATRICK'S DAY FLYERS, MAILING	732.54
	85147	CLAWSON PARK GROUNDBREAKING FLYERS	93.23
TOTAL FOR: ROCKET ONE STOP OFFICE			825.77
13743	ROLLS MECHANICAL		
	97167	PLUMBING REWORK CITY HALL 1ST FLOOR	2,686.71
TOTAL FOR: ROLLS MECHANICAL			2,686.71
01157	ROSE PEST SOLUTIONS		
	31180937	LIBRARY PEST CONTROL	65.00
	31180962	FARMERS MKT PEST CONTROL	59.00
TOTAL FOR: ROSE PEST SOLUTIONS			124.00
02742	ROWERDINK INC		
	02IU3559	VEHICLE REPAIR & MAINTENANCE PARTS/VEHICLE BATTERIE	1,545.99
	02IU5207	VEHICLE REPAIR & MAINTENANCE PARTS/VEHICLE BATTERIE	17.56
	02IU7378	VEHICLE REPAIR & MAINTENANCE PARTS/VEHICLE BATTERIE	17.56
TOTAL FOR: ROWERDINK INC			1,581.11
19613	ROYAL OAK COMMUNITY COALITION		
	4466	NARCAN PRESENTATION/TRAINING	3,150.00
TOTAL FOR: ROYAL OAK COMMUNITY COALITION			3,150.00

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08650	ROYAL OAK FORD		
412662		VEHICLE REPAIR & MAINTENANCE PARTS	43.20
412684		VEHICLE REPAIR & MAINTENANCE PARTS	472.14
412692		VEHICLE REPAIR & MAINTENANCE PARTS	129.60
412700		VEHICLE REPAIR & MAINTENANCE PARTS	43.20
412707		VEHICLE REPAIR & MAINTENANCE PARTS	349.56
412712		VEHICLE REPAIR & MAINTENANCE PARTS	427.26
599570		VEHICLE REPAIR & MAINTENANCE SERVICES	196.00
TOTAL FOR: ROYAL OAK FORD			1,660.96
13048	JAMES RUSSELL		
04102025		REIMBURSE MASTER PLUMBER LICENSE RENEWAL FEE	300.00
TOTAL FOR: JAMES RUSSELL			300.00
09106	MARTA SANDOVAL		
335		ASK THE COMPUTER LADY CLASS JAN-MAR 2025	336.00
TOTAL FOR: MARTA SANDOVAL			336.00
17486	SCHARFS SERVICE & FUEL OIL, INC.		
A61600		P&F SMALL ENGINE FUEL	749.20
TOTAL FOR: SCHARFS SERVICE & FUEL OIL, INC.			749.20
19823	SECREST, WARDLE		
1513940		KAHN V RO ZBA	2,223.00
TOTAL FOR: SECREST, WARDLE			2,223.00
16343	SEDGWICK		
121639		FMLA/ADAAA ADMINISTRATION SERVICES APRIL 2025	1,069.08
TOTAL FOR: SEDGWICK			1,069.08
12064	SEI INVESTMENTS		
146607		PENSION MANAGEMENT SERVICES 1/1-3/31 2025	183,165.47
TOTAL FOR: SEI INVESTMENTS			183,165.47
14337	SEIZERT CAPITAL PARTNERS		
04152025		JAN-MAR 2025 RETIREE HEALTH CARE TRUST MGMT FEE	17,088.00
TOTAL FOR: SEIZERT CAPITAL PARTNERS			17,088.00
19176	SHAELYNN SIMMS		
04222025		I LOVE ROYAL OAK ART CONTEST WINNER HS 3RD	250.00
TOTAL FOR: SHAELYNN SIMMS			250.00
12695	SIMPLY TECHNOLOGY LLC		
BV6720		BUSINESS VOIP STANDARD SERVICE 4/1-30 2025	81.49
TOTAL FOR: SIMPLY TECHNOLOGY LLC			81.49
19596	THOMAS SKELTON		
04222025		HOCKEY REFEREE	270.00
TOTAL FOR: THOMAS SKELTON			270.00
19981	COLIN SMITH		
91588		2016 RO EAGLES POWER SKATING/EDGE WORK	214.26
TOTAL FOR: COLIN SMITH			214.26



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Vendor Code	Vendor Name	Description	Amount
Invoice			
19237	LEE SPENCER SMITH		
6841		ROSES	34.00
6842		ROSES	30.00
7270		ROSES	17.00
7271		ROSES	45.00
TOTAL FOR: LEE SPENCER SMITH			126.00
01221	SOCRRA		
S-INV109236		REFUSE, RECYCLING, YARD WASTE COLLECTION/DISPOSAL A	243,198.00
TOTAL FOR: SOCRRA			243,198.00
18134	DANIEL SOLOMON		
04222025		REIMBURSE MAIN STREET NOW EXPENSES	938.05
TOTAL FOR: DANIEL SOLOMON			938.05
18763	SOLUCIENT SECURITY SYSTEMS		
575188		STARR HOUSE MONTHLY FEE 5/1/25-4/30/26	736.92
TOTAL FOR: SOLUCIENT SECURITY SYSTEMS			736.92
01220	SONITROL GREAT LAKES		
574596		POLICE SERVICE CALL	367.50
575380		300 S LAFAYETTE INTRUSION SYST. MONTHLY FEE 5/1-7/3	504.15
TOTAL FOR: SONITROL GREAT LAKES			871.65
19824	SP GRACE		
RO252025		REISSUE - WORKSHOP: PREVENTING HARASSMENT/PROMOTING	10,590.00
TOTAL FOR: SP GRACE			10,590.00
01228	SPARTAN DISTRIBUTORS INC		
7006586-00		EQUIPMENT REPAIR PARKS	1,002.23
7006588-00		EQUIPMENT REPAIR & MAINTENANCE SUPPLIES	179.15
TOTAL FOR: SPARTAN DISTRIBUTORS INC			1,181.38
15203	SPIKE LAWRENCE, INC.		
25-4988		POLICE 2024 ANNUAL AWARD PLAQUES	400.00
TOTAL FOR: SPIKE LAWRENCE, INC.			400.00
16770	STAPLES		
6029454838		SENIOR CTR OFFICE, CLEANING, PROGRAM SUPPLIES	325.80
TOTAL FOR: STAPLES			325.80
01259	STATE OF MICHIGAN		
MARCH 2025		FEES/LEGACY FEES COLLECTED BY THE COURT	58,308.55
TOTAL FOR: STATE OF MICHIGAN			58,308.55
07426	STATE WIRE & TERMINAL		
60410-00		VEHICLE REPAIR & MAINTENANCE PARTS	173.43
TOTAL FOR: STATE WIRE & TERMINAL			173.43
15978	VANESSA STOJKOVSKI		
04222025		REIMBURSE OCTA LUNCH/TAX DELIVERY MILEAGE	68.60
TOTAL FOR: VANESSA STOJKOVSKI			68.60
07643	SUBURBAN ARENA MNGMT ROYAL OAK		
1573		ARENA MANGEMENT	22,004.42
1574		ARENA OFFICE SUPPLIES	687.10
1575		ARENA MANGEMENT W/E 4/13/25	34,116.09
TOTAL FOR: SUBURBAN ARENA MNGMT ROYAL OAK			56,807.61

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Vendor Code	Vendor Name	Description	Amount
Invoice			
08745	SUBURBAN ICE - FARMINGTON HILLS		
1019476.002	JERSEYS/SOCKS/HOODIES		2,550.00
1019659.002	JERSEYS/SOCKS/HOODIES		240.00
TOTAL FOR: SUBURBAN ICE - FARMINGTON HILLS			2,790.00
12444	BARBARA SZUTKOWSKI		
04152025	REIMBURSE BOOK BUDDIES SNACKS		16.99
TOTAL FOR: BARBARA SZUTKOWSKI			16.99
17617	TANK TRUCK SERVICE & SALES, INC.		
160748	PAINT		20.91
160905	EQUIPMENT REPAIR & MAINTENANCE SERVICES		47.01
TOTAL FOR: TANK TRUCK SERVICE & SALES, INC.			67.92
19975	TAP TESTING AND PREVENTION CENTER		
4931	COURT DRUG PANEL TEST MARCH 2025		9,765.00
TOTAL FOR: TAP TESTING AND PREVENTION CENTER			9,765.00
03545	THOMSON REUTERS - WEST		
851716083	ATTORNEY ONLINE/SOFTWARE SUBSCRIPTION CHARGES		1,864.22
TOTAL FOR: THOMSON REUTERS - WEST			1,864.22
19992	ROBYN TOENNIGES		
04222025	I LOVE ROYAL OAK ART CONTEST WINNER HS 2ND		500.00
TOTAL FOR: ROBYN TOENNIGES			500.00
19991	ASIA TONEY		
04222025	I LOVE ROYAL OAK ART CONTEST WINNER MS 2ND		250.00
TOTAL FOR: ASIA TONEY			250.00
16835	TRI COUNTY EQUIPMENT		
2370889	REPAIRS FOR JOHN DEERE TRACTOR		5,231.80
TOTAL FOR: TRI COUNTY EQUIPMENT			5,231.80
11563	TRUCK & TRAILER SPECIALTIES		
HS0017490	EQUIPMENT FOR NEW VEHICLES		153.44
HS0017853	EQUIPMENT FOR NEW VEHICLES		414.52
TOTAL FOR: TRUCK & TRAILER SPECIALTIES			567.96
RBOND	TUCKER, ROBERT		
00268016	BD Payment Refund		70.00
TOTAL FOR: TUCKER, ROBERT			70.00
01369	TWI TIRE WHOLESALERS		
9362965-00	PURCHASE OF TIRES AS NEEDED		1,050.40
TOTAL FOR: TWI TIRE WHOLESALERS			1,050.40
01388	US FIGURE SKATING		
0657278	ASPIRE NEW MEMBER		270.00
TOTAL FOR: US FIGURE SKATING			270.00
13627	UTEC		
350383	PRINTER MAINTENANCE & SUPPORT 4/15-5/14 2025		6,748.78
TOTAL FOR: UTEC			6,748.78
19791	SUSAN VAN ECK		
7391	DEATH BENEFIT/VAN ECK, PHILIP		2,000.00
TOTAL FOR: SUSAN VAN ECK			2,000.00

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Vendor Code	Vendor Name	Description	Amount
	Invoice		
19808	VITAL RECORDS CONTROL		
	4801043DTW1	CLERK DOCUMENT DESTRUCTION	700.00
	48322578	ATTORNEY DOCUMENT DESTRUCTION	55.00
TOTAL FOR: VITAL RECORDS CONTROL			755.00
05570	HAN HOONG WANG		
	HW006-SPRING	TAI CHI CLASSES APRIL 3-JUNE 5	952.00
TOTAL FOR: HAN HOONG WANG			952.00
14785	JOSEPH STEPHEN WARNER		
	04222025	HOCKEY REFEREE	90.00
	09262023	REISSUE - HOCKEY REFEREE	164.00
	EARLY MAY 2023	REISSUE - HOCKEY REFEREE	82.00
	MID MAY 2023	REISSUE - HOCKEY REFEREE	205.00
TOTAL FOR: JOSEPH STEPHEN WARNER			541.00
17285	ANNABELLE WEATHERS		
	051425	FARMERS MKT FOOD TRUCK RALLY ENTERTAINMENT MAY 14	225.00
TOTAL FOR: ANNABELLE WEATHERS			225.00
05315	WORRY FREE INC		
	25-79560	CBD SPRING MAINTENANCE 4/7-13 2025	10,506.00
	25-79566	CBD SPRING MAINTENANCE APRIL 14-20	10,506.00
TOTAL FOR: WORRY FREE INC			21,012.00
18961	RYAN ZISNER		
	11272023	REISSUE - JUROR FEES	17.00
TOTAL FOR: RYAN ZISNER			17.00
18401	PATRICIA LEE ZOPPI		
	7064	ROSES	150.00
	7067	ROSES	112.50
TOTAL FOR: PATRICIA LEE ZOPPI			262.50
TOTAL - ALL VENDORS			3,052,261.79

## CITY COMMISSION AGENDA ITEM

<b>TITLE</b>	<b>Approval of Special Event Permit for Water Works Theatre Company Fundraiser</b>
<b>SUBMITTING DEPARTMENT</b>	<b>Police Department</b>
<b>PRESENTER</b>	<b>Chief Michael Moore</b>
<b>MEETING DATE</b>	<b>April 28, 2025</b>
<b>SECOND READING REQUIRED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>CERTIFIED RESOLUTION</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**EXECUTIVE SUMMARY** *(include history of previous Commission action/discussion, background, scope of work, etc.):*

The Water Works Theatre Company requests permission to host a fundraiser at the Royal Oak Historical Museum on Friday, June 6, 2025. The event will take place at the Royal Oak Historical Museum located at 1411 West Webster Road.

The fundraiser will be an art exhibit celebrating the local behind-the-scenes artists of Shakespeare Royal Oak for their 25 years of professional outdoor festivals. The event will include cocktail tables inside the museum for guests to talk and enjoy small plated foods. Organizers anticipate 200 attendees at this benefit dinner.

The organizers are not requesting any city services associated with this event.

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### Fiscal Impact

BUDGET SUMMARY	
<b>EXPENDITURE REQUIRED</b>	
<b>AMOUNT CURRENTLY BUDGETED</b>	
<b>BUDGET AMENDMENT REQUIRED</b>	<b>\$0.00 (BA between dept; net -0- effect on FB)</b>
<b>FUNDING SOURCE/ GL NUMBER</b>	
<b>WAS THIS A BUDGETED EXPENSE?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**OTHER FISCAL IMPACTS:** (Select all that apply.)

☐ No fiscal impact

☐ Revenue impact (details below)

☐ Workload impact (details below)

☐ Operations Impact (details below)

**REVENUE IMPACT:** *Provide a description of how this item will impact revenue. (Is this item expected to create additional/new revenue? Will this item have a negative impact on revenue? Which funds would be impacted? Provide additional details, as necessary.)*

N/A

**WORKLOAD IMPACT:** *If this item will require staff time to implement, operate or maintain, provide a description of the workload impact. (Will more staff be needed? Is this workload able to be absorbed by existing staff? If new FTE(s) are needed, provide details of position classification and duties. Provide additional details, as necessary.)*

N/A

**OPERATIONS IMPACT:** *If the item requires a budget adjustment, please identify source of A additional funds and any proposed cuts to other operations, programs and services.*

N/

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## **ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS**

*Provide a description of how this item aligns with the strategic plan, aging in place plan, and sustainability and climate action plans. Include any specific goals or action steps it supports.*

---

## **COMMUNITY ENGAGEMENT**

*Provide a description of any community engagement efforts made for this item. Include information on tools used, participation information, and general sentiments.*

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## **BOARD AND COMMISSION FEEDBACK**

*Was an advisory board or commission engaged in discussion on this item? If yes, please provide a summary of feedback received:*

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## **LEGAL COMMENTS**

Typically, this type of special event would not be an event that would be brought to the City Commission for approval as all concerns for this type of event would be addressed by the Police Department and City in the special event permitting process. However, the Royal Oak Historical Society leases the Royal Oak Historical Museum from the City to occupy and use the building and property of the City. Per the lease agreement, the Royal Oak Historical Society is required to obtain the approval of the City for any sublease or rental of the property by the Historical Society. This is the sole reason why approval of this special event permit is on the agenda for City Commission approval. The City Attorney's office has no objection to this proposed rental by the Historical Society of the City's property based on the event organizer's ability to legally insure and indemnify, defend and hold harmless the City if any claims arise from the special event.

**PROPOSED COMMISSION RESOLUTION:**

If the city commission agrees, the following resolution is recommended for approval:

**Be it resolved**, the mayor and city clerk are hereby authorized to execute the agreement between the City of Royal Oak and The Water Works Theatre Company, Inc., in partnership with The Royal Oak Historical Society for the Water Works Theatre Company fundraiser to take place on Friday, June 6, 2025, at the Royal Oak Historical Museum.

**ATTACHMENTS: SEP 25-19 Royal Oak Water Works Theatre Company (June 6, 2025)**

**Approval of Special Event Permit 25-19  
Water Works Theatre Company Fundraiser June 6, 2025**

April 28, 2025

The Honorable Mayor and  
Members of City Commission:

The Water Works Theatre Company requests permission to host a fundraiser at the Royal Oak Historical Museum on Friday, June 6, 2025. The event will take place at the Royal Oak Historical Museum located at 1411 West Webster Road.

City staff discussed details of the event with Thomas Toggweiler, member of the Royal Oak Historical Society, and Edward Nahhat of the Water Works Theatre Company, Inc. Listed below are the specifics of a proposed agreement between the City of Royal Oak and the Water Works Theatre Company, Inc.

I. Hours of Operation

The Water Works Theatre Company, Inc. fundraiser will be held from 5:00 p.m. to 10:00 p.m. on Friday, June 6, 2025. Set-up for the event will take approximately two hours, and clean-up for the event will take place immediately following.

II. Description of Event

The Water Works Theatre Company, Inc. is hosting a fundraiser art exhibit celebrating the local behind-the-scenes artists of Shakespeare Royal Oak for their 25 years of professional outdoor festivals. The event will include cocktail tables inside the museum for guests to talk and enjoy small plated foods. The event is \$40 for a ticket, \$60 for a ticket to the event and a ticket to the summer show, or \$100 for two tickets to the event and two tickets to the summer show. The Water Works Theatre Company, Inc. intends to make a \$500 donation to the Royal Oak Historical Society for the use of the building for this event.

Organizers anticipate 200 attendees at this benefit dinner.

III. Booths/Tents/Awnings

Two 10'x10' tents will be erected for the event in the south parking lot for overflow standing area with cocktail tables.

The Water Works Theatre Company, Inc. is responsible for contacting the City of Royal Oak Building Department and obtaining any/all necessary building permits required for tents over 10'x10' in size, prior to the event.

IV. Picnic Tables/Refuse Barrels/Barricades

The organizer is not requesting any additional picnic tables or refuse barrels for the event.

V. Music

This event will have a live violinist and/or guitarist inside the museum from 6:00 p.m. to 9:00 p.m. playing music.

The organizer acknowledges any live and/or recorded sound system with amplification at this event will not be employed at such a level that adversely impacts in any way on adjacent businesses or residential areas. In addition, it is agreed the sound volume will be reduced immediately upon police request.

VI. Parking and Traffic Control

The organizer has secured permission from the First Congregational Church of Royal Oak for the use of their parking lot.

VII. Insurance

A certificate of insurance for \$2 million general aggregate and liquor liability coverage will be provided to the city by the Water Works Theatre Company, Inc. with the City of Royal Oak named as additional insured.

VIII. Restroom Facilities

Restrooms inside the Royal Oak Historical Museum will be available for attendee use.

IX. Impact on Adjacent Commercial/Residential Property

The organizer does not anticipate any adverse impact on adjacent commercial and/or residential properties.

X. Security and Crowd Control

Members of the Royal Oak Historical Society and Water Works Theatre Company, Inc. will be on site to address any possible security and crowd control issues.

XI. Food and Beverage

The organizer will have cocktail high top tables set-up inside the museum for catered hors d'oeuvres. The organizer will also provide soft drinks, beer, and wine for the attendees. The organizer will have trained TIPS servers providing beverages to adults 21 years of age or older.

The organizer will apply for a temporary special liquor license from the Michigan Liquor Control Commission for this event. A copy will be forwarded to the police department upon receipt prior to the event.

The organizer acknowledges they are responsible for contacting the State of Michigan Liquor Control Commission and Oakland County Health Department to secure all permits required from the state and county for this event.

XII. Electrical Service

The Royal Oak Historical Society will provide all electrical needs for the event.

XIII. Clean-Up Procedures

Final clean-up and breakdown will be performed by Royal Oak Historical Society members and volunteers immediately following the end of the event and will take approximately one hour. All refuse from this event will be placed in the onsite dumpsters.

XIV. Fire Protection

Event promoters will provide full access to this area for emergency vehicles to allow entry response for fire, medical emergency, or police related needs.



XV. Reimbursement to the City

A. **Department of Public Services**

The organizer is not requesting DPS services.

B. **Police Protection**

No police services are anticipated for this event. However, in the event of any unanticipated circumstance connected in any way to this special event that necessitates alerting of and/or deployment of additional police officers, the Water Works Theatre Company, Inc. agrees to reimburse all related expenses incurred by the city.

XVI. Special Event Permit Fee

A \$125.00 special event permit fee was paid to the city clerk's office on March 20, 2025.

XVII. Revocation

The Water Works Theatre Company, Inc. acknowledges the operations under this permit will cease immediately upon notification from the chief of police or his designee if, in the judgment of the chief of police or designee, the continued operation will pose a threat to the health, safety, or welfare of the public.

XVIII. Cost Recovery History

There has been no cost recovery associated with this event.

If the city commission agrees, the following resolution is recommended for approval:

Be it resolved, the mayor and city clerk are hereby authorized to execute the agreement between the City of Royal Oak and The Water Works Theatre Company, Inc., in partnership with The Royal Oak Historical Society for the Water Works Theatre Company fundraiser to take place on Friday, June 6, 2025, at the Royal Oak Historical Museum.

Respectfully submitted,

Michael Moore  
Chief of Police

Approved,

Joseph Gacioch  
City Manager

1 Attachment

cc: Joseph Gacioch, City Manager  
Niccolas Grochowski, City Attorney  
Tim Thwing, Director of Community Development  
Kevin Yee, Director of Recreation and Public Service  
Jim Cook, Fire Chief  
Kymberly Coy, Finance Director  
Jaynmarie Hubanks, Treasurer  
Jason Craig, Building Official  
Keith Spencer, Deputy Police Chief  
Patrick Stanton, Deputy Police Chief  
Judy Davids, Community Engagement Specialist  
Chris Weagel, Cable Coordinator WROK

## **A G R E E M E N T**

The agreement between the Water Works Theatre Company, Inc. and the City of Royal Oak concerning the fundraiser on Friday, June 6, 2025, as enumerated in Commission Letter SEP #25-19, is hereby approved on this date, April 28, 2025.

**WATER WORKS THEATRE COMPANY, INC**

**CITY OF ROYAL OAK**

\_\_\_\_\_  
Edward Nahhat, President

\_\_\_\_\_  
Michael Fournier  
Mayor

**ROYAL OAK HISTORICAL SOCIETY**

\_\_\_\_\_  
Thomas Toggweiler

\_\_\_\_\_  
Melanie Halas  
City Clerk

Location:

Royal Oak Historical Society

June 6, 2025

Shakespeare Royal Oak  
Raising event

Outdoor  
Map  
Key:

Two 10x10  
tents



Perimeter  
Stanchions



## CITY COMMISSION AGENDA ITEM

<b>Title</b>	<b>Award of Professional Engineering Services for Traffic Signal Improvements</b>
<b>SUBMITTING DEPARTMENT</b>	<b>Community Development - Engineering</b>
<b>PRESENTER</b>	<b>Holly Donoghue, P.E.</b>
<b>MEETING DATE</b>	<b>April 28, 2025</b>
<b>SECOND READING REQUIRED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

### EXECUTIVE SUMMARY

The city was awarded a grant from the Michigan Department of Transportation (MDOT) through the Congestion Mitigation and Air Quality Program (CMAQ) program to perform traffic signal upgrades on 14 Mile Road in 2027 and Coolidge Highway in 2028. These grant applications were prepared on behalf of the city by Hubbell, Roth and Clark, Inc. (HRC). The CMAQ grant will fund 100% of the construction improvements and traffic signal optimization work. The city is responsible for the engineering costs related to the project.

The engineering division requested that HRC prepare proposals to design the projects and oversee the construction inspection and contract administration due to their experience with the CMAQ program and traffic signal design. HRC provided proposals dated April 14, 2025. The proposed project costs are summarized in Attachment 1 and included as Attachments 2 and 3.

These projects have been programmed in the capital improvement plan under the major road fund. The engineering costs are approximately 5% higher than anticipated when budgeting for these projects, and staff is recommending a budget amendment to offset this cost as illustrated below.

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### Fiscal Impact

BUDGET SUMMARY	
<b>EXPENDITURE REQUIRED</b>	\$475,231.90 (CAP2741) <u>\$254,349.80 (CAP2841)</u> \$729,581.70 Total
<b>AMOUNT CURRENTLY BUDGETED</b>	\$454,000.00 (CAP2741) <u>\$239,000.00 (CAP2841)</u> \$693,000.00
<b>BUDGET AMENDMENT REQUIRED</b>	\$21,231.90 (CAP2741) <u>\$15,349.80 (CAP2841)</u> \$36,581.70 total
<b>FUNDING SOURCE/ GL NUMBER</b>	202.901.81401.CAP2509
<b>WAS THIS A BUDGETED EXPENSE?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

There is additional budget remaining under 2025 13 Mile Road Resurfacing Improvements Contract CAP2509 as outlined in Attachment 1. A portion of this available budget is recommended to be transferred to these projects.

**OTHER FISCAL IMPACTS:** (Select all that apply.)

☒ No fiscal impact

☐ Workload impact (details below)

☐ Revenue impact (details below)

☐ Operations Impact (details below)

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**ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS**

The included projects meet the Strategic Plan goal to provide safe transportation systems to reduce and eliminate crashes. These projects also align with the Sustainability and Climate Action Plan goal to reduce vehicle emissions and improve air quality by optimizing traffic flows and minimizing waiting vehicles at intersections.

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**COMMUNITY ENGAGEMENT**

Not applicable.

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**BOARD AND COMMISSION FEEDBACK**

Not applicable.

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**LEGAL COMMENTS**

**PROPOSED COMMISSION RESOLUTION:**

**Be it resolved,** the Royal Oak City Commission hereby awards professional engineering services for 2027 and 2028 CMAQ Traffic Signal Improvements to Hubbell, Roth & Clark, Inc. of Bloomfield Hills, Michigan, currently under contract with the city, and directs staff to issue a purchase order in the amount of \$729,581.70; and

**Be it further resolved,** the following Budget Amendment for the 2027 Traffic Signal Improvements Contract CAP2741 and 2028 Traffic Signals Improvements Contract CAP2841 using due diligence in accordance with Contract GCES-2401 with Hubbell, Roth & Clark, LLC is authorized:

**FUND IMPACTED: Major Road Fund**

**INCREASE 202.901.81402.CAP2741 \$21,231.90**

**202.901.81402.CAP2841 \$15,349.80**

**APPROPRIATIONS:**

202.901.81401.CAP2509 (\$36,581.70)

**TOTAL APPROPRIATIONS (\$36,581.70)**

**NET INCREASE (DECREASE) TO FUND BALANCE**

**\$0**

**ATTACHMENTS:**

1. Summary of project costs and budget
2. HRC Proposal for CAP2741 work
3. HRC Proposal for CAP2841 work

**2027 14 Mile Road Traffic Signal Improvements Contract CAP2741**

Intersections: S. Eton, Coolidge (south), Coolidge (north), Delemere, Elmhurst, driveway east of Coolidge

	<b>CMAQ Grant</b>	<b>Estimated City Cost (Major Road Fund)</b>	<b>Budgeted City Cost (CAP2741)</b>	
Construction estimate:	\$2,177,000.00	\$0.00	n/a - grant funded	
Design:	\$0.00	\$173,991.90	\$184,000.00	
Construction administration (12%):	\$0.00	\$261,240.00	\$230,000.00	
Optimization (reimbursed by MDOT):	\$40,000.00	\$0.00	n/a - grant funded	
Total:	\$2,217,000.00	\$435,231.90	\$414,000.00 \$21,231.90	Budget shortfall
Total HRC fees CAP2741: \$475,231.90				

**2028 Coolidge Highway Traffic Signal Improvements Contract CAP2841**

Intersections: Judson, Normandy, 13 Mile

	<b>CMAQ Grant</b>	<b>Estimated City Cost (Major Road Fund)</b>	<b>Budgeted City Cost (CAP2841)</b>	
Construction estimate:	\$1,097,000.00	\$0.00	n/a - grant funded	
Design:	\$0.00	\$87,709.80	\$91,000.00	
Construction administration (12%):	\$0.00	\$131,640.00	\$113,000.00	
Optimization (reimbursed by MDOT):	\$35,000.00	\$0.00	n/a - grant funded	
Total:	\$1,132,000.00	\$219,349.80	\$204,000.00 \$15,349.80	Budget shortfall
Total HRC fees CAP2841: \$254,349.80				

**Recommended Budget Amendments:**

\$ 21,231.90 for 202.901.81402.CAP2741  
 \$ 15,349.80 for 202.901.81402.CAP2841

**Additional unused funds are available under 13 Mile Road Resurfacing Improvements Contract CAP2509:**

\$ 438,433.00 excess budget for CAP2509  
 \$ (36,581.70) transfer from CAP2509 to CAP2741 and CAP2841  
 \$ 401,851.30 excess budget for CAP2509 remains after budget amendment





April 14, 2025

City of Royal Oak  
203 S. Troy St  
Royal Oak, MI 48067

Attn: Ms. Holly J. Donoghue, P.E., City Engineer

Re: CMAQ FY 2027- 14 Mile Road  
Signal Modernization, Optimization, Interconnect/Communication and Actuation  
Engineering Services Proposal

HRC Job No. 20250189

Dear Ms. Donoghue:

Hubbell, Roth & Clark, Inc. (HRC) is pleased to provide this proposal for design, study and construction engineering for the signal optimization, modernization, interconnect/communication, and actuation of several signalized intersections along the 14 Mile Road corridor. The City received CMAQ funding for FY 2027. A summary of the project and funding is as follows:

- ≡ Construction Cost for Signal Modernization, Interconnection/Communication & Actuation
  - \$2,177,000 (100% funded)
  - Locations for Signal Modernizations including Interconnection/Communication and Actuation
    - 14 Mile Road & S Eton Street
    - 14 Mile Road & South Coolidge Highway
    - 14 Mile Road & North Coolidge Highway
    - 14 Mile Road & Delemere Avenue
    - 14 Mile Road & Elmhurst Avenue
  - Location for Signal Interconnection/Communication and Actuation Only
    - 14 Mile Road & Driveway East of Coolidge Highway
- ≡ Study Cost for Signal Optimization
  - \$40,000 (100% funded)
  - Locations for Signal Optimization
    - 14 Mile Road & Woodward Avenue
    - 14 Mile Road & S Eton Street
    - 14 Mile Road & South Coolidge Highway
    - 14 Mile Road & North Coolidge Highway
    - 14 Mile Road & Driveway East of Coolidge Highway
    - 14 Mile Road & Delemere Avenue
    - 14 Mile Road & Elmhurst Avenue
    - 14 Mile Road & Crooks Road

### SCOPE OF SERVICES – DESIGN ENGINEERING

HRC's scope of work to complete the Design Engineering Services is as follows:

- ≡ Collect topographic survey including underground utility information
- ≡ Coordinate with City's geotechnical firm on soil boring locations, one per intersection
- ≡ Prepare design plans for signal modernizations
- ≡ Prepare plans for the sidewalks/ramps to accommodate pushbuttons
- ≡ Prepare specifications
- ≡ Prepare cost estimate

- ≡ Conduct one field meeting with the City to finalize layouts of the traffic signals
- ≡ Conduct one meeting with utility stakeholders, as needed
- ≡ Prepare SHPO Application, NEPA Forms and Program Application
- ≡ Conduct GI meeting with MDOT LAP
- ≡ Prepare final submittal to MDOT LAP for bidding

HRC's scope of design engineering work does not include the following:

- ≡ Assistance with ROW and grading easements
- ≡ Soil Borings
- ≡ Mast arm structural design
- ≡ Signal design at additional intersections
- ≡ Street lighting design
- ≡ Road design

Since the project is FY 2027 funding for construction, HRC is targeting a January 2027 letting and proposes the following schedule:

- ≡ Kick-off Meeting – September 2025
- ≡ Complete topographic survey – November 2025
- ≡ NEPA and SHPO Submittals – March 2026
- ≡ Field Meeting including Utility Companies – March 2026
- ≡ Submit list of ROW acquisition issues– April 2026
- ≡ 90% Design due to Royal Oak – June 2026 (review meeting to follow)
- ≡ GI Submittal to MDOT – August 2026
- ≡ GI Meeting – September 2026
- ≡ Final Submittal for MDOT – October 2026
- ≡ MDOT Bid Letting – January 2027
- ≡ Preconstruction Meeting – March 2027
- ≡ Construction - April 2027 through November 2027

#### **SCOPE OF SERVICES – SIGNAL OPTIMIZATION STUDY**

HRC's scope of work to complete the Signal Optimization Study is as follows:

- ≡ Collect 24 hours of turning movement counts at the eight intersections
- ≡ Field verify intersection geometry and traffic control devices
- ≡ Create a traffic model of the corridor using Synchro 12 software
- ≡ Conduct a peak hour capacity analysis using techniques outlined in the Transportation Research Board Highway Capacity Manual for existing AM, Midday, and PM peak hours of the day
- ≡ Develop optimized peak hour capacity analysis using techniques outlined in the Transportation Research Board Highway Capacity Manual for existing AM, Midday, and PM peak hours of the day
- ≡ Once optimized signal timings are approved, redlined signal timing permits and time-of-day plans for the signals that are warranted
- ≡ Attend meeting with City to discuss optimization changes
- ≡ Review timing changes in the field once implemented
- ≡ Prepare a letter report with our findings and recommendations and final signal timing permits.

HRC will assist with the documents needed to obligate this money which includes the checklist of consultant services estimated under \$250,000 and the program application. All the provisions stated in 23 CFR 172.9(c) are hereby incorporated by reference. Since obligation cannot occur until FY 2027, this phase will not begin until after October 1, 2026.

### SCOPE OF SERVICES – CONSTRUCTION ENGINEERING SERVICES

HRC's scope of work to complete the Construction Engineering Services is as follows:

- ≡ Complete construction contract administration including preparation of regular pay applications, shop drawing and RFI submittals, meeting minutes and engineering oversight
- ≡ Provide MDOT office technician throughout the project that uses AASHTOWare to track reports and quantities
- ≡ Provide MDOT office technician to conduct wage reviews and other required MDOT LAP processes for successful project close out and closing audit/review by MDOT
- ≡ Provide construction staking including layout for signal poles, pedestals, sidewalk/ramps, and other related items
- ≡ On-site observation led by an experienced Senior Construction Observer with support by HRC Construction Supervisors and other Observers on an as-needed basis. HRC has estimated approximately five weeks of full-time observation per intersection. Only one observer will be used per crew, but we anticipate the Contractor may have more than one crew mobilized at a time.
- ≡ Coordinate with City's geotechnical firm for testing services and mast arm factory inspections
- ≡ Attend regular progress meetings and provide additional design support as needed during construction
- ≡ Prepare record drawings (as-builts) and photographs of new signals and cabinets for GIS.

HRC's scope of construction engineering work does not include the following:

- ≡ Testing services for concrete or HMA
- ≡ Anchor bolt testing
- ≡ Factory inspection for mast arms

### FEE FOR SERVICES

HRC proposes to complete the scope of work identified above for a fee as shown in Table 1.

**Table 1: HRC Fee**

Task	Fee
1. Design Engineering (hourly, not to exceed fee)	\$173,991.90
2. Study Services (hourly, not to exceed fee)	\$39,993.25
3. Construction Administration & Inspection (% estimated to be \$261,240, will be updated based on total actual construction costs)	12%

We appreciate this opportunity to be of service to the City of Royal Oak and are looking forward to the opportunity to work together on this exciting project. Please feel free to contact Lia Michaels at 248.454.6812 if you have any questions or concerns.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Nancy M.D. Faught, PE  
Executive Vice President



Lia Michaels, P.E., PTOE, RSP<sub>1</sub>  
Associate

LFM/lfm

Attachment A: Hours and Costs for Design Engineering Services  
Attachment B: Hours and Costs for Optimization Study Services

Accepted By:

CITY OF ROYAL OAK

Signature: \_\_\_\_\_

Written Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

**ATTACHMENT A**  
**City of Royal Oak**  
**Hours / Costs for Preliminary Engineering Services - April 11, 2025**  
**14 Mile Rd Signal Modernization, Interconnect/Communication, and Actuation**

Task Description	Principal	Associate	Proj Eng	Staff Eng	Grad Eng	Survey Manager	ROW Tech	Surveyor(s)	Surey Office Tech	Total By Task
Topographic Survey & Property Lines		2	2			8	60	70	55	197
Property / ROW		2	4				40			46
Project Management, Meetings & Preparation	2	24	10	10						46
Site Visit & Review of Conditions		16	16	16	16					64
NEPA, SHPO, Prog App		2	2	40	80					124
GI Plans/Specs/Estimate	1	10	60	240	150					461
GI Meeting		4	4	4						12
Utility Coordination		8	16	80	16					120
Sidewalk Ramp Detail Grades		4	50		240					294
Final Plans/Specs/Estimate	1	8	24	48	60					141
<b>Total Hours by Classification</b>	<b>4</b>	<b>80</b>	<b>188</b>	<b>438</b>	<b>562</b>	<b>8</b>	<b>100</b>	<b>70</b>	<b>55</b>	<b>1505</b>

	Hours	Billable Rate	Cost
Principal, Nancy Faught	4	\$ 184.50	\$ 738.00
Associate, Lia Michaels	80	\$ 156.00	\$ 12,480.00
Project Engineer, Cole Villalobos	188	\$ 131.10	\$ 24,646.80
Staff Engineer, Jordan Hankin	438	\$ 119.40	\$ 52,297.20
Graduate Engineer, Austin Detweiler	562	\$ 103.50	\$ 58,167.00
Survey Dept. Manager, Steve Jacobi	8	\$ 165.60	\$ 662.40
ROW Technician, Dave Hebert	100	\$ 124.20	\$ 12,420.00
Surveyor(s)	70	\$ 114.90	\$ 8,043.00
Survey Office Technician	55	\$ 82.50	\$ 4,537.50
Total Hours	1505	Subtotal HRC Costs	\$ 173,991.90
		<b>Total HRC Costs</b>	<b>\$ 173,991.90</b>

**ATTACHMENT B**  
**City of Royal Oak**  
**Hours / Costs for Preliminary Engineering Services - April 11, 2025**  
**14 Mile Rd Signal Optimization**

Task Description	Principal	Associate	Proj Eng	Staff Eng	Grad Engineer	Total By Task
Collect Traffic Counts		2	4		48	54
Create Synchro Models			4	8	82	94
Capacity Analysis for Existing 3 Peaks		3	8	9	27	47
Capacity Analysis for Optimized 3 Peaks		4	8	22	60	94
Revise Signal Permits & TOD Plans		4	5	20		29
Submit Final Signal Permits	1	4	5	22		32
Meetings with City	2	6	6	6		20
<b>Total Hours by Classification</b>	<b>3</b>	<b>23</b>	<b>40</b>	<b>87</b>	<b>217</b>	<b>370</b>

	Hours	Rate	Cost
Principal, Nancy Fought	3	\$ 61.50	\$ 184.50
Associate, Lia Michaels	23	\$ 52.00	\$ 1,196.00
Project Engineer, Cole Villalobos	40	\$ 43.70	\$ 1,748.00
Staff Engineer, Jordan Hankin	87	\$ 39.80	\$ 3,462.60
Graduate Engineer, Austin Detweiler	217	\$ 34.50	\$ 7,486.50

Total Hours	370	Subtotal HRC Costs	\$ 14,077.60
Overhead (Labor x 124.77%)			\$ 17,564.62
Sub Total		Labor + OH	\$ 31,642.22
Facilities Cost of Capital (FCC): (Labor x 0.50%)			\$ 70.39
Sub Total		Labor + OH + FCC	\$ 31,712.61
Fixed Fee: (Total Labor + Total Overhead) x 11%			\$ 3,480.64
Direct Expenses (Traffic Camera Data Collection) 8 each @ \$600			\$ 4,800.00
		Labor + OH + FCC + FF + Direct Exp	\$ 39,993.25
		<b>Total HRC Costs</b>	<b>\$ 39,993.25</b>
<hr/>			
<u>Fixed Fee Breakdown</u>			
HRC		<b>Total Fixed Fee</b>	<b>\$ 3,480.64</b>



April 14, 2025

City of Royal Oak  
203 S. Troy St  
Royal Oak, MI 48067

Attn: Ms. Holly J. Donoghue, P.E., City Engineer

Re: CMAQ FY 2028 - Coolidge Highway  
Signal Modernization, Optimization, Interconnect/Communication and Actuation  
Engineering Services Proposal

HRC Job No. 20250190

Dear Ms. Donoghue:

Hubbell, Roth & Clark, Inc. (HRC) is pleased to provide this proposal for design, study and construction engineering for the signal optimization, modernization, interconnect/communication, and actuation of several signalized intersections along the Coolidge Highway corridor. The City received CMAQ funding for FY 2028. A summary of the project and funding is as follows:

- ≡ Construction Cost for Signal Modernization, Interconnection/Communication & Actuation
  - \$1,097,000 (100% funded)
  - Locations for Signal Modernizations including Interconnection/Communication and Actuation
    - Coolidge Highway & Judson Avenue
    - Coolidge Highway & Normandy Road
  - Location for Signal Interconnection/Communication and Actuation Only
    - Coolidge Highway & 13 Mile Road
- ≡ Study Cost for Signal Optimization
  - \$35,000 (100% funded)
  - Locations for Signal Optimization
    - Coolidge Highway & Judson Avenue
    - Coolidge Highway & Woodward (M-1)
    - Coolidge Highway & 13 Mile Road
    - Coolidge Highway & Normandy Road
    - South Coolidge Highway & 14 Mile Road
    - North Coolidge Highway & 14 Mile Road
    - Coolidge Highway & Meijer Drive

### SCOPE OF SERVICES – DESIGN ENGINEERING

HRC's scope of work to complete the Design Engineering Services is as follows:

- ≡ Collect topographic survey including underground utility information
- ≡ Coordinate with City's geotechnical firm on soil boring locations, one per intersection
- ≡ Prepare design plans for signal modernizations
- ≡ Prepare plans for the sidewalks/ramps to accommodate pushbuttons
- ≡ Prepare specifications
- ≡ Prepare cost estimate
- ≡ Conduct one field meeting with the City to finalize layouts of the traffic signals
- ≡ Conduct one meeting with utility stakeholders, as needed
- ≡ Prepare SHPO Application, NEPA Forms and Program Application

- ≡ Conduct GI meeting with MDOT LAP
- ≡ Prepare final submittal to MDOT LAP for bidding

HRC's scope of design engineering work does not include the following:

- ≡ Assistance with ROW and grading easements
- ≡ Soil Borings
- ≡ Mast arm structural design
- ≡ Signal design at additional intersections
- ≡ Street lighting design
- ≡ Road design

Since the project is FY 2028 funding for construction, HRC is targeting a January 2028 letting and proposes the following schedule:

- ≡ Kick-off Meeting – September 2026
- ≡ Complete topographic survey – November 2026
- ≡ NEPA and SHPO Submittals – March 2027
- ≡ Field Meeting including Utility Companies – March 2027
- ≡ Submit list of ROW acquisition issues– April 2027
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#### **SCOPE OF SERVICES – SIGNAL OPTIMIZATION STUDY**

HRC's scope of work to complete the Signal Optimization Study is as follows:

- ≡ Collect 24 hours of turning movement counts at the seven intersections
- ≡ Field verify intersection geometry and traffic control devices
- ≡ Create a traffic model of the corridor using Synchro 12 software
- ≡ Conduct a peak hour capacity analysis using techniques outlined in the Transportation Research Board Highway Capacity Manual for existing AM, Midday, and PM peak hours of the day
- ≡ Develop optimized peak hour capacity analysis using techniques outlined in the Transportation Research Board Highway Capacity Manual for existing AM, Midday, and PM peak hours of the day
- ≡ Once optimized signal timings are approved, redlined signal timing permits and time-of-day plans for the signals that are warranted
- ≡ Attend meeting with City to discuss optimization changes
- ≡ Review timing changes in the field once implemented
- ≡ Prepare a letter report with our findings and recommendations and final signal timing permits.

HRC will assist with the documents needed to obligate this money which includes the checklist of consultant services estimated under \$250,000 and the program application. All the provisions stated in 23 CFR 172.9(c) are hereby incorporated by reference. Since obligation cannot occur until FY 2028, this phase will not begin until after October 1, 2027.



## SCOPE OF SERVICES – CONSTRUCTION ENGINEERING SERVICES

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- ≡ Provide construction staking including layout for signal poles, pedestals, sidewalk/ramps, and other related items
- ≡ On-site observation led by an experienced Senior Construction Observer with support by HRC Construction Supervisors and other Observers on an as-needed basis. HRC has estimated approximately five weeks of full-time observation per intersection. Only one observer will be used per crew, but we anticipate the Contractor may have more than one crew mobilized at a time.
- ≡ Coordinate with City's geotechnical firm for testing services and mast arm factory inspections
- ≡ Attend regular progress meetings and provide additional design support as needed during construction
- ≡ Prepare record drawings (as-builts) and photographs of new signals and cabinets for GIS.

HRC's scope of construction engineering work does not include the following:

- ≡ Testing services for concrete or HMA
- ≡ Anchor bolt testing
- ≡ Factory inspection for mast arms

## FEE FOR SERVICES

HRC proposes to complete the scope of work identified above for a fee as shown in Table 1.

**Table 1: HRC Fee**

<b>Task</b>	<b>Fee</b>
1. Design Engineering (hourly, not to exceed fee)	\$87,709.80
2. Study Services (hourly, not to exceed fee)	\$34,998.10
3. Construction Administration & Inspection (% estimated to be \$131,640, will be updated based on total actual construction costs)	12%

We appreciate this opportunity to be of service to the City of Royal Oak and are looking forward to the opportunity to work together on this exciting project. Please feel free to contact Lia Michaels at 248.454.6812 if you have any questions or concerns.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Nancy M.D. Faught, PE  
Executive Vice President



Lia Michaels, P.E., PTOE, RSP<sub>1</sub>  
Associate

LFM/lfm

Attachment A: Hours and Costs for Design Engineering Services  
Attachment B: Hours and Costs for Optimization Study Services

Accepted By:

CITY OF ROYAL OAK

Signature: \_\_\_\_\_

Written Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

**ATTACHMENT A**  
**City of Royal Oak**  
**Hours / Costs for Preliminary Engineering Services - April 11, 2025**  
**Coolidge Highway Signal Modernization, Interconnect/Communication, and Actuation**

Task Description	Principal	Associate	Proj Eng	Staff Eng	Grad Eng	Survey Man	ROW Tech	Surveyor(s)	Survey Office Tech	Total By Task
Topographic Survey & Property Lines		2	2			4	30	35	25	98
Property / ROW		1	2				20			23
Project Management, Meetings & Preparation	2	24	8	8						42
Site Visit & Review of Conditions		6	6	6	6					24
NEPA, SHPO, Prog App		2	2	40	80					124
GI Plans/Specs/Estimate	1	4	16	125	40					186
GI Meeting		4	4	4						12
Utility Coordination		8	12	40	12					72
Sidewalk Ramp Detail Grades		4	16		80					100
Final Plans/Specs/Estimate	1	2	8	24	30					65
<b>Total Hours by Classification</b>	<b>4</b>	<b>57</b>	<b>76</b>	<b>247</b>	<b>248</b>	<b>4</b>	<b>50</b>	<b>35</b>	<b>25</b>	<b>746</b>

	Hours	Billable Rate	Cost
Principal, Nancy Faught	4	\$ 184.50	\$ 738.00
Associate, Lia Michaels	57	\$ 156.00	\$ 8,892.00
Project Engineer, Cole Villalobos	76	\$ 131.10	\$ 9,963.60
Staff Engineer, Jordan Hankin	247	\$ 119.40	\$ 29,491.80
Graduate Engineer, Austin Detweiler	248	\$ 103.50	\$ 25,668.00
Survey Dept. Manager, Steve Jacobi	4	\$ 165.60	\$ 662.40
ROW Technician, Dave Hebert	50	\$ 124.20	\$ 6,210.00
Surveyor(s)	35	\$ 114.90	\$ 4,021.50
Survey Office Technician	25	\$ 82.50	\$ 2,062.50
Total Hours	746	Subtotal HRC Costs	\$ 87,709.80
		<b>Total HRC Costs</b>	<b>\$ 87,709.80</b>

**ATTACHMENT B**  
**City of Royal Oak**  
**Hours / Costs for Preliminary Engineering Services - April 11, 2025**  
**Coolidge Highway Signal Optimization**

Task Description	Principal	Associate	Proj Eng	Staff Eng	Grad Engineer	Total By Task
Collect Traffic Counts		2	4		42	48
Create Synchro Models			4	8	62	74
Capacity Analysis for Existing 3 Peaks		3	8	9	20	40
Capacity Analysis for Optimized 3 Peaks		4	8	20	50	82
Revise Signal Permits & TOD Plans		4	5	18		27
Submit Final Signal Permits	1	4	5	19		29
Meetings with City	2	6	6	6		20
<b>Total Hours by Classification</b>	<b>3</b>	<b>23</b>	<b>40</b>	<b>80</b>	<b>174</b>	<b>320</b>

	Hours	Rate	Cost
Principal, Nancy Faught	3	\$ 61.50	\$ 184.50
Associate, Lia Michaels	23	\$ 52.00	\$ 1,196.00
Project Engineer, Cole Villalobos	40	\$ 43.70	\$ 1,748.00
Staff Engineer, Jordan Hankin	80	\$ 39.80	\$ 3,184.00
Graduate Engineer, Austin Detweiler	174	\$ 34.50	\$ 6,003.00
<b>Total Hours</b>	<b>320</b>	<b>Subtotal HRC Costs</b>	<b>\$ 12,315.50</b>
Overhead (Labor x 124.77%)			<u>\$ 15,366.05</u>
Sub Total			<b>Labor + OH \$ 27,681.55</b>
Facilities Cost of Capital (FCC): (Labor x 0.50%)			<u>\$ 61.58</u>
Sub Total			<b>Labor + OH + FCC \$ 27,743.13</b>
Fixed Fee: (Total Labor + Total Overhead) x 11%			<u>\$ 3,044.97</u>
Direct Expenses (Traffic Camera Data Collection) 7 each @ \$600			<u>\$ 4,200.00</u>
		<b>Labor + OH + FCC + FF + Direct Exp</b>	<b>\$ 34,988.10</b>
		<b>Total HRC Costs</b>	<b>\$ 34,988.10</b>
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<u>Fixed Fee Breakdown</u>			
HRC		<b>Total Fixed Fee</b>	<b>\$ 3,044.97</b>

## CITY COMMISSION AGENDA ITEM

<b>TITLE</b>	<b>Request to Reclassify and Fill the Network Administrator Position</b>
<b>SUBMITTING DEPARTMENT</b>	<b>Information Technology</b>
<b>PRESENTER</b>	<b>Christopher Gomez</b>
<b>MEETING DATE</b>	<b>April 28, 2025</b>

### ATTRITION POLICY

**Purpose:** The City of Royal Oak may at times face revenues that are not sufficient to necessarily meet operating and capital needs. For that reason, each position vacancy should be reviewed to ensure a balanced budget can be maintained, prior to seeking to fill the position.

**Policy:** All City of Royal Oak full-time positions except sworn police and fire positions that become vacant, for any reason, may only be filled with specific approval from the City Commission.

**[Adopted 06/02/2008 and Amended 05/20/2024]**

### EXECUTIVE SUMMARY

This position is a reclassification, going from a GIS Administrator, which is a budgeted and vacant role under IT, to a Network Administrator. The network administrator would be responsible for all aspects of our network, firewall, and routing/switching environment. We currently pay a consultant and a vendor-partner for all our network services, and they have exclusive knowledge and control over our network infrastructure. In the event of a minor change, we require several calls and steps as well as both vendors involved, which is inefficient and costly. This position would effectively reduce our external networking expenditures to simply licensing costs, while allowing all network hardware and software management to be done in-house and with dedicated information technology (IT) responsiveness. Filling this position would fully staff the department with every major IT field of expertise, effectively providing staff and the city with a dedicated expert in each field.

<b>BUDGET IMPACT SUMMARY</b>	
<b>Anticipated Salary and Benefit Cost</b>	<b>\$70,000-\$80,000 plus benefits (\$40k)</b>
<b>Included in the budget</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Are you filling a position that was previously held?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Funding Source/GL Number:</b>	

### OTHER FISCAL IMPACTS:

Select all that apply.

- ☐ No fiscal impact
 ☒ Revenue impact (details below)
- ☐ Training Required (details below)

**STRATEGIC INITIATIVE ALIGNMENT:**

This position will support the city's changing network environment, as we move away from using a managed service to an in-house supported cloud networking environment, saving significantly on consultant services as well as time and materials. The new hardware that we plan to purchase will require a certified and motivated Network Administrator, who would be able to provide immediate assistance to IT and staff in the event of a major outage or network event and deliver quality service and support to our staff. In doing this, the services that staff provide to residents and the community will be more streamlined and disruptions to these services will be more swiftly handled, as we will not need to look to a third-party vendor to assist IT staff.

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**PROPOSED CITY COMMISSION RESOLUTION:**

**Be it resolved,** the Royal Oak City Commission hereby approves reclassifying and filling the Network Administrator position.

**ATTACHMENTS – Network Administrator Job Description**

## **NETWORK SPECIALIST**

**General Statement of Duties:** A **NETWORK SPECIALIST** performs a variety of technical and professional assignments of varying difficulty pertaining to the overall core network system environment as implemented by the City of Royal Oak. This position reports directly to the Manager of Information and Communication Technology. Duties will usually consist of routine network administration and support of computer networking, as well as the related hardware and software encompassing the entire network infrastructure in accordance with departmental rules and regulations. The work may involve specific instructions given by the department head when specific problems arise, although the **NETWORK SPECIALIST** is required to exercise some independent discretion when faced with critical conditions.

### **Essential Duties and Responsibilities:**

The following is intended to indicate the types of duties and responsibilities requested of the employee assigned this title. It is not intended to be all-inclusive or limiting as to the specific duties and responsibilities that may be required.

1. Responsible for administration and installation of network hardware and software in a multiple server LAN/WAN environment.
2. Provides expert technical assistance concerning all levels of network-related problems in a multiple server, multi-gigabyte switch and router environment.
3. Designs, develops, secures, and maintains network infrastructure and technology systems.
4. Develops, implements, and maintains all network, software, and end user security plans.
5. Responsible for adhering to and enforcing the City's Computer User and Security Policy throughout the City.
6. Administer, coordinate and implement custom report writing with specialization in Cisco Meraki, WatchGuard FireGuard, Excel, etc.
7. Coordinate solutions with the Systems Administrator to be consistent with integrated solutions and/or developments already in progress.
8. Assists in cabling and equipment installations and repairs
9. Performs routine updates and maintenance tasks.
10. Monitor and review network activity logs daily using software (Meraki Dashboard, WhatsUpGold, LibreNMS) and perform testing to provide diagnosis of issues and to assist with deployment of solutions
11. Report on traffic analysis and statistics regarding bandwidth use on all switches and routers.
12. Responsible for all aspects of intercity and inter-site connectivity. Administration of switches, routers, Access Points, hubs, PON network, and the Firewall.
13. Actively seeks and identifies cross-training opportunities within IT department for self and others
14. Perform other work and duties as required.

### **Qualifications for Employment:**

Knowledge of Network Administration, OSI Model, Ethernet and TCP/IP.

Knowledge of network equipment and software configuration, installation and troubleshooting.

Knowledge of UNIX server and software configuration and administration is desirable.

Knowledge of network security issues in a multiple server Lan/Wan environment.

Ability to handle multiple complex assignments concurrently without loss of effectiveness.

Ability to work harmoniously and effectively in a team environment; demonstrated leadership abilities.

Skill in resolving complex problems.

Good oral and written communication skills.

A **NETWORK SPECIALIST**, upon application should have the following training and experience:

Graduation from a recognized college or university with a bachelor's degree specializing in Computer Information Systems, Computer Science, Computer Engineering or a directly related field.

A minimum of two years of network administration experience, which has resulted in the knowledge, abilities and skills described above.

## CITY COMMISSION AGENDA ITEM

<b>TITLE</b>	<b>Dell Server &amp; Storage Production Hardware Upgrade</b>
<b>SUBMITTING DEPARTMENT</b>	<b>Information Technology</b>
<b>PRESENTER</b>	<b>Christopher Gomez</b>
<b>MEETING DATE</b>	<b>April 28, 2025</b>
<b>SECOND READING REQUIRED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>CERTIFIED RESOLUTION</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**EXECUTIVE SUMMARY** *(include history of previous Commission action/discussion, background, scope of work, etc.):* Supporting critical infrastructure to offer modern, efficient, and effective services is an administrative priority.

The proposed hardware upgrade is critical to our daily operations within the City. The existing hardware that retains our production databases and file share have approached the end of their warranty support. Upgrading this hardware will allow us to be supported by Dell for the next five years and will allow for expanded and faster access to City resources. Avalon performed this upgrade for the City in 2019 after a competitive bid and comparison to MHEC, which can be found here: [dell-mhec-master-agreement.pdf](#)

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### Fiscal Impact

BUDGET SUMMARY	
<b>EXPENDITURE REQUIRED</b>	<b>\$266,643.49</b>
<b>AMOUNT CURRENTLY BUDGETED</b>	<b>\$250,000.00</b>
<b>BUDGET AMENDMENT REQUIRED</b>	<b>\$16,643.39 (BA between dept; net -0-effect on FB)</b>
<b>FUNDING SOURCE/ GL NUMBER</b>	<b>636 Internal Service Fund</b>
<b>WAS THIS A BUDGETED EXPENSE?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**OTHER FISCAL IMPACTS:** (Select all that apply.)

- ☐ No fiscal impact  
☒ Workload impact (details below)

☒ Revenue impact (details below)  
☒ Operations Impact (details below)

**REVENUE IMPACT:** The hardware upgrade will be supported by fund balance in the IT Internal Services Fund. The City Manager has prioritized leveraging untapped fund balances to improve government modernization and cybersecurity improvement efforts.



**WORKLOAD IMPACT:** *The new server will not require any additional staffing resources. Server maintenance and management will be handled by the future reclassified Network Administrator and the System Administrator role.*

**OPERATIONS IMPACT:** This will be adjusted using the additional 636 internal service funds available to IT.

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### **ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS**

The updated server will increase efficiency due to the hardware being newer technology which allows for faster file storage allocation. It is also more efficient on power, reducing our energy consumption. Additionally, the resilience of this new technology means the hardware will be less prone to failure and contribute to the maintenance of effective services to both staff and residents.

---

### **COMMUNITY ENGAGEMENT**

*This item along with several other infrastructure and cybersecurity initiatives were discussed at the public Budget Workshop on 4/12.*

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### **BOARD AND COMMISSION FEEDBACK**

There was no advisory board or commission that was consulted; the City Manager, Finance Director, and City Commission were all informed and provided their individual feedback.

---

### **LEGAL COMMENTS**

### **PROPOSED COMMISSION RESOLUTION:**

**BE RESOLVED,** the Royal Oak City Commission hereby approves the purchase of the proposed Dell server and hardware package in the amount of \$266,643.49 to be paid for from the stated Internal Services Accounts.

FUND IMPACTED:	
	INCREASE (DECREASE)
APPROPRIATIONS:	
<b>{636 ISF Fund}</b>	<b>\$255,743.49</b>
<b>{636.258.82500 Misc. Contracted Services}</b>	<b>\$10,900.00</b>
<b>{dept/ACCT. /ACCT. name}</b>	<b>\$</b>

<b>TOTAL APPROPRIATIONS</b>	<b>\$266,643.49</b>
<b>NET INCREASE (DECREASE) TO FUND BALANCE</b>	<b>\$266,643.49</b>

**ATTACHMENTS:**

**Avalon Quote/Scope of Work Agreement**

**2019 Bid Information Citing Due Diligence and MHEC Pricing Comparison**

**Dell MHEC Contract Link in Executive Summary**

**Avalon Technologies, Inc.**

39533 Woodward Avenue Suite 308  
Bloomfield Hills, MI 48304  
(800)720-3811  
avalontech.net



**We have prepared a quote for you**

**City of Royal Oak - DC Refresh (Primary only)**

QUOTE # JPG004739 V4

PREPARED FOR

**City of Royal Oak**

PREPARED BY

**Avalon Sales Team**


## Primary Data Center

Description			Price	Qty	Ext. Price
<b>PowerStore 500T AF SAN (5 Years Support) ; 60TiBe</b>			\$146,087.91	1	\$146,087.91
210-AXXJ	PowerStore 500T Dell Customer Racked	1			
370-AFXQ	192GB Appliance DIMM 96GB Per Node	1			
528-BTZK	PowerStore Base SW	1			
406-BBOO	25GBE OPTICAL 4 PORT CARD PAIR	1			
450-AKHM	Dual 1450W (200-240V) HIGH Line Only Power Supply	1			
343-BBMR	BASE UNIT CONFIG KIT	1			
384-BFBB	Single Drive Failure 4+1	1			
886-3374	ProSupport 4-Hour 7x24 Onsite Service 2 Years Extended	1			
886-3375	ProSupport 4-Hour 7x24 Onsite Service 3 Years	1			
886-3491	ProSupport 4-Hour 7x24 Technical Support and Assistance 5 Years	1			
400-BGGP	P1 25X2.5 NVME SED SSD 7.68TB	7			
565-BBJO	10GBE OPTICAL 4 PORT IO MODULE PAIR	1			
407-BCGB	25GBE OPTICAL SFP PAIR	4			
891-5163	ProSupport Onsite Medium Capacity 5 years	7			
<b>Hyper-V Hosts: R660 Servers: 5 Years Support</b>			\$27,151.80	2	\$54,303.60
210-BEQQ	PowerEdge R660 Server	2			
461-AAIG	Trusted Platform Module 2.0 V3	2			
321-BHRW	2.5" Chassis with up to 10 Hard Drives (SAS/SATA), 2CPU, PERC11	2			
338-CPCS	Intel Xeon Gold 6548N 2.8G, 32C/64T, 20GT/s, 60M Cache, Turbo, HT (250W) DDR5-5200	2			
338-CPCS	Intel Xeon Gold 6548N 2.8G, 32C/64T, 20GT/s, 60M Cache, Turbo, HT (250W) DDR5-5200	2			
379-BDCO	Additional Processor Selected	2			
379-BFFD	No HBM	2			
412-ABCG	Performance Heatsink for 2 CPU configuration (CPU more than or equal to 250W)	2			
370-AAIP	Performance Optimized	2			
370-BBRX	5600MT/s RDIMMs	2			
780-BCDI	No RAID	2			
405-ABCQ	PERC H355 Controller Front	2			
750-ADRI	Front PERC Mechanical Parts, rear load	2			
750-AABF	Power Saving Dell Active Power Controller	2			
800-BBDM	UEFI BIOS Boot Mode with GPT Partition	2			
384-BCUJ	4 Very High Performance Fans	2			
450-AKLF	Dual, Redundant(1+1), Hot-Plug Power Supply, 1100W MM(100-240Vac) Titanium	2			

## Primary Data Center

Description			Price	Qty	Ext. Price
330-BBYX	Riser Config 1, Low Profile, 3x16 LP Slots (Gen4)	2			
329-BKBP	Motherboard MLK supports ALL CPUs and is required for CPUs 250W and above	2			
528-CTIC	iDRAC9, Enterprise 16G	2			
540-BCOC	Broadcom 57414 Dual Port 10/25GbE SFP28, OCP NIC 3.0	2			
540-BDKD	Broadcom 5720 Dual Port 1GbE LOM	2			
325-BEVE	Standard Bezel	2			
350-BCKC	Dell Luggage Tag	2			
403-BCRZ	BOSS-N1 controller card + with 2 M.2 960GB (RAID 1)	2			
470-AFMG	BOSS Cables and Bracket for R660	2			
350-BBXM	No Quick Sync	2			
379-BCSF	iDRAC,Factory Generated Password	2			
379-BCQX	iDRAC Service Module (ISM), NOT Installed	2			
379-BCQY	iDRAC Group Manager, Disabled	2			
611-BBBF	No Operating System	2			
605-BBFN	No Media Required	2			
770-BDMR	ReadyRails Static Rails for 2/4-post Racks (A14)	2			
631-AACK	No Systems Documentation, No OpenManage DVD Kit	2			
707-7809	ProSupport 4-Hour 7x24 Onsite Service 2 Years Extended	2			
707-7833	ProSupport 4-Hour 7x24 Onsite Service 3 Years	2			
707-7988	ProSupport 4-Hour 7x24 Technical Support and Assistance 5 Years	2			
370-BBRN	64GB RDIMM, 5600MT/s, Dual Rank	32			
400-AXTV	480GB SSD SATA Read Intensive 6Gbps 512 2.5in Hot-plug AG Drive, 1 DWPD	2			
450-AALV	Power Cord - C13, 3M, 125V, 15A (North America, Guam, North Marianas, Philippines, Samoa, Vietnam)	4			
540-BDGV	Broadcom 57414 Dual Port 10/25GbE SFP28 Adapter, PCIe Low Profile, V2	2			

## Primary Data Center

Description			Price	Qty	Ext. Price
<b>iSCSI Switches: Dell S5248F-ON Switch, 48x25GbE SFP28, 4x100GbE QSFP28, 2x100GbE QSFP-DD, IO to PSU, 2xPSU: 5 Years Support</b> 			\$26,675.99	2	\$53,351.98
210-APEX	Dell S5248F-ON Switch, 48x25GbE SFP28, 4x100GbE QSFP28, 2x100GbE QSFP-DD, IO to PSU, 2xPSU	2			
343-BBLP	Dell EMC S52XX-ON Series User Guide	2			
634-BRUN	OS10 Enterprise, S5248F-ON	2			
891-6701	ProSupport 4-Hour 7x24 Onsite Service 1 Year	2			
891-6705	ProSupport 4-Hour 7x24 Onsite Service 4 Years Extended	2			
891-6750	ProSupport 4-Hour 7x24 Technical Support and Assistance 5 Years	2			
848-8533	5 Years ProSupport OS10 Enterprise Software Support-Maintenance	2			
470-ABOU	Dell Networking Cable, 100GbE QSFP28 to QSFP28, Passive Copper Direct Attach Cable, 0.5 Meter	2			
470-BBDC	Dell Networking, Cable, SFP28 to SFP28, 25GbE, Passive Copper Twinax Direct Attach Cable, 2 Meter	4			
450-AAFH	Power Cord, 125V, 15A, 10 Feet, NEMA 5-15/C13	2			
450-AAFH	Power Cord, 125V, 15A, 10 Feet, NEMA 5-15/C13	2			
<b>Pricing based on Dell's MHEC Contract: please reference the Midwestern Higher Education Commission (MHEC) Contract No. MHEC-04152022 for Dell Computers, on your purchase order</b>			\$0.00	1	\$0.00
Subtotal					<b>\$253,743.49</b>

## Cables/Misc.

Description	Price	Qty	Ext. Price
<b>Cables/Misc.</b>	\$1,000.00	2	\$2,000.00
Subtotal			<b>\$2,000.00</b>

## Avalon Professional Services

Description	Price	Qty	Ext. Price
<b>Avalon Professional Services - SAN/Server /Switch/Deployment</b> <u>Statement of Work (SOW)</u>	\$10,900.00	1	\$10,900.00

## Avalon Professional Services

Description	Price	Qty	Ext. Price
<b>Dell EMC SAN Deployment - Primary</b> <ul style="list-style-type: none"> <li>○ Initial configuration of SAN</li> <li>○ Update of SAN components to the latest stable firmware and software</li> <li>○ Dell Support Health Check of SAN</li> <li>○ Failover, redundancy and performance verification testing</li> <li>○ Network integration with iSCSI switches</li> <li>○ Presentation of storage to up to five (5) servers via iSCSI</li> <li>○ Installation and configuration of SAN Manager</li> </ul>			
<b>R Series Server Deployment - Primary</b> <ul style="list-style-type: none"> <li>○ Firmware updates on all R series server components to latest stable code levels</li> <li>○ Operating System Installation</li> <li>○ Network and storage (if applicable) connection integration</li> </ul>			
<b>Dell Networking Top of Rack Switch Deployment -Primary</b> Update of switch firmware to latest stable code General Switch Configuration <ul style="list-style-type: none"> <li>Management Interface</li> <li>Time zone / NTP</li> <li>Root / Enable credentials</li> <li>SSH Setup</li> <li>AAA Setup</li> <li>Login Banner</li> <li>OOB IP Address</li> </ul> Best practice configuration of switches as redundant top of rack fabric <ul style="list-style-type: none"> <li>VLANs</li> <li>Spanning Tree</li> <li>Port Descriptions</li> <li>Uplink to existing network infrastructure</li> </ul> Failover, redundancy and performance testing			
<b>Knowledge Transfer</b> <ul style="list-style-type: none"> <li>● Administration and operations knowledge transfer covering:               <ul style="list-style-type: none"> <li>○ Dell PowerEdge Servers</li> <li>○ Dell Networking</li> </ul> </li> </ul>			
<b>Assumptions</b> <ul style="list-style-type: none"> <li>● Some project tasks will be performed remotely</li> <li>● Project may not commence until any necessary hardware or software has been delivered.</li> <li>● Any tasks not specifically included in this statement of work must be agreed to in a written change order by all parties involved.</li> <li>● Avalon Technologies and customer will determine a mutually convenient project start date</li> </ul>			

## Avalon Professional Services

Description	Price	Qty	Ext. Price
<p>and timeline.</p> <ul style="list-style-type: none"> <li>• Avalon Technologies and customer will provide a project-lead to be the single point of contact for project coordination.</li> <li>• The above statement of work is based upon the bill of materials (if applicable) and details collected by Avalon from the customer during scoping. Should the bill of materials or details of the project change, the statement of work will require revision and additional cost may apply</li> <li>• Customer will sign a Customer Acceptance Form (CAF) after the completion of each milestone and/or project completion</li> </ul> <p><b>Customer Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Customer to provide secure remote access to facilitate remote work (e.g. VPN)</li> <li>• Customer to provide all software licenses and software license keys as required for implementation</li> <li>• Customer to provide engagement and availability of customer personnel resources to assist with coordination of services or completion of customer dependent tasks</li> <li>• Customer to provide administrator, root or adequate privileged access to systems involved in the implementation</li> <li>• Customer will provide all hardware and software required to ensure a successful implementation including those stated in any associated bill of materials and also any ancillary items such as any required cables, optics, software etc.</li> <li>• Customer will maintain a backup of all data and programs on affected systems prior to Avalon performing the Services and during the term of the Statement of Work (SOW). Avalon will have no liability for loss or recovery of data, programs or loss of use of system(s) arising out of or in connection with the Services provided under this SOW.</li> <li>• Customer will maintain recent (i.e. released within the last year) &amp; stable firmware and/or operating system on equipment with which the project will be integrating or connecting e.g. switch firmware</li> <li>• The Customer will ensure the Avalon personnel have reasonable and safe access to the Project site, a safe working environment, an adequate office space, and parking as required.</li> <li>• The customer will maintain active support agreements for any hardware or software involved in the project included, but not limited to servers, storage, networking equipment and software</li> </ul> <p><b>Outside of Project Scope</b></p> <ul style="list-style-type: none"> <li>• Any services, tasks or activities other than those specifically noted in the section titled "Statement of Work"</li> <li>• Configuration or remediation of any server or workstation operating system or application software affected or unaffected by the services performed under the statement of work</li> <li>• Configuration or remediation of any networking components affected or unaffected by services performed under the statement of work</li> <li>• Post-implementation support</li> <li>• Disposal or recycling of customer equipment, new equipment boxes or any other items</li> </ul>			



## Avalon Professional Services

Description	Price	Qty	Ext. Price
<ul style="list-style-type: none"><li>• Installation of software or hardware firmware updates, service packs patches or new version that are released after services commence</li><li>• Updating or reconfiguration of 3rd party applications that integrate with existing environment (e.g. Anti-virus, backup, email relay services, fax/voicemail to email, etc.)</li><li>• Transportation of equipment between customer sites</li></ul>			
<b><u>Professional Services Terms</u></b> <ul style="list-style-type: none"><li>• 50% to Commence Services</li><li>• 50% upon Completion of Services</li><li>• Avalon may invoice for professional services balance if project completion is delayed by customer beyond ninety (90) calendar days after date of purchase order.</li></ul>			
Subtotal			<b>\$10,900.00</b>

## City of Royal Oak - DC Refresh (Primary only)



**Prepared by:**

**Avalon Technologies, Inc.**

Avalon Sales Team  
(800)720-3811  
avasales@avalontech.net

**Prepared for/Ship To:**

**City of Royal Oak**

211 S Williams St  
Royal Oak, MI 48067  
Chris Gomez  
(248) 246-3080  
chris.gomez@romi.gov

**Quote Information:**

**Quote #: JPG004739**

Version: 4  
Delivery Date:  
02/11/2025  
Expiration Date:  
04/30/2025

**Department:**

211 S Williams St  
Royal Oak, MI 48067

## Quote Summary

Description	Amount
Primary Data Center	\$253,743.49
Cables/Misc.	\$2,000.00
Avalon Professional Services	\$10,900.00
Total:	<b>\$266,643.49</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.  
Terms: Net 30 after equipment ships.  
Avalon's full terms can be found at:

Terms & Conditions:  
<https://tinyurl.com/yja6vgob>

In executing this Quote, the customer acknowledges and agrees to the following:  
An enforceable contract is being entered into with Avalon Technologies, Inc. and that Avalon's terms and conditions are incorporated by reference;  
Avalon's terms and conditions may change from time to time upon notice and that such notice will be included on Avalon's invoices or other writings by Avalon.  
The customer referenced above represents and warrants to Avalon that the person signing this quote is authorized to execute same and bind the customer to the terms thereof.



(800)720-3811  
avasales@avalontech.net  
avalontech.net

Avalon Technologies, Inc.

City of Royal Oak [Customer]

Signature: \_\_\_\_\_

Name: Avalon Sales Team

Title: Business Development Manager

Date: 02/11/2025

Signature: \_\_\_\_\_

Name: Chris Gomez

Date: \_\_\_\_\_

**Award of Contracts for Technology Work  
Royal Oak Civic Center**

December 6, 2019

The Honorable Mayor Fournier and  
Members of the City Commission:

Bid specifications (request for proposals RFP) for technology work components of the Royal Oak Civic Center (ROCC) project were issued as follows:

- Passive Optical Local Area Network – RFP-RO-019-024 – Issued October 14, 2019
- Server and Storage Devices – RFP-RO-019-025 – Issued October 16, 2019
- Optical Fiber Ring – RFP-RO-019-026 – Issued October 28, 2019

All proposals were evaluated by the information technologies consulting partner for the ROCC project, Convergent Technology Partners (CTP). Their individual assessments are provided for all four of the technology contract work. CTP has made the following reward recommendations, with a five-percent contingency, based on the qualified bids for the scope of work.

Passive Optical Local Area Network:

On November 5, 2019, sealed bids were accepted and opened by the city for the passive optical local area network project (Attachment 1). Four proposals were received and the bid tabulation for the subject work is shown below. Bluestone Communication's bid did not meet the requirements of the RFP and was removed from consideration.

<b><u>Contractor</u></b>	<b><u>Base Bid</u></b>
Bluestone Communications	\$571,456.00
Motor City Electric Technologies	\$597,070.00
Vision Technologies	\$715,874.08
KLA Laboratories	\$801,753.48

Servers and Storage Devices:

On November 5, 2019, sealed bids were accepted and opened by the city for the servers and storage device project (Attachment 2). Two proposals were received and the bid tabulation for the subject work is shown below. Sentinel's bid did not meet the requirements of the RFP and was removed from consideration. To ensure the pricing from Avalon Technologies was reasonable, the Midwestern Higher Education Compact (MHEC), a multi-state purchasing compact, was used for validation. The pricing provided by Avalon was lower than the pricing on the MHEC contract.

<b><u>Contractor</u></b>	<b><u>Base Bid</u></b>
Avalon Technologies	\$189,179.00
Sentinel	\$257,423.00

Optical Fiber Ring:

On November 19, 2019, sealed bids were accepted and opened by the city for the optical fiber ring project (Attachment 3). Seven proposals were received and the bid tabulation for the subject work is shown below. All bids were determined to be compliant.

<b><u>Contractor</u></b>	<b><u>Base Bid</u></b>
Motor City Electric Technologies	\$42,875.00
Amcomm	\$43,346.74
Western Telcom	\$46,420.05
Fiberlink Inc.	\$67,733.04
Stingray Systems	\$67,700.00
Bluestone Communications	\$67,733.04
KLA Laboratories	\$105,090.93

Voice and Data Services:

As part of the ROCC project, existing voice and data services will need to be moved to the new facilities. 123.Net has been the voice and data provider for the city since 2015 when they were awarded the contract for these services. The cost of moving these services to the new facilities is \$5,599. If the city renews the contract, which is due to expire in 2020, the relocation fees will be reduced to \$1,000 and current discounted contract rates will be retained.

The following resolution is recommended for approval:

**Be it resolved**, the city commission hereby awards technology contract work for passive optical local area network to Motor City Electric Technologies in the amount of \$621,300.00; and

**Be it further resolved**, the city commission hereby awards technology contract work for servers and storage devices to Avalon Technologies in the amount of \$198,637.95; and

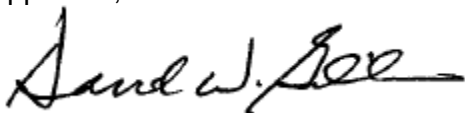
**Be it further resolved**, the city commission hereby awards technology contract work for optical fiber ring connectivity to Motor City Electric Technologies in the amount of \$45,018.75; and

**Be it further resolved**, the city commission hereby extends the technology contract work for voice and data services with 123 technology for the recurring monthly fees and a one-time relocation fee of \$1,000; and

**Be it further resolved**, the city commission directs staff to issue purchase orders for said technology projects.

Respectfully submitted,  
Mike Kirby  
Manager of Information and Communication Technology

Approved,



David W. Gillam  
Interim City Manager and City Attorney

4 Attachments



**Convergent Technology Partners**  
 6197 Miller Road, Ste #4,  
 Swartz Creek, MI 48473  
 810.720.3820

E-mail: [info@ctpartners.net](mailto:info@ctpartners.net)  
 Website: [www.ctpartners.net](http://www.ctpartners.net)

November 25, 2019

Mike Kirby  
 Manager of Information and Communication Technology  
 City of Royal Oak

Subject: Passive Optical Local Area Network RFP-RO-019-024 Recommendation Letter

Mike,

On October 14, 2019 the City issued a Request for Proposal (RFP) soliciting bids for the Passive Optical Network. The RFP was posted to the State of Michigan Sigma Purchasing Portal. Convergent also spoke with several vendors regarding the solicitation and pointed them to the Portal to download the RFP and supporting documentation.

On November 5, 2019, sealed bids were accepted and opened by the City. Four proposals were received. The initial results were tabulated as follows:

<b><u>Contractor</u></b>	<b><u>Base Bid</u></b>	<b><u>System</u></b>
Motor City Electric Technologies	\$597,070.00	Corning
Bluestone Communications	\$571,456.00	Dasan Zhone
Vision Technologies	\$715,874.08	Tellabs
KLA Laboratories	\$801,753.48	Corning

Evaluation process: RFP compliance, Vendor capabilities and experience, Proposed solution, System topology (manufacturer based), Manufacturer interviews, Vendor interviews, Service and support capability, Initial total cost of ownership and total cost of ownership at seven years.

All proposals were evaluated for compliance with the RFP requirements, pricing, technical solution and acceptance of terms and conditions of the RFP. Bluestone was considered non-compliant and removed from consideration. All others provide compliant proposals. KLA Laboratories was not included in the short list of vendors for evaluation due to the high price. We proceeded with the evaluation of both the short-listed vendors (Motor City Electric Technologies and Vision) and of their proposed manufacturers.

**Vendor capabilities and experience:**

Motor City Electric Technologies – Well established, stable, staffed and experienced local vendor that does all their work in-house (no subcontracting). Recently completed the Little Caesars Global Resource Center that consisted of several thousand endpoints using the Corning SD One Passive Optical LAN System. They indicated the Project Manager for that project would be the same for the city if they were awarded. The project manager is a BICSI RCDD. The city has used Motor City Electric on several recent projects with reported good results. Motor City does have a Corning SD One lab set up in their office for mockup of installations and training. They appear to have a great deal of support from Corning. Additionally, this vendor is currently working with the city on the project and is a contender for the optical fiber ring project that would connect the two buildings for the POLAN system.

Vision Technologies – also a well-established, stable, staffed and experienced PON vendor, using a local cabling vendor for the low voltage installation (AMR). Vision is a vendor for all three manufacturers represented in the proposals and has reportedly completed over fifty installations nationwide of the various contractors. They use a structured project management office approach for managing projects and have over a dozen BICSI RCDDs on

staff. They are located in Maryland, which is where their project manager would be located when not required on-site. Their design engineer has been involved with this technology since its inception around 2008 and appears highly knowledgeable.

Vision has had a partnership with AMR for many years for national installations. AMR has a single RCDD on staff and it was not indicated he would be involved in the installation. The city has used AMR for low voltage installation approximately 15 to 20 years ago, but has since changed to another vendor.

## Proposed solution

**Motor City Electric Technologies** – This vendor closely followed the basis of design and its intent. They are using a mixture of ceiling mounted and wall-mounted ONT's for network distribution. Their design appears to have sixty-eight available unused ports between the two buildings. All head end equipment (OLT's, splitters, software data plane, power supplies, etc.) are located in each building's IT server room as shown on the basis of design drawings.

**Vision Technologies** – This vendor loosely followed the basis of design. The design is using surface mounted ONT's in the user spaces and forty-eight port rackmount ONT's in the IT server rooms with category six cabling (UTP) directly from the ONT in the IT server room to each wireless access point and camera in both buildings. This design provides an extra 254 unused ONT ports. In the evaluator's opinion the use of category six cabling in this manner defeats the intent of the passive optical LAN, and is non-compliant with the requirement that category six cabling not be longer than 30 feet. Additionally, the design distributed the splitters and power supplies in the police department between IT spaces on each floor; spaces that do not have proper power or cooling for active electronics nor have been designed the space adequate for racks to house this equipment. They stated they would redesign after award to meet the intent, but this will take additional time and resources from both the city of Royal Oak and Convergent Technology Partners.

## System overview (manufacturer based)

**Corning** – Corning provides a high-availability solution required of the RFP, which Motor City Electric has included in their proposal. The Corning solution is a modular based rack mounted equipment all under the Corning name. Their current product line does not support 10 Gb, but this is not a requirement of the RFP. All Corning ONT's are Plenum rated and may be placed in the ceiling without any further protection.

The administrative graphical user interface (GUI) has a modern look feel and usability and is easy to operate. This interface will allow IT staff to access port levels on the ONT's for troubleshooting, changes and other administration. This system has the ability to pre-provision using an Excel spreadsheet which then can be imported into the system for quick provisioning. The system seems to have a good reporting structure for failures and faults, and allows both email and SMS reporting to specific administrators. The system seemed very easy to use to make and apply templates for user groups.

Corning splitters are a true passive component and not integrated with the power supply, so if either were to fail a less expensive replacement is possible. As the system is modular additional equipment will need to be added to future buildings brought onto the system.

**Tellabs** – Tellabs solution is chassis based as the TELCO PON product is being leveraged into the enterprise market. This also means that the platform supports TELCO level quality assurance and security. For example: the platform provides a true type B redundant solution between chassis, and also provides additional redundancy within the chassis itself (dual backplanes). This additional level of redundancy exceeds the requirements of the RFP. The Tellabs equipment is all chassis based (OLT's) with dual 100 Gb backplanes. The OLT blades included in the current proposal are 10 Gb capable now with replacement of appropriate optics. Power supplies are hot-swappable in the chassis. Other equipment such as the splitters/power supplies are from other manufacturers. The system will allow walking down ONT ports to only specific MAC addresses to prevent rogue equipment being plugged in.

Reporting and alarms are not as elegant as the Corning solution and SMS texting is currently not supported.

The low-voltage portion has multiple manufacturers, which if installed per the current bill of material would not allow manufacturer's certification and warranty. It was stated in the interview that all material on the bill of material can be revised to single and to end solutions to provide manufacturer warranties. At this time there is no

guarantee that the material substitutions will be approved by Convergent Technology Partners. Again, this may mean additional time for redesign.

Their GUI has not been upgraded in several years and still has a TELCO look and feel to the operation of it. It does not appear to be as user-friendly and does not allow administrators to get to the same level of detail as the Corning product. (I.e.- cannot get down to port level at the ONT) that said, it is still very functional.

#### Support and service

Motor City Electric Technologies – This vendor has not provided a support contract as it would be redundant with the support being provided directly by Corning. A support contract can be provided for consideration but both the vendor and evaluator feel this would be of no value. Corning uses an annual license model, with software assurance included in the fees. See total cost of ownership below for further on this topic. Motor City Electric can and will provide on-site local support as needed.

Vision Technologies – Tellabs uses a support contract model rather than annual license fees. However, first level of support will be from Vision Technologies NOC in Maryland and only escalated to the Tellabs if needed. System based support (not low-voltage infrastructure, which would be from AMR) if needed on-site would require a technician or engineer from Vision in Maryland. AMR would not provide system based support.

#### Total cost of ownership

Total cost of ownership was calculated out to year seven in order to get an apples to apples comparison based upon the varied pricing models for license fees (Corning) and Support Contract (Tellabs) pricing. Corning can only provide a three year license package after the initial first year of install, whereas Tellabs provide the support contract starting from the initial installation. Therefore the first year was not included in the annual calculations as it was included in the base bid price. Additionally I have provided the estimated cost for licensing if all ports in motor city electric's proposal were to be provisioned on day one. Note that these numbers are calculated using the best pricing available, and is a best estimate only.

	<b>Motor City Electric Technologies</b> bid per RFP	<b>Vision Technologies</b> bid per RFP	<b>Motor City Electric Technologies –</b> all ports day 1
Base bid	\$591,330.00	\$709,257.08	N/A
Base bid + extra ports year 1	N/A	N/A	\$639,114.00
License/support years two through seven	\$94,000.00	\$119,520.00	\$100,320.00
Total	\$685,33.00	\$828,778.08	\$691,650.00

The Corning solution from Motor City Electric Technologies shows an estimated 17% lower total cost of ownership than the Tellabs solution from Vision Technologies at seven years.

Based on our evaluation, we recommend the award of the Passive Optical Local Area Network (RFP-RO-019-024) project to the low bidder - Motor City Electric Technologies in the amount of \$591,330.00, with an additional ~5% contingency of \$30,000.00 for a total of \$621,330.00. Please contact me with any questions at 810-223-0531.

Respectfully,



Eric Helsel, RCDD/OSP/RTPM  
Project Manager, Convergent Technology Partners





**Convergent Technology Partners**  
6197 Miller Road, Ste #4,  
Swartz Creek, MI 48473  
810.720.3820

E-mail: [info@ctpartners.net](mailto:info@ctpartners.net)  
Website: [www.ctpartners.net](http://www.ctpartners.net)

To: Mike Kirby  
Manager of Information and Communication Technology  
City of Royal Oak

From: Richard Kuehnle  
Director of Network Services  
Convergent Technology Partners

Date: November 13, 2019

RE: Server and Storage Device Purchases

On October 16, 2019 the City issued a Request for Proposal (RFP) soliciting bids for a new virtual network infrastructure including data servers, data storage devices, backup hardware and the associated services for installation and migration of the City's existing data. The RFP specified one major vendor from which we would accept proposals, which was Dell, Inc. The RFP was posted to the State of Michigan Sigma Purchasing Portal. Convergent also spoke with several vendors regarding the solicitation and pointed them to the Portal to download the RFP and supporting documentation.

On November 5, 2019, sealed bids were accepted and opened by the City. Two bid responses were received.

The bid response from Sentinel Technologies, Inc. was determined non-compliant due to not being Dell equipment. This proposal was 36% higher than the compliant bid.

The other bid response was submitted by Avalon Technologies, Inc. Their proposal is for Dell equipment with installation services being provided through Avalon.

This purchase will upgrade the physical servers and storage as well as add storage capacity to be able to create an environment that will continue to support the City's current and future applications. The current environment is of mixed age, is nearing end-of-life and needs updated operating systems across all platforms. This new environment will give the City a more robust network with faster access to all applications with room for growth. The equipment will also be covered under a new 5-year warranty.

Most of the server software and applications will continue to reside on virtual machines that can be managed, backed up and restored with greater efficiency, and provide high availability for on-site and remote users. The servers and storage devices will connect to the network using redundant 10Gbps links. This connectivity compliments the redundant 10Gbps links that now will connect all the city center buildings.

Because Avalon was the only vendor that responded to the RFP, we compared their pricing to pricing that was available through state contracts from which we knew this same equipment and services were available. Our validation source was the Midwestern Higher Education Compact (MHEC). The MHEC is a multi-state

## Attachment 2

purchasing compact with regional Commissioners responsible for oversight of the program in their respective states. We found that the Avalon pricing was lower than the quoted pricing on the MHEC contract.

Our recommendation is to award the Servers and Storage RFP-RO-019-025 to Avalon Technologies Inc. in the amount of **\$189,179.00**.

**Additionally, we are recommending an approximate 5% contingency amounting to \$9,458.95. This brings the total approved amount being requested to \$198,637.95.**

Please contact me if you have any questions about this recommendation.

Sincerely,



Richard Kuehnle



**Convergent Technology Partners**  
6197 Miller Road, Ste #4,  
Swartz Creek, MI 48473  
810.720.3820

E-mail: [info@ctpartners.net](mailto:info@ctpartners.net)  
Website: [www.ctpartners.net](http://www.ctpartners.net)

November 22, 2019

Mike Kirby  
Manager of Information and Communication Technology  
City of Royal Oak

Subject: Optical Fiber Ring Connectivity RFP-RO-019-026 Recommendation Letter

Mike,

On October 28, 2019 the City issued a Request for Proposal (RFP) soliciting bids for the ROCC Optical Fiber Ring. The RFP was posted to the State of Michigan Sigma Purchasing Portal. Convergent also spoke with several vendors regarding the solicitation and pointed them to the Portal to download the RFP and supporting documentation.

On November 19, 2019, sealed bids were accepted and opened by the City. Seven proposals were received. The initial results were tabulated as follows:

<u>Contractor</u>	<u>Base Bid</u>
Motor City Electric Technologies	\$42,875.00
Amcomm	\$43,346.74
Western Telcom	\$46,420.50
Fiberlink Inc.	\$67,733.04
Stingray Systems	\$67,700.00
Bluestone Communications	\$67,733.04
KLA Laboratories	\$105,090.93

All proposals were evaluated for compliance with the RFP requirements, pricing, technical solution and acceptance of terms and conditions of the RFP. All Bidders provided compliant proposals. The low bidder was Motor City Electric Technologies.

Please note that Motor City Electric provided and installed the conduit infrastructure for the first phase of this project already.

Based on our evaluation, we recommend the award of the Optical Fiber Ring Connectivity (RFP-RO-019-026) project to the low bidder - Motor City Electric Technologies in the amount of \$42,875.00, with an additional 5% contingency of \$2,143.75 for a total of \$45,018.75. Please contact me with any questions at 810-223-0531.

Respectfully,

A handwritten signature in purple ink that reads "Eric Helsel".

Eric Helsel, RCDD/OSP/RTPM  
Project Manager, Convergent Technology Partners



123.Net, Inc.  
24700 Northwestern HWY, Suite 700  
Southfield, MI 48075  
866-460-3503 | orders@123.net

## 123Net Order Form

BILLING INFORMATION	NOTIFICATION INFORMATION
<b>The City of Royal Oak</b> <b>211 S Williams St</b> <b>Royal Oak MI 48067</b> <b>Account Num: 111984</b> <b>IT@romi.gov</b>	

Service Address	Type of Service	Non Recurring	Monthly Recurring
<b>The City of Royal Oak</b> 203 S TROY ST Royal Oak, MI 48067 NPA-NXX: 248-545	<b>Internet - Fiber</b> <b>Replacement for /EOF1/103252//LEF</b> Speed: 200.00 Mb/s Equipment 60 Month Term (\$5000 Installation Waived)  <b>TDM PRI</b> <b>Replacement for /ISDN/973009//LEF</b> Emergency Call Forwarding 20 DID Numbers 60 Month Term (\$500 Installation Waived)  <b>SIP Trunking - 69 SIP Call Paths</b> <b>Renewal of /SIPT/852879//LEF</b> 60 Month Term (\$99 Installation Waived)	<b>\$1000</b>	<b>\$1299</b>  <b>\$25</b>  <b>\$349</b>  <b>\$15</b> <b>\$3</b>  <b>\$400</b>
<b>Minutes of Usage Rates:</b> Intrastate (Michigan): Unlimited Intrastate (All Other States): \$0.0299/minute Interstate: \$0.0299/minute Toll Free numbers are included and are billed at \$0.0299/minute (US 48 States)  <b>Unlimited Michigan Calling Included</b> <b>Notes:</b> Customer is moving from: 211 Williams, Royal Oak, MI.  <small>123.Net service pricing is budgetary and is subject to change. A site survey will be performed to verify rates and availability of service after an Order is submitted. If 123.Net determines that the rates must be adjusted due to additional requirements and expenses, including build-out costs, or that a circuit is not available, Customer will have the option, within 14 days of being notified in writing of the rate increases, to accept the adjusted rate, or cancel the circuit without incurring an early termination penalty. If Customer fails to notify 123.Net within 14 days of its request to cancel the circuit, 123.Net shall proceed with the increased rate and Customer shall be liable for payment under the adjusted rate. Installation of services is contingent on authorization and access to the property or building in which you are requesting service. Customer shall cooperate with 123.Net to obtain timely approval for authorization and access to the property. Customer is responsible for any additional costs or fees associated with obtaining said approvals</small>			<b>\$0</b>
<b>Total:</b>		<b>\$1000</b>	<b>\$2091</b>

All voice service is subject to EUCL charge of \$24.75/mo. International Calling Varies By Country.

By signing this form Customer agrees to incorporate into this agreement and abide by 123.Net, Inc.'s Service Terms and Conditions v. 2.1.2

Authorized Customer Signature	Authorized 123.Net Signature
Print Name:	Print Name:
Date:	Date:

# TERMS & CONDITIONS



123NET PROVIDES ENTERPRISE DATA CENTER, NETWORK & VOICE SERVICES TO MICHIGAN BUSINESSES

These 123.Net Service Terms and Conditions ("Agreement") set forth the terms and conditions upon which customer ("Customer" or "You") agrees to purchase and use the voice, data center (colocation), and/or network services ("Service") provided by 123.Net, Inc. ("123.Net"). This Agreement is incorporated and fully stated as part of Customer's Service Order Form ("Service Order").

## RATES

Monthly Recurring Charges ("MRCs"), usage charges, and Non-Recurring Charges ("NRCs") are based on term plan rates and fees in effect at the time Service is ordered, as set forth on the Service Order, plus any applicable taxes and fees imposed by law.

## TERM & EXPIRATION

The terms of this Agreement become effective upon execution by Customer. Customer's service term begins at the time Service is activated and shall continue for the duration stated in the Service Order ("Service Term"). Service activation occurs once the Service is available for use by the Customer ("Service Activation"). Upon expiration of the Service Term, this Agreement will continue to automatically renew for a term equal to that stated in the Service Order ("Renewal Term"), unless properly terminated pursuant to the terms stated herein. This Agreement shall be binding and in full force and effect for all Renewal Terms.

## TERM PLAN CHANGE

Prior to the completion of the Service Term, Customer may renew the Service Term or change to a different Service Term without incurring early termination charges, provided the new Service: (i) is for an equal or greater number of circuits than the number ordered herein, (ii) the new Service MRC is higher, and (iii) Customer receives written approval from an authorized 123.Net representative authorizing the term plan change.

## INSTALLATION AND MOVE

123.Net shall perform all installation, modification, and removal of circuits and customer equipment ("hereinafter referred to as "Customer Edge" or "CE"). Customer must have its phone/data vendor on site during the actual service conversion/porting. If the porting date is rescheduled by Customer or Customer's vendor, a fee may apply. Customer is responsible for connecting 123.Net internet service to Customer's data network. Router equipment provided by 123.Net is unmanaged and will remain the property of 123.Net. Customer must provide a grounded electrical outlet for installation of equipment. Integrated and analog circuits are loop start. By entering into this Agreement, Customer affirms that 123.Net is authorized by the property owner of the installation site to install the necessary devices to provide the Service to Customer and that Customer will cooperate with 123.Net to coordinate and gain whatever approvals and rights of access may be necessary to provide the Service to Customer. Unless otherwise agreed upon by Customer and 123.Net, 123.Net will not be responsible for demarcation extension or inside wiring charges. In the event that Customer moves its Service to a new location, Customer will not incur early termination charges provided termination of the old circuit and installation of the new circuit are ordered to occur concurrently, but NRCs may apply and Customer's MRC may be adjusted based upon the new location. PLEASE NOTE that Customer must notify 123.Net of any change in its location, including a move within the same office building. If Customer fails to notify 123.Net of any such move, please be advised that 911 service and/or other

# TERMS & CONDITIONS



123NET PROVIDES ENTERPRISE DATA CENTER, NETWORK & VOICE SERVICES TO MICHIGAN BUSINESSES

emergency services available by VoIP may not function properly and Customer agrees that 123.Net is not responsible for any losses or damages resulting from Customer's failure to notify 123.Net of its move.

## CREDIT APPROVAL, BILLING & PAYMENT

Customer authorizes 123.Net to conduct a credit check and Service installation is contingent upon Customer having a satisfactory credit history. For voice services, billing will begin as of the initial scheduled port/install date or 30 days after the circuit is installed, whichever is sooner. For colocation services, billing will occur as soon as electricity is installed and available for use in Customer's cabinet. For all other services, billing shall commence at Service Activation. If service is disconnected by 123.Net in accordance with these policies and is later restored, restoration of service will be subject to all applicable restoration and installation charges. Customer agrees to pay all undisputed amounts on the last day of the month in which the invoice is billed ("Payment Due Date"). If Customer has an open balance that is owing past the Payment Due Date, and which has not been disputed, 123.Net may apply late charges each month equal to 1.5% of the total outstanding amount "not including current activity." If Customer has an open balance that has not been disputed and is past the Payment Due Date for a period of 60 days or more, 123.Net may cancel Customer's Service and continue to collect on the amount then owing. For colocation customers, if service is cancelled by 123.Net for non-payment, 123.Net may withhold all equipment located in Customer's cabinet(s) until payment is made in full. This remedy shall be in addition to any remedy contained herein or implied by law and shall not constitute an election of remedies. 123.Net charges a fee of \$5 per month for the delivery of paper invoices. For Paperless Billing, E-mail: ebilling@123.net and include Customer's name and account number.

## BILLING DISPUTES

If Customer disputes a term or amount on an invoice, Customer must do so in writing within 30 days from the invoice date. Disputes must be sent in writing to: E-mail: [DisputeDepartment@123.net](mailto:DisputeDepartment@123.net), Fax: 586-349-8005, Address: 24700 Northwestern Hwy. Ste. 700 Southfield, MI 48075. Disputes must be reasonable and made in good faith. Customer must pay the portion of the invoice that is not in dispute. Payment of the amount of the invoice that is not in dispute, will not be deemed to constitute acceptance of the portion of the invoice that is in dispute. Partial payment on an invoice, even if said amount is accepted by 123.Net, does not constitute a waiver of any rights held by 123.Net to collect on the entire balance due and owing as stated.

## TARIFFS

In the event of conflict or discrepancy between provisions of this Agreement and provisions of the applicable tariff, the provisions of the tariff will prevail.

## FRAUDULENT CALL & NETWORK SECURITY

Customer shall manage the integrity of the traffic egressing Customer's network and is responsible for the security of the Customer's phone system and local area network (LAN). Customer shall manage, and correct as necessary, any fraudulent calling patterns or calling patterns perceived as fraudulent that may harm or adversely affect 123.Net or its network, and Customer shall use best efforts to prevent and detect network looping. For services that include long distance calling, all unauthorized domestic usage, international usage, and subsequent charges incurred by



# TERMS & CONDITIONS



123NET PROVIDES ENTERPRISE DATA CENTER, NETWORK & VOICE SERVICES TO MICHIGAN BUSINESSES

the Customer as a result of hacking or intrusion into the Customer's phone system or LAN are the sole responsibility and liability of Customer. In addition, Customer acknowledges that 123.Net is not responsible for the security of Customer's network equipment and Customer further agrees to pay for all bandwidth consumption charges and expenses that are a result of fraudulent activity or a compromise of Customer's network or CE. Customer shall indemnify and hold 123.Net harmless from and against all claims, actions, losses, damages, costs, expenses, fines, penalties or other liabilities arising now and in the future resulting from fraudulent calls of any nature carried by means of the Services. Customer shall not be excused from paying 123.Net for the Services provided to the Customer, or any portion thereof, on the basis that fraudulent calls comprised a portion of the Services.

## ACCEPTABLE USE POLICY

Customer's use of the Service, shall be subject to 123.Net's Acceptable Use Policy ("AUP"). Customer agrees to fully abide by the AUP and impose its policies on Customer's end users to the extent necessary to ensure compliance. If there is a conflict between the Terms and Conditions and the AUP, the Terms and Conditions shall control. A copy of the AUP can be found at: <https://www.123.net/acceptable-use-policies/>

## PROVISION OF VoIP SERVICE

Subject to the terms and conditions herein, 123.Net shall provide Customer with VoIP Service solely for Customer's own use, and not for the benefit of any third party. Should Customer attempt to resell the VoIP Service, including the routing of Internet Protocol traffic from other individuals or organizations, 123.Net must be notified and may, at its sole discretion, increase the fees associated with the VoIP Service, or may terminate this Agreement. Customer agrees that the VoIP Services may not be used for purposes of: auto-dialing, telemarketing, call center activities, continuous use of extensive call forwarding, call relaying, fax broadcasting or fax blasting. 123.Net reserves the right to immediately terminate this Agreement, or modify the VoIP Service or pricing, if 123.Net determines, in its sole discretion that Customer is using the VoIP Service for any of the aforementioned activities.

## DISCLAIMER OF LIABILITY: EMERGENCY SERVICES, 911 & E-911 CALLING

Customer acknowledges and agrees that 123.Net's SIP, Dynamic PRI, and Hosted PBX service is internet based (VoIP) and that 911 services are different than that of traditional wireline services. Customer understands that the VoIP Service requires a fully functioning Internet connection and that in the event of an outage the VoIP Service will not function until the Internet connection is restored. Customer acknowledges and agrees to inform all employees, guests and other third party persons who may use the service that basic 911 and E911 services will not function in the case of a service outage. An outage may be caused by the following: (A) Loss of power; (B) Suspended or terminated broadband service and/or broadband connection failure; (C) Suspension of service due to billing issues; (D) Relocation of end user's IP-compatible CE; (E) Use by the end user of a non-native telephone number; or (F) Any other service outages or delays not described herein.

For basic 911 or E911 to accurately route to the appropriate emergency responder, the Customer must provide the telephone number, associated with the SIP and Dynamic PRI trunking service, for the physical address. Customer agrees to ensure that the physical address of its Service is correct, and to immediately update such address whenever the physical location of the Service changes. Customer acknowledges that failure to provide a correct

# TERMS & CONDITIONS



123NET PROVIDES ENTERPRISE DATA CENTER, NETWORK & VOICE SERVICES TO MICHIGAN BUSINESSES

physical address (registered address) or the use of the service from a location other than the location to which the service was ordered may result in basic 911 and E911 calls being routed to the incorrect local emergency service provider. Customer acknowledges and agrees that 123.Net, its officers, employees, underlying carriers, or any other third parties involved in the routing, handling, delivery, answering, or responding to emergency calls, shall not be held liable for any claim, damage, loss, fine, penalty or cost (including, without limitation, attorney fees) and customer hereby waives any and all such claims or causes of action, arising from or relating to the provision of all types of emergency services to Customer. Customer acknowledges and agrees to hold harmless and indemnify 123.Net from any claim or action arising out of misroutes of any 911 calls, or whether local emergency response centers or national emergency calling centers answer a 911 call or how the 911 calls are handled by any emergency operator including operators of the national call center. The limitations apply to all claims regardless of whether they are based on breach of contract, breach of warranty, product liability, tort and any other theories of liability. 123.Net shall provide Customer with warning labels regarding the limitations of unavailability of 911 emergency dialing. Customer agrees to place a label on or near each telephone or other Customer Equipment on which the Service may be utilized.

## INTERNET ACCESS: VoIP

In order to purchase the VoIP Service from 123.Net, Customer must purchase Internet Access from 123.Net. In addition, Customer understands and agrees that this Agreement for VoIP service modifies and supersedes any prior agreement of 123.Net to deliver Internet Access to Customer and amends that agreement to be coterminous and codependent with the term of this Agreement for VoIP Service. Customer understands and agrees that if Customer unplugs the equipment provided by 123.Net to enable VoIP Service and moves the equipment, to a different location where it is not utilizing 123.Net Internet Access, that 123.Net makes no representations or guarantees about the VoIP Service and Customer use the VoIP Service as its own risk.

## 123.NET PROVIDED EQUIPMENT (HOSTED PBX ONLY)

In order to facilitate the configuration of equipment and ensure its compatibility with 123.Net's network, 123.Net requires that Customer exclusively use CE supplied by 123.Net. CE may include, but is not limited to: IP phones, Router, Network switch(s), or any other IP connection equipment provided to Customer. Such CE may be included as part of a monthly rental subscription, as defined by the Service Order(s), and carries an equipment MRC. Customer shall bear the cost of any loss or damage to the CE from any cause whatsoever. Customer acknowledges that Customer is solely responsible for maintaining physical, logistical and environmental security and control with respect to all CE, and 123.Net shall have no liability whatsoever with respect to any breach of security caused by, related to, or arising out of Customer's failure to maintain proper physical, logistical or environmental security. 123.Net provided CE is, and at all times shall remain, the sole and exclusive property of 123.Net, and Customer shall have no right, title or interest therein. Customer shall not cause 123.Net CE to become an improvement, attachment, or fixture to real property. Customer, upon the termination or expiration of the Service Order(s) with 123.Net, shall return, at Customer's sole cost, the CE in good repair and condition to 123.Net. If Customer fails to return CE in good condition, as determined by 123.Net in its sole discretion, Customer shall be responsible for the Fair Market Value (FMV) of the damaged CE. Within 60 days after termination or expiration of the Service Order(s), Customer shall coordinate a date and time with 123.Net to allow 123.Net to collect the CE from the Customer premises. Customer shall not attempt to deliver, ship or mail, or otherwise seek to return any



# TERMS & CONDITIONS



123.NET PROVIDES ENTERPRISE DATA CENTER, NETWORK & VOICE SERVICES TO MICHIGAN BUSINESSES

equipment to 123.Net without 123.Net's prior authorization and approval. Customer shall bear all risk and liability if Customer fails to adhere to this section. 123.Net reserves the right to assess costs for any damage that occurs as a result of a breach of this paragraph, including failure to return any CE as stated herein, and Customer agrees that these costs (the FMV) are liquidated damages which constitute compensation and not a penalty. Customer shall maintain adequate insurance on the CE to insure against damage to or loss of the CE. Customer agrees to use reasonable care in maintaining the CE while in Customer's possession. Customer is also responsible for a recovery fee of Seven-Hundred and Fifty Dollars (\$750.00) for 123.Net to recover 123.Net's CE from Customer's premises.

## 123.NET SERVICE PROGRAM (HOSTED PBX ONLY)

Should any CE require maintenance service, 123.Net will solely determine whether to replace the unit in whole or repair the malfunctioning unit(s). In the event 123.Net elects to repair damaged CE, replacement parts provided will be either new parts or parts equivalent in performance to new parts. Parts removed from CE for replacement will become the property of 123.Net. 123.Net does not warrant the replacement of any CE that is damaged as a result of negligence. Customer shall be responsible for all costs associated with replacing CE that is damaged as a result of Customer's negligence.

123.Net repair and replacement obligations do not cover any of the following: (i) Electrical work external to the 123.Net CE; (ii) Repair or replacement of damage to or defects in the CE resulting from causes external to the CE, including disaster, fire, accident, neglect, misuse, vandalism, water, power surges, or lightning; or resulting from use of the CE for other than intended purposes; or use of the CE with items not provided or approved by 123.Net; or resulting from the performance of maintenance or the attempted repair of an item of 123.Net CE by persons other than 123.Net authorized personnel; (iii) Furnishing supplies or accessories, or painting or refinishing the CE; (iv) Services in connection with the relocation of the CE, or the addition or removal of items of equipment or parts, attachments, features, from or to other devices not furnished by 123.Net, including communications devices, video devices, audio devices, networks or links; and (v) Services in connection with computer viruses or conflicts involving software that is not installed or introduced by 123.Net.

## CUSTOMER NETWORK & EQUIPMENT

Customer is solely responsible and assumes all liability for all network and equipment that was not provided or installed by 123.Net. Customer further agrees that 123.Net is not responsible for controlling, monitoring, maintaining, or accessing Customer's Network or Equipment. Customer is solely responsible for establishing and maintaining adequate security measures including (but not limited to) maintaining passwords, codes, encryption, physical security measures or other methods necessary to restrict access to Customer's computers, network, servers or other equipment used in conjunction with 123.Net services.

## FORCE MAJEURE

No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement or any Service Order, for any failure or delay in fulfilling or performing any term of this Agreement when and to the extent such failure or delay is caused by or results from acts beyond the affected party's reasonable control, including, without limitation: (1) acts of God; (2) flood, fire, earthquake, or explosion; (3) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest; (4) government order or

# TERMS & CONDITIONS



123.NET PROVIDES ENTERPRISE DATA CENTER, NETWORK & VOICE SERVICES TO MICHIGAN BUSINESSES

law; (5) action by any governmental authority; (6) national or regional emergency; (7) strikes, labor stoppages or slowdowns, or other industrial disturbances; and (8) shortage of adequate power or transportation facilities. The party suffering a Force Majeure event shall give prompt notice to the other party, stating the period of time the occurrence is expected to continue, and shall use diligent efforts to end the failure or delay and ensure the effects of such Force Majeure event are minimized.

## USE OF EQUIPMENT OUTSIDE OF UNITED STATES

123.Net offers and supports Services only in the United States. The Services are designed to work generally with unencumbered high-speed internet connections. If the high-speed internet connection that Customer is using is not within a 123.Net service area, and/or the Customer ISP or broadband provider places restrictions on the usage of the Service, 123.Net does not represent or warrant that use of the Service is permitted by such other jurisdiction or by any ISP or broadband provider. Customer is solely responsible for any violations of local laws and regulations or violations of ISP and broadband provider terms of service resulting from such use.

## SERVICE LEVEL AGREEMENT (SLA)

123.Net will provide the Service to you in accordance with its standard Service Level Agreement (the "SLA"). The parties agree to incorporate 123.Net's SLA into this agreement. A copy of the SLA can be found at:

<https://www.123.net/service-level-agreement/>

## EARLY TERMINATION: TERMINATION AFTER SERVICE ACTIVATION

In the event that Customer terminates the Service in whole or in part after Service activation but prior to the expiration of the term plan (except as otherwise permitted in this Agreement), Customer will be liable for an early termination charge calculated as: the MRC times the remaining months of the Service term. In addition, upon early termination, if installation or NRCs were waived, those charges may be charged back to Customer.

## EARLY TERMINATION: TERMINATION PRIOR TO SERVICE ACTIVATION

In the event that Customer terminates the Service in whole or in part prior to Service activation (except as otherwise permitted in this Agreement), Customer will be liable for an early termination charge calculated as: All costs incurred by 123.Net in processing the Service, and all provisioning-related and/or installation-related costs incurred for the required equipment and facilities up to the date of termination (including but not limited to any termination/cancellation charges 123.Net may be required to pay third parties due to the Service termination).

## NOTICE OF TERMINATION & DEFAULT

Written notice of Customer's intent to terminate or not renew the Service must be received by 123.Net a minimum of 30 days prior to the expiration or renewal of Customer's Service Term. Customer shall be liable for all charges incurred as a result of failing to provide timely notice of termination or non-renewal. Customer is responsible for all charges that accrue during the 30-day notice period. Customer further agrees to be liable for all legal fees and costs, including attorneys' fees, incurred in the collection of any undisputed past due amounts or other damages stemming from the breach of this Agreement or Service Order(s).

# TERMS & CONDITIONS



123NET PROVIDES ENTERPRISE DATA CENTER, NETWORK & VOICE SERVICES TO MICHIGAN BUSINESSES

## REGULATORY & LEGAL CHANGES

In the event of a change in applicable law, regulation, decision, service guide, tariff, rule, or order that materially increases the costs or other terms of delivery of Service, the parties agree to renegotiate the rates to be charged herein to reflect such increase in cost. If the parties are unable to reach an agreement about the new rates within 30 days of 123.Net's written notice requesting renegotiation, then (a) 123.Net may pass such increased costs through to Customer, and (b) if 123.Net elects to pass such increased costs through to Customer, Customer may terminate the affected Service without termination penalty by delivering notice of termination no later than 30 days after the effective date of the rate increase.

## PROPERTY RIGHTS

123.Net owns all rights, title and interest in 123.Net trade names, Service marks, inventions, copyrights, trade secrets, patents, and know-how relating to the design, function, or operation of plans and of the hardware and software systems and resources necessary to provide the individual Service elements of which they consist. This Agreement does not constitute a license to Customer to use 123.Net's trade names or Service marks.

## UNLIMITED CALLING PLANS

Unlimited calling plans are subject to various limitations as set forth below. 123.Net reserves the right to increase monthly fees for unlimited rate plans and/or immediately terminate Service if 123.Net believes, in its sole discretion, that Customer is doing the following: telemarketing, using auto-dialer equipment, fax blasting, operating a call center, internet dialing, using party lines, reselling the Service, sharing the Service with other parties or service addresses without the express written approval of 123.Net, or is otherwise abusing the Service. 123.Net evaluates Customer usage in comparison to other similarly situated Customers. For example, over ninety-five per cent (95%) of 123.Net's unlimited calling plan Customers use less than twenty thousand (20,000) minutes per month and do not have any unusual calling patterns. Therefore Customer agrees that 123.Net may conclude that Customer's utilization of the unlimited calling plan is abusive if it exceeds 20,000 minutes per month in combination with one or more of the following, including, but not limited to, excessive: (a) numbers of unique numbers called, (b) call lengths, (c) frequency of calls, (d) call forwarding/transferring, (e) conference calling, (f) short duration calls, (g) calls made during business hours, (h) numbers of calls terminated and re-initiated consecutively, which, in aggregate, result in excessive call lengths during a specific time frame, or (i) other abnormal calling patterns indicative of an attempt to evade enforcement of these terms or otherwise abuse the Service. Toll free usage and international calling are excluded from all unlimited plans. Customer acknowledges that if Service is terminated under this provision, Customer is subject to all applicable fees and taxes stated hereunder.

## USAGE BILLING & SURCHARGE

Customer agrees to terminate at least eighty percent (80%), of Customer's total domestic usage in a billing month to the local exchange areas serviced by a Regional Bell Operating Company ("RBOC"). If Customer's traffic in a billing cycle exceeds twenty percent (20%) in terminating traffic to a non-RBOC local exchange service area, 123.Net will apply a surcharge of \$0.030 per minute for the number of minutes that exceed twenty percent (20%). If more than twenty percent (20%) of completed calls are equal to or less than six (6) seconds in length ("Short Duration Call"), or if more than twenty percent (20%) of total call attempts do not complete during any given billing

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cycle ("Incomplete Call Threshold"), then 123.Net may apply a surcharge of \$0.02 for each Short Duration Call or incomplete call above the Incomplete Call Threshold.

## PERSONAL PROPERTY TAXES

Customer shall be solely responsible, where applicable, for paying local and state personal property taxes associated with Customer's equipment stored in a colocation facility rented or owned by 123.Net. In the event that 123.Net is required by a governmental authority to pay property taxes on Customer's behalf, 123.Net will have the right to be reimbursed by Customer for such amount. Customer must reimburse 123.Net within 30 days of written notice that a tax has been paid on Customer's behalf by 123.Net.

## FOR INTRASTATE SERVICE

Except when Service is used solely as transport for 123.Net switched local or access service(s), Customer acknowledges that interstate traffic (including Internet and international traffic) constitutes ten percent (10%) or less of the total traffic on any Ethernet, dedicated, or special access Service.

For Interstate Service: Customer acknowledges that more than ten percent (10%) of the traffic to be transmitted over the subject Service is and will be interstate in nature.

## PARTIAL INVALIDITY, WAIVER

If any provision of this Agreement is held to be invalid by a court of competent jurisdiction, the remaining provisions will remain in full force and effect. The parties agree to renegotiate in good faith any term that is held to be invalid. One or more waivers of a breach of the terms and conditions of this Agreement shall not constitute a waiver of any future breach thereof.

## APPLICABLE LAW | VENUE & JURISDICTION | DISPUTE RESOLUTION

This Agreement shall be subject to and governed by the laws of the State of Michigan. Any legal action arising out of this Agreement shall be exclusively initiated within the State of Michigan, Oakland County Circuit Court or the Federal District Court for the Eastern District of Michigan.

## ENTIRE AGREEMENT | MODIFICATIONS | AUTHORITY

This Agreement and any relevant Service Order(s) set forth the entire Agreement and understanding between the parties and merges all prior discussion between them. This Agreement may not be modified except by the written consent of both parties. By entering into this Agreement Customer affirms that Customer is a duly organized, legally existing entity or duly authorized individual with authority to enter into this Agreement.

## RISK OF LOSS

At all times, Customer will bear the risk of any loss, damage or destruction, whether by fire, water damage, theft or other casualty for: (i) Customer's assets, equipment or property; (ii) property of 123.Net which is located on Customer's property (whether leased or owned) or within Customer's care, custody or control; or (iii) Customer's property that is located within a space rented by Customer in a 123.Net data center. Customer is solely responsible

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for insuring its property and filing insurance claims for losses associated therewith. If 123.Net is aware of loss or casualty to Customer's property, 123.Net will immediately notify Customer, stating the extent of loss or damage incurred and the cause, if known. 123.Net shall bear the responsibility for insuring and shall bear the risk of any loss, damage or destruction of 123.Net's assets, equipment or property that is not within Customer's care, custody or control.

## INDEMNIFICATION

Each party to this Agreement agrees to indemnify, defend, and hold harmless the other party (referred to respectively as the "Indemnifying Party" and the "Indemnified Party"), as well as its subsidiaries, affiliates, officers, directors, employees, agents, licensors, consultants, suppliers, and independent contractors, from and against all claims, demands, actions, liabilities, losses, expenses, damages, judgments and costs (including attorneys' fees) (collectively, collectively, a "Claim" or the "Claims") relating to any Claim of any third party resulting from the negligence or willful act or omission of the Indemnifying Party arising out of or related to this Agreement, the obligations set forth herein, and uses or misuses of Services, including any Claim alleging infringement thereof by Customer or its end users. The Indemnifying Party agrees to defend the Indemnified Party from any loss, injury, liability, claim or demand that is the subject of this paragraph. The Indemnified Party agrees to promptly notify, in writing, the Indemnifying Party of any threatened or actual Claim and to reasonably cooperate to resolve such Claim(s). 123.Net reserves the right, at its own expense, to assume the exclusive defense and control of any matter otherwise subject to indemnification by Customer. Customer must not accept a settlement of any dispute relating to this contract without prior written consent of 123.Net.

## TELECOMMUNICATIONS SERVICE PRIORITY

123.Net may provide Telecommunications Service Priority ("TSP") to Customer for a fee. TSP is a program that authorizes national security and emergency preparedness (NS/EP) organizations to receive priority treatment for vital voice and data circuits or other telecommunications services. In the event of an emergency circumstance, if Customer has enrolled in TSP Service, 123.Net may not be able to notify Customer in advance prior to undertaking additional expense on Customer's behalf to restore the affected Service on a priority basis. Customer agrees in advance to pay for all charges reasonably incurred by 123.Net to restore Service on a priority basis during an emergency circumstance as a result of Customer's TSP enrollment.

## TRANSFERS & ASSIGNMENTS

Customer may not assign or transfer its rights or duties in connection with the Services and facilities provided by 123.Net without the prior written consent of 123.Net. All transfers of rights or duties herein, without the advanced permission in writing of 123.Net, shall be void and unenforceable as a matter of law.

## COUNTERPART EXECUTION & ELECTRONIC SIGNATURES/COMMUNICATIONS

Customer agrees that any Service Order and this Agreement as incorporated thereto may be executed in any number of counterparts, each of which will be deemed to be an original, and all counterparts, when taken together, will constitute one and the same agreement. Customer further agrees that signatures (whether in the form of a full signature or initials) on this Agreement may be delivered by facsimile or electronically in lieu of an original signature



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and agrees to treat facsimile or electronic signatures as original signatures for the purposes of validity, enforceability, and admissibility, that bind them to the Service Order and this Agreement. Customer further agrees to receive electronic communications through electronic mail or through the customer portal. Customer may withdraw its consent to receive electronic documents, notices, and disclosures at any time by notifying 123.Net. Customer may also request paper version of an electronic document. Customer acknowledges that 123.Net reserves the right to charge Customer a reasonable fee for the production or mailing of paper versions of electronic documents. Customer shall be responsible for providing 123.Net with up to date electronic mail contact information.

### STATUTE OF LIMITATIONS

Customer agrees that any claim against 123.Net, whether arising in tort, contract or otherwise, must be brought within one (1) year of the date giving rise to the claim.

### LIMITATION OF LIABILITY

123.NET SHALL NOT BE LIABLE FOR ANY AND ALL: INDIRECT, INCIDENTAL, GENERAL, SPECIAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO, LOSS OF PROFITS, LOSS OF BUSINESS OR BUSINESS OPPORTUNITY OR LOSS OF USE, EVEN IF CUSTOMER IS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AS A RESULT OF A BREACH OF THIS AGREEMENT, OR SERVICE ORDER FORM OF 123.NET. 123.NET EXERCISES NO CONTROL WHATSOEVER OVER THE CONTENT OF THE INFORMATION PASSING THROUGH THE 123.NET NETWORK OR OVER THE INTERNET. USE OF ANY INFORMATION OBTAINED OVER THE 123.NET NETWORK OR THE INTERNET IS AT CUSTOMER'S OWN RISK. IN THE EVENT OF A BREACH OF AN OBLIGATION BY 123.NET, CUSTOMER'S DAMAGES SHALL BE LIMITED TO THE AMOUNT CUSTOMER PAID FOR THE SERVICE FOR THE PRECEDING THREE (3) MONTHS. NOTWITHSTANDING ANYTHING HEREIN TO THE CONTRARY, CUSTOMER AGREES TO ACCEPT THE SERVICE ON AN "AS-IS" NON-WARRANTABLE BASIS. 123.NET EXPRESSLY DISCLAIMS THE WARRANTIES OF MERCHANTABILITY, TITLE, AND FITNESS FOR A PARTICULAR PURPOSE.

## CITY COMMISSION AGENDA ITEM

<b>TITLE</b>	<b>Renewal of Grant Park Lease Agreement for 2025-2026</b>
<b>SUBMITTING DEPARTMENT</b>	<b>City Attorney</b>
<b>PRESENTER</b>	<b>Niccolas Grochowski</b>
<b>MEETING DATE</b>	<b>April 28, 2025</b>
<b>SECOND READING REQUIRED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>CERTIFIED RESOLUTION</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**EXECUTIVE SUMMARY** *(include history of previous Commission action/discussion, background, scope of work, etc.):*

In 1980, the City entered into a Lease Agreement with Royal Oak Schools to lease, what was then known as the Grant School Site, to the City for use as a public park (Grant Park) for \$1.00 per year. That original agreement was for 25 years and was extended for another 5 years in 2005. The Lease Agreement was then again extended until 2020 and subsequently until June 30, 2024 and lastly until June 30, 2025. The school district has indicated a desire to once again extend the lease agreement but are only interested in a 1-year extension. The school district approved the 1-year extension at their April 9, 2025, school board meeting. Thus, the attached Lease Agreement would be in effect from July 1, 2025 through June 30, 2026, and would be subject to annual renewal unless the school district agreed to a longer term in the future or they terminate it.

As you may recall, there was a fairly recent and substantial investment in new playground equipment for this park. The previous lease agreement that expired in June of 2024 provided that the school retain ownership of any fixtures or equipment that the City installed at the park. The school agreed to, a modification to the previous 2024-2025 Agreement that gives the City the right to remove playground equipment that the City owns should the school desire not to renew the lease in the future. This change was consistent with prior language in the lease in 2005.

The Lease Agreement, otherwise remains largely unchanged from the original 1980 lease agreement. An appropriate resolution is provided should the City Commission desire to renew the lease.

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### Fiscal Impact

BUDGET SUMMARY	
<b>EXPENDITURE REQUIRED</b>	<b>\$1.00 per year</b>
<b>AMOUNT CURRENTLY BUDGETED</b>	<b>\$0.00</b>
<b>BUDGET AMENDMENT REQUIRED</b>	<b>\$0.00 (BA between dept; net -0- effect on FB)</b>
<b>FUNDING SOURCE/ GL NUMBER</b>	
<b>WAS THIS A BUDGETED EXPENSE?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**OTHER FISCAL IMPACTS:** (Select all that apply.)

☐ No fiscal impact

☐ Workload impact (details below)

☐ Revenue impact (details below)

☐ Operations Impact (details below)

**REVENUE IMPACT:** *Provide a description of how this item will impact revenue. (Is this item expected to create additional/new revenue? Will this item have a negative impact on revenue? Which funds would be impacted? Provide additional details, as necessary.)*

**WORKLOAD IMPACT:** *If this item will require staff time to implement, operate or maintain, provide a description of the workload impact. (Will more staff be needed? Is this workload able to be absorbed by existing staff? If new FTE(s) are needed, provide details of position classification and duties. Provide additional details, as necessary.)*

**OPERATIONS IMPACT:** *If the item requires a budget adjustment, please identify source of additional funds and any proposed cuts to other operations, programs and services.*

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**ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS**

*Provide a description of how this item aligns with the strategic plan, aging in place plan, and sustainability and climate action plans. Include any specific goals or action steps it supports.*

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**COMMUNITY ENGAGEMENT**

*Provide a description of any community engagement efforts made for this item. Include information on tools used, participation information, and general sentiments.*

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**BOARD AND COMMISSION FEEDBACK**

*Was an advisory board or commission engaged in discussion on this item? If yes, please provide a summary of feedback received:*

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**LEGAL COMMENTS**

**PROPOSED COMMISSION RESOLUTION:**

**Be it resolved**, the Royal Oak City Commission hereby approves the Grant Park Lease Agreement for 2025-2026 and authorizes the Mayor and City Clerk to execute the agreement.

**ATTACHMENTS:** Grant Park Lease Agreement 2025-2026



**GRANT PARK LEASE AGREEMENT**  
**2025/26**

THIS GRANT PARK LEASE AGREEMENT ("Lease") is made and entered into as of July 1, 2025 ("Effective Date"), by and between the **ROYAL OAK SCHOOLS, (f/k/a SCHOOL DISTRICT OF THE CITY OF ROYAL OAK)**, a Michigan general powers school district, whose address is 800 DeVillen Avenue, Royal Oak, Michigan 48073 (hereinafter referred to as "Landlord") and the **CITY OF ROYAL OAK**, a Michigan municipal corporation, whose address is 203 S. Troy Street, Royal Oak, Michigan 48067 (hereinafter referred to as "Tenant"). Landlord and Tenant may each be referred to herein as a "Party" and collectively as the "Parties."

**RECITALS**

- A. The Landlord and Tenant entered into an Agreement of Lease on May 7, 1980 which became effective on May 1, 1980 and expired on April 30, 2005 ("Original Agreement of Lease").
- B. The Original Agreement of Lease was entered into for the purpose of leasing what was then commonly known as the Grant School Site to the City to be utilized for a public park and recreational site.
- C. The Original Agreement of Lease was later amended and extended by the Parties for an additional five (5) years, which became effective on January 24, 2005 and expired on April 30, 2010 (the "Original Agreement of Lease" and the subsequent amended Lease are collectively referred to herein as the "Original Lease").
- D. The Parties thereafter entered into a Lease Agreement on or about February 18, 2013 which was effective from the date the Original Lease expired and thereafter expired by its terms on June 30, 2020 (the "2013 Lease").
- E. The Parties thereafter entered into a Lease Agreement on or about July 1, 2020 which was effective from the date the 2013 Lease expired and thereafter expired by its terms on June 30, 2024 (the "2020 Lease").
- F. The Parties thereafter entered into a Lease Agreement on or about July 1, 2024 which was effective from the date the 2020 Lease expired and thereafter expired by its terms on June 30, 2025 (the "2024 Lease").
- G. This Lease shall commence on the Effective Date of this Lease but shall be effective from the end of the 2024 Lease, being July 1, 2025, and shall expire on June 30, 2026, unless extended or earlier terminated pursuant to the terms and conditions hereof.
- H. It is the Parties' intent that on the Effective Date this Lease shall supersede and take precedence over the Original Lease and the 2013 Lease and 2020 Lease and the 2024 Lease, as the Original Lease and 2013 Lease and 2020 Lease and 2024 are hereby amended and restated in its entirety as if the same had been originally incorporated therein.

NOW, THEREFORE, in consideration of the mutual promises herein contained the Parties hereto agree as follows:

1. Leased Premises: Landlord hereby leases to Tenant and Tenant hires from Landlord the premises commonly known as Grant Park and more specifically described in the attached **Exhibit A** (the "Leased Premises").

2. Term: The term of this Lease shall commence on July 1, 2025 and terminate on June 30, 2026 (the "Lease Term"), unless extended pursuant to Paragraph 27 or terminated pursuant to Paragraph 28 hereof. Tenant hereby acknowledges that it has no expectation of a lease beyond June 30, 2026.

3. Rent: In consideration of the foregoing and the mutual covenants contained herein, Tenant shall annually pay to Landlord during the Lease Term the sum of One and 00/100 (\$1.00) Dollar ("Rent"). In addition to the Rent payments as herein specified, Tenant is responsible for the payment of utilities, maintenance and repairs to the Leased Premises, insurance, taxes and special assessments levied against the Leased Premises in accordance with the other terms and conditions of this Lease.

4. Use of Leased Premises: Tenant shall use and occupy the Leased Premises solely for public park and recreational purposes and for no other purpose(s) without the prior written consent of Landlord. Tenant shall not do or permit to be done any act or thing upon the Leased Premises that will increase the cost of casualty and liability insurance above the insurance costs normally associated with Tenant's principal activities as herein described. Tenant shall not use the Leased Premises or permit the Leased Premises to be used for the doing of any act or thing that constitutes a violation of any valid law, order or regulation of any governmental authority. Tenant shall not perform any acts or carry on any practices which may injure the Leased Premises or be a nuisance and shall keep the Leased Premises under its control clean and free from rubbish and dirt at all times, and it is further agreed that in the event the Tenant shall not comply with these provisions, and Landlord has given Tenant ten (10) days' prior notification of such situation, Landlord may enter upon the Leased Premises and have any said rubbish and dirt removed, in which event Tenant agrees to pay all reasonable charges that Landlord shall pay for hauling rubbish and dirt. Said charges shall be paid to Landlord by Tenant as soon as a bill is presented to Tenant and Landlord shall have the same remedy as is provided in this Lease in the event of Tenant's failure to pay.

5. Acceptance of the Leased Premises: Tenant acknowledges that it has examined the Leased Premises prior to the making of this Lease and knows the conditions thereof. Tenant further acknowledges that no representation as to the condition or state of repairs thereof has been made by Landlord or its agents which are not herein expressed. Tenant hereby accepts the Leased Premises in its present "AS IS" condition as of the Effective Date of the Original Lease.

6. Alterations and Improvements: Tenant shall not make any alterations, additions, or improvements to the Leased Premises without Landlord's prior written consent. Any and all alterations, additions, or improvements approved by the Landlord and made by the Tenant, at

Tenant's sole cost and expense, upon the Leased Premises shall be the property of Landlord and shall remain upon and be surrendered with the Leased Premises at the termination of this Lease, provided, however, upon the termination or expiration of this Lease, Tenant shall immediately notify Landlord in writing of whether or not it intends to remove any of its playground equipment from the Leased Premises. If Tenant intends to remove such playground equipment from the Leased Premises, as specified in the above notice requirement, it must do so at its sole cost and expense and complete such removal within sixty (60) days of the termination or expiration of the Lease Term. Landlord shall have the option, upon the expiration or sooner termination of this Lease, to require the Tenant to remove certain or all of the improvements from the Leased Premises. In that event, Tenant must do so at its sole cost and expense and complete such removal within sixty (60) days of the termination or expiration of the Lease Term. Upon removal of any improvements by Tenant, Tenant shall, at its sole cost and expense, restore the Leased Premises to its original condition at the beginning of this Lease. All such alterations, improvements, or physical changes shall be done at Tenant's sole expense and shall be performed in a good and workmanlike manner by a reputable contractor.

7. Maintenance and Repairs: Tenant shall be responsible for all maintenance of and repairs to the Leased Premises, including its playground equipment and any approved improvements. The Tenant must repair and maintain the Leased Premises at Tenant's sole cost and expense. The Leased Premises shall be kept in a good and safe condition. All charges and other costs of every kind and nature in connection with the maintenance, upkeep and preservation of the Leased Premises shall be borne and paid for by the Tenant. Additionally, Tenant shall be responsible for any and all damages to the Leased Premises caused by the negligence or willful acts of the Tenant and the Tenant's agents, representatives, employees, invitees and/or licensees. Also, Tenant shall furnish, at its own expense, all necessary services for the operation of the Leased Premises including lawn care, landscaping and snow removal.

8. Utilities: Tenant shall pay directly for the cost of any and all utilities, if any, including but not limited to, electricity, gas, water and sewer, and trash pickup, supplied to the Leased Premises during the Lease Term. Landlord shall not be responsible for any loss or interruption of utility services.

9. Insurance: Tenant, at its sole cost and expense during the Lease Term, shall maintain and keep in effect its municipal general liability insurance to cover the Leased Premises, including any approved improvements thereto, with full replacement coverage against loss or damage under a policy or policies of fire and extended coverage insurance, including "additional perils" in amounts acceptable to Landlord, and any damage or injuries to persons or property related to Tenant's use. The policy or policies of such insurance shall be endorsed to name the Landlord as an additional insured. Tenant shall deliver to Landlord a certificate of insurance of all policies procured by Tenant in compliance with its obligations hereunder, together with evidence of payment thereof, and including an endorsement which states that such insurance may not be cancelled except upon ten (10) days written notice to Landlord. Tenant may, at its option, bring its obligation to insure under this Paragraph within the coverage of any so-called blanket policy or policies of insurance which it may now or hereafter carry, by appropriate amendment, rider, endorsement or otherwise; provided, however, that the interest of Landlord shall thereby be

as fully protected as they would otherwise if this option to Tenant to use blanket policies were not permitted.

10. Indemnification: Tenant shall indemnify, defend and hold harmless Landlord, its Board of Education, its Board members in their official and individual capacities, its administrators, employees, agents, contractors, successors and assigns from and against any and all claims, counter-claims, suits, debts, demands, actions, judgments, liens, liabilities, losses, costs, expenses and damages, including actual attorney's fees and actual expert witness fees, arising out of or in connection with Tenant's, its agents, representatives, employees, contractors, licensees and invitees use and occupancy of the Leased Premises, from the negligence of Tenant, its agents, representatives, employees, contractors, licensees and invitees and/or from Tenant's, its agents, representatives, employees, contractors, licensees and invitees violation of any of the terms of this Lease.

11. Insurance - Waiver of Subrogation: Landlord and Tenant hereby waive and release any right of subrogation which either of them might have against the opposite Party for any loss or damage sustained to their respective property interest, to the extent that such loss or damage is covered by an applicable insurance policy or policies. Such policy or policies shall contain appropriate clauses or endorsements under the terms of which the insurer waives all right of subrogation against the Landlord or the Tenant, as the case may be.

12. Assignment and Subletting: Tenant shall not assign, or in any manner encumber this Lease, nor any part, right, or interest thereof, nor shall Tenant let or sublet or permit any part of the Leased Premises to be used or occupied by others for any reason whatsoever, without Landlord's advance written consent, which consent is discretionary in Landlord solely. Any assignment, transfer, hypothecation, mortgage, or sub-letting without the prior written consent of Landlord shall give Landlord the right to terminate this Lease and re-enter and repossess the Leased Premises.

13. Environmental Warranty: Tenant represents, warrants and covenants to Landlord the following:

A. Tenant's use of the Leased Premises and its activities thereon shall comply with all "Environmental Laws," "Environmental Law(s)" means any federal, state or local law, statute, code, ordinance, regulation, rule, judgment, order, decree, injunction, permit or restriction or closure, post closure, or remediation plan approved by a government agency or entity, relating to the environment, waste, hazardous substances or hazardous materials and shall include without limitation, and as amended, the Asbestos Hazard Emergency Response Act, 15 USCS Sec. 2641 et seq., the Solid Waste Disposal Act, 42 U.S.C. Sec. 6901 et seq., the Comprehensive Environmental Response, Compensation and Liability Act of 1980, 42 U.S.C. Sec. 9601 et seq., the Hazardous Materials Transportation Act, 49 U.S.C. Sec. 1801 et seq., the Federal Water Pollution Control Act, 33 U.S.C. Sec. 1251 et seq., the Clean Air Act, 42 U.S.C. Sec. 7401 et seq., the Toxic Substances Control Act, 15 U.S.C. Sec. 2601 et seq., the Safe Drinking Water Act, 42 U.S.C. Sec 300 et seq., the Rivers and Harbors Act, 33 U.S.C. Sec. 401 et seq., the Emergency Planning and Community Right-to-Know Act of 1986, 42 U.S.C. Sec. 11001 et seq., the Oil Pollution Act of 1990, 33 U.S.C. Sec. 2701 et seq., and the Michigan Natural Resources and Environmental Protection Act (MCL § 324.101 et seq.). This

definition is intended by the Parties to be amended as the applicable Environmental Laws are amended or enacted during the term of this Lease.

B. Tenant shall not disturb, generate, manufacture, refine, use, treat, store, handle, transport, remove, dispose, transfer, produce or process Hazardous Substances on the Leased Premises. For purposes of this Lease, "Hazardous Substances" shall mean any substance or material regulated under any Environmental Law.

C. Tenant shall immediately and promptly notify Landlord of any disturbance, release, discharge, spill or emission of Hazardous Substances on, to or from the Leased Premises, and any complaint, summons, citation, notice, directive, order, claim, litigation, judicial or administrative proceeding, inquiry or investigation judgment, letter or other communication from any governmental agency, department, bureau, office or other authority, or any third party involving violations of any Environmental Law with respect to the Leased Premises.

#### 14. Environmental Indemnification

A. Tenant hereby agrees to indemnify, defend and hold harmless Landlord, its successors, assigns, officers and members of its Board of Education, its Board members, in their official and individual capacities, its administrators, employees, agents, contractors, successors and assigns, from and against any and all fines, charges, penalties, losses, costs, damages, liabilities, cleanup or response activity costs and/or expenses (including reasonable attorneys' fees and actual consultants' fees) incurred by Landlord as a result of any claims, demands, actions, causes of action, suits, proceedings, investigations, assessments and audits, whether of law or in equity (collectively "Claims") attributable to (i) any third party claim or demand in connection with any Hazardous Substances disturbed, generated, stored, leaked, spilled, discharged, emitted, or otherwise disbursed, in, on, under, above or about the Leased Premises by the Tenant, or violation of any Environmental Laws, from and after the date of this Lease by the Tenant; (ii) injuries sustained or other tort actions brought for Claims arising out of or related to any Hazardous Substances generated by the Tenant; (iii) the presence, disposal (including off-site disposal), escape, leakage, discharge, emission, release or threatened release of any Hazardous Substances in, on, under, above, from or about the Leased Premises caused by the Tenant; and (iv) compliance with, defense of, and response to any administrative notice, order, request or demand from any governmental entity or agency related to any Hazardous Substances on the Leased Premises or violation of any Environmental Laws by the Tenant.

B. Tenant's indemnification described above specifically includes, but is not limited to, the direct obligation of the Tenant to promptly perform any remedial or other activities required or ordered by any administrative agency or government official, or are otherwise necessary to avoid injury or liability to any person or property, to prevent the spread of any pollution and/or contamination, or to permit the continued safe use of the Leased Premises.

15. Default and Termination: If Tenant shall default in the payment of Rent when due and shall not cure such default within ten (10) days, or shall default in the performance of any other covenant of this Lease and shall not cure such default within fifteen (15) days after written notice

from Landlord specifying the default complained of (or, if such other default is of a nature that it cannot be cured within a fifteen (15) day period, and thereafter proceed diligently with the cure thereof) then in any such event Landlord may terminate this Lease at any time thereafter (before such default shall be cured) by giving written notice of the termination.

Upon termination of this Lease, Landlord may without further notice re-enter the Leased Premises and dispossess Tenant or any other occupant of the Leased Premises and remove its effects and hold the Leased Premises as if this Lease had not been made, saving and reserving to Landlord any other remedies which Landlord may have for the recovery of rent or damages due or to become due by virtue of this Lease or the breach thereof by Tenant. Should Landlord at any time permit payments of Rent to be made after the time it is due, as stipulated herein, such delays shall not be construed as any waiver by Landlord of its right to have the Rent for said Leased Premises paid monthly in advance. Any failure at any time by either of the Parties hereto to enforce any of the provisions of this Lease shall not be construed as a waiver of such provisions nor of such Party's right to enforce the same upon any subsequent occasion or default.

16. Surrender of Leased Premises: Upon the expiration of the Lease Term, Tenant shall quit and surrender the Leased Premises to Landlord in good order and condition, ordinary wear and damage excepted; and subject to Paragraph 6 hereof Tenant shall remove all of its property and shall repair any damage to the Leased Premises or any of Landlord's property, real or personal, caused by such removal.

17. Mechanics' Liens: Tenant shall pay all costs for construction done by it or caused to be done by it on the Leased Premises as permitted by this Lease. Tenant shall cause all approved construction to occur lien-free and in compliance with all other applicable laws and ordinances. If any such construction liens shall attach, Tenant shall bond it off or otherwise cause it to be discharged within fifteen (15) days from the date of its filing.

18. Compliance: Tenant shall, at its own expense, under penalty of forfeiture and damages, promptly comply with all laws, orders, regulations or ordinances of all Municipal, County, State, and Federal authorities affecting use of the Leased Premises with respect to the cleanliness, safety, occupation, and use of same.

19. Challenge: Landlord, although presently unaware of any such non-compliance, does not covenant that the Leased Premises are in compliance with applicable Municipal, County, State, and Federal laws, including, but not limited to, fire, safety, handicap, barrier free, zoning and use ordinances or laws and other governmental regulations relating to the use of the facility for the purpose intended through this Lease. Tenant shall obtain any and all licenses and/or permits required for its use of the Leased Premises and shall promptly comply with all governmental orders and directives related thereto, all at its sole cost and expense. Notwithstanding same, Landlord will cooperate with Tenant in sustaining its right to use the Leased Premises pursuant to this Lease in the event of an attempt by any governmental agency to prevent such use.

20. Holding Over: Any holding over by the Tenant after the expiration or termination of this Lease, without the consent of Landlord, shall be construed to be a tenancy from month to month

and the Rent to be paid by Tenant shall be One Thousand and 00/100 (\$1,000.00) Dollars per month. Acceptance by Landlord of such payments after such expiration or termination shall not constitute a renewal of this Lease. This provision shall not operate as a waiver of Landlord's right to re-entry or any other right of Landlord, and Tenant shall be a Tenant at sufferance only during the period of any such holding over without the consent of Landlord.

21. Taxes and Special Assessments: If the Leased Premises are placed on the tax assessment rolls based upon Tenant's usage, then any real estate taxes, personal property taxes and/or special assessments assessed or levied against the Leased Premises during the Lease Term shall be borne by Tenant as additional Rent.

22. No Waiver: The failure of either Party to enforce any covenant or condition of this Lease shall not be deemed a waiver thereof or of the right of either Party to enforce each and every covenant and condition of this Lease. No provision of this Lease shall be deemed to have been waived unless such waiver is in writing.

23. Notices: All notices regarding this Lease are to be in writing and delivered, or mailed by first class mail postage paid, by one Party to the other Party at the Party's respective address set forth in the preface of this Agreement. Notices which are mailed shall be deemed to have been given as of the second business day following the date of mailing.

24. Heirs and Assigns: The covenants, conditions and agreements contained in this Lease shall bind and inure to the benefit of Landlord and Tenant and their respective successors and assigns, subject to the limitation on assignment as herein contained.

25. Quiet Enjoyment: Landlord covenants and agrees with Tenant that upon Tenant paying the rent and observing and performing all the terms, covenants and conditions of Tenant's part to be performed and observed, Tenant may peaceably and quietly enjoy the Leased Premises for the full term hereof.

26. Condemnation: If any part of the Leased Premises is taken for any public or quasi-public purpose pursuant to any power of eminent domain, or by private sale in lieu of eminent domain, either the Landlord or the Tenant may terminate this Lease, effective the date the public authority takes possession. All damages for the condemnation of the Leased Premises, or damages awarded because of the taking, shall be payable to the sole property of the Landlord.

27. Extension: This Lease may be extended by mutual written consent of Landlord and Tenant for subsequent five (5) year terms. Said extension shall commence on July 1<sup>st</sup> of the year of the extension and end on June 30<sup>th</sup> five years later, unless extended or earlier terminated pursuant to the terms and conditions hereof. If Tenant wishes to extend this Lease, Tenant shall give Landlord a minimum of one hundred twenty (120) days advance written notice of Tenant's intention to extend.

28. Termination: This Lease may be terminated by Landlord at any time and for any reason upon ninety (90) days advanced written notice to Tenant.

29. Miscellaneous Provisions: The following miscellaneous provisions form a part of this Lease:

- A. Time is of the essence of each provision of this Lease.
- B. Rent and all other sums payable under this Lease must be paid in lawful money of the United States of America.
- C. The unenforceability, invalidity, or illegality of any provision shall not render the other provisions unenforceable, illegal, or invalid.
- D. This Lease shall be construed and interpreted in accordance with the laws of the State of Michigan.
- E. This Lease contains all of the agreements of the Parties and cannot be amended or modified except by a written agreement.
- F. The captions of this Lease shall have no effect on its interpretation.

IN WITNESS WHEREOF, the Parties have caused this Lease to be executed as of the day and year first above written.

**WITNESSES:**

\_\_\_\_\_

**LANDLORD:**

ROYAL OAK SCHOOLS

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

Its:\_\_\_\_\_

**WITNESSES:**

\_\_\_\_\_

**TENANT:**

CITY OF ROYAL OAK

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

Its: Mayor

\_\_\_\_\_

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

Its: Clerk



STATE OF MICHIGAN    )  
  ) ss  
COUNTY OF OAKLAND )

On this \_\_\_\_ day of \_\_\_\_\_, 2025, before me personally appeared \_\_\_\_\_, \_\_\_\_\_ of Royal Oak Schools, a Michigan general powers school district, to me known to be the same person who executed the within instrument on behalf of the Royal Oak Schools and who acknowledges the same to be the free act and deed of the Royal Oak Schools.

\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
Oakland County, Michigan  
Acting in Oakland County, Michigan  
My Commission expires:

STATE OF MICHIGAN    )  
  ) ss  
COUNTY OF OAKLAND )

On this \_\_\_\_ day of \_\_\_\_\_, 2025, before me personally appeared \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_, \_\_\_\_\_ of the City of Royal Oak, a Michigan municipal corporation, to me known to be the same persons who executed the within instrument on behalf of the City of Royal Oak and who acknowledge the same to be their free act and deed of the City of Royal Oak.

\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
Oakland County, Michigan  
Acting in Oakland County, Michigan  
My Commission expires:

## **EXHIBIT A**

### **Legal Description of the Leased Premises**

Land in the City of Royal Oak, Oakland County, Michigan described as:

Lot 1 through 9 inclusive, Lots 190 through 209 inclusive, also the North ½ of vacated Fifth Street adjacent to Lots 2 through 7, inclusive of FOURTH AVENUE SUBDIVISION, according to the plat thereof as recorded in Liber 17, Pages 1 and 1A of Plats, also Lots 80 to 85, inclusive and Lots 98 to 103, inclusive, and all of vacated alley adjacent to same, also the South ½ of vacated Fifth Street adjacent to said Lots 98 to 103, inclusive, of REPLAT OF ALEX KNOWLES SUBDIVISION, according to the plat thereof, recorded in Liber 25, Page 4, Oakland County Records.

## CITY COMMISSION AGENDA ITEM

<b>TITLE</b>	<b>Funding Approval for 2026 Winter Ice Rink Program</b>
<b>SUBMITTING DEPARTMENT</b>	<b>City Manager</b>
<b>PRESENTER</b>	[Document Description]
<b>MEETING DATE</b>	<b>April 28, 2025</b>
<b>SECOND READING REQUIRED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>CERTIFIED RESOLUTION</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

### EXECUTIVE SUMMARY

The 2025 Royal Oak Holidays program, produced by Jonathan Witz & Associates (JWA), has been restructured to enhance the downtown holiday experience. Historically, the City hosted a three-day Winter Blast event in early February; however, due to unpredictable winter weather and fluctuating attendance, this event will be discontinued. While Winter Blast will not return the Royal Oak Holidays will incorporate many of the hallmark activities from Winter Blast—including the zip line, musical performances in heated tenting, an ice sculpture themed weekend, a free skating weekend, outdoor rides and other seasonal festivities—into an expanded five-week holiday programming schedule. This change not only mitigates the weather risks that plagued Winter Blast in early February, but it extends the energy and vibrancy of last year’s Royal Oak Holidays program, both increasing sustained foot traffic during a critical shopping period, and by offering more consistent opportunities for residents and visitors to enjoy downtown Royal Oak.

The Rink at Royal Oak program, which has successfully operated for three years, will have its normal 12.5 week run through mid-February, maintaining its seasonal presence and community value. The rink once had 25,000 skaters accompanied by many guests and visitors who were spectators at the rink, delivering its positive impact of foot traffic and vibrance to Centennial Commons and the downtown. With the rink, the City has also partnered with Jonathan Witz & Associates, (“JWA”) to operate the rink since the 2022-2023 (three seasons). Under the original agreement, JWA’s use of the rink during Winter Blast was factored into the contract as in-kind value. With Winter Blast’s elimination, the agreement will be amended to instead include a management fee paid to JWA to manage rink operations, sponsorship, marketing and programming.

Importantly, the City’s overall cost for the 2025-2026 programs (holidays, rink and winter blast) remain consistent with the programs that were produced last season:

- Rink at Royal Oak operating contribution: \$50,000
- Royal Oak Holiday programs: \$75,000

Of equal importance JWA has guaranteed to raise a combined \$245,000 of additional funding from outside corporate partners to support high level programming and operations for both the Holidays and Rink initiatives.

## Fiscal Impact

BUDGET SUMMARY	
EXPENDITURE REQUIRED	\$125,000
AMOUNT CURRENTLY BUDGETED	\$125,000
BUDGET AMENDMENT REQUIRED	\$0.00 (BA between dept; net -0- effect on FB)
FUNDING SOURCE/ GL NUMBER	101-835-96800
WAS THIS A BUDGETED EXPENSE?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### OTHER FISCAL IMPACTS: (Select all that apply.)

☐ No fiscal impact

☐ Revenue impact (details below)

☐ Workload impact (details below)

☐ Operations Impact (details below)

**REVENUE IMPACT:** Revenues from the program offset the rink's operating costs. Any surplus revenues that exceed expenses are to be managed according to the management agreement between Witz Entertainment and the City of Royal Oak.

**WORKLOAD IMPACT:** The event involves coordination with several city departments most notably the City Manager's office, Department of Public Services, Finance, and the Downtown Development Authority (DDA), Police and Fire.

### OPERATIONS IMPACT:

N/A

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### ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS

The program most closely identifies with the Strategic Plan's focus on promoting a vibrant local economy.

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### COMMUNITY ENGAGEMENT

The City's Communications Department will collaborate with Witz Entertainment and the DDA to cross promote this wonderful event to maximize our visibility.

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### BOARD AND COMMISSION FEEDBACK

The DDA Board and City Commission have provided support and feedback on this item since its inception.

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### LEGAL COMMENTS

### PROPOSED COMMISSION RESOLUTION:

**Be it resolved**, the Royal Oak City Commission hereby approves funding for the 2026 Rink at Royal Oak program in the amount of \$125,000.00 and authorizes the City Manager and City Attorney to finalize an amended operating agreement with Witz Entertainment.

# Proclamation Designating April 28, 2025

## Workers Memorial Day in Royal Oak

**Whereas**, on April 28, 1971, the Occupational Safety and Health Act (OSHA) went into effect, promising every worker the right to a safe job; and

**Whereas**, every year on April 28<sup>th</sup>, communities and worksites around the world honor friends, family members, and colleagues who have been killed or injured on the job; and

**Whereas**, the U. S. Department of Labor, and the Federal Bureau of Labor Statistics estimates that Michiganders have died while on the job at an average rate of 147 people per year over the past decade<sup>1</sup>; and

**Whereas**, the 2024 National Census of Fatal Occupational Injuries found a worker died every 99 minutes from a work-related injury<sup>2</sup>; and

**Whereas**, it is appropriate to honor the memory of the courageous and dedicated members of Michigan's labor force who have been injured or disabled or have died as a result of workplace accidents; and

**Whereas**, we remember those who have died in workplace catastrophes, suffered occupational-related diseases, or have been injured due to dangerous conditions; and

**Whereas**, recognition of the integrity of Michigan's workforce and its achievements on behalf of the economic growth of our state is necessary; and

**Whereas**, the City of Royal Oak wishes to pay tribute to the workers who have died or been injured or disabled in workplace accidents. We honor the contributions of Michigan's workforce and call for increased workplace safety; and

**Whereas**, the City of Royal Oak renews our efforts to seek stronger workplace safety and health protections, better standards and enforcement, and fair and just compensation, and we rededicate ourselves to improving safety and health in every city workplace.

**Now, therefore, be it resolved**, I Mayor Fournier, and members of the Royal Oak City Commission on behalf of the entire Royal Oak Community do hereby proclaim April 28, 2025 Workers Memorial Day in the City of Royal Oak, Michigan, and urge all citizens to recognize and honor the contributions of Michigan's workforce and call for increased workplace safety standards.



Mayor Michael C. Fournier  
City of Royal Oak



<sup>1</sup> <https://aflcio.org/reports/dotj-2024>

<sup>2</sup> <https://www.bis.gov/news.release/pds/cfoi.pdf>

# Proclamation Designating May 2025

## Mental Health Awareness Month in Royal Oak

**Whereas**, mental health includes our emotional, psychological, and social well-being; it affects how we think, feel, and act; it also affects how we handle stress, relate to others, and make choices; and

**Whereas**, mental health is important for our individual well-being and vitality, as well as that of our families, communities, and businesses; and

**Whereas**, nearly one in five American adults will have a diagnosable mental health condition in any given year and more than 42.5 million U.S. adults live with anxiety disorder, the most common mental health condition in America; and

**Whereas**, May through May 31, 2025, is recognized as Mental Health Awareness Month. Mental Health America's 2025 theme is "Turn Awareness into Action", which celebrates the progress we've made in recognizing the importance of mental health and provides challenges to turn understanding into meaningful steps toward change; and

**Whereas**, Oakland Community Health Network (OCHN) joins our national partners in promoting this year's "Turn Awareness into Action" campaign; and

Whereas, mental health management ensures that individuals can focus on their abilities to live, work, learn and fully participate and contribute to our society, while promoting diversity, inclusion, and acceptance; and

Whereas, improved systems of care for vulnerable populations, access to non-emergent and crisis services, advanced integrated physical and behavioral health care along with provider relations help to fortify services coordinated by OCHN; and

Whereas, OCHN, and its service providers agencies, are committed to inspiring hope empowering people, and strengthening communities.

**Now, therefore, be it resolved**, I Mayor Fournier, and members of the Royal Oak City Commission on behalf of the entire Royal Oak Community do hereby proclaim May 2025 Mental Health Awareness Month in Royal Oak, and calls upon our citizens, public and private institutions, faith-based organizations, and schools to recommit our community to increasing awareness and understanding of mental illness, and the need for appropriate and accessible services for all people with mental illnesses to promote recovery and a higher quality of life.



Mayor Michael C. Fournier  
City of Royal Oak



## CITY COMMISSION AGENDA ITEM

<b>TITLE</b>	<b>2024 Historic District Commission Annual Report</b>
<b>SUBMITTING DEPARTMENT</b>	<b>City Manager</b>
<b>PRESENTER</b>	<b>Carol Schwanger</b>
<b>MEETING DATE</b>	<b>April 28, 2025</b>
<b>SECOND READING REQUIRED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>CERTIFIED RESOLUTION</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**EXECUTIVE SUMMARY** *(include history of previous Commission action/discussion, background, scope of work, etc.):*

Pursuant to the Royal Oak Municipal Code Chapter 82 Historic Preservation, Article II Historic District Commission, Section 20, the historic district commission shall submit an annual report of its activities to the City Commission each April. Attached is the 2024 Historic District Commission's 2024 Annual Report.

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### Fiscal Impact

BUDGET SUMMARY	
<b>EXPENDITURE REQUIRED</b>	
<b>AMOUNT CURRENTLY BUDGETED</b>	
<b>BUDGET AMENDMENT REQUIRED</b>	<b>\$0.00 (BA between dept; net -0- effect on FB)</b>
<b>FUNDING SOURCE/ GL NUMBER</b>	
<b>WAS THIS A BUDGETED EXPENSE?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**OTHER FISCAL IMPACTS:** (Select all that apply.)

- ☒ No fiscal impact  
☐ Workload impact (details below)

☐ Revenue impact (details below)  
☐ Operations Impact (details below)

**REVENUE IMPACT:** *Provide a description of how this item will impact revenue. (Is this item expected to create additional/new revenue? Will this item have a negative impact on revenue? Which funds would be impacted? Provide additional details, as necessary.)*  
 Not applicable

**WORKLOAD IMPACT:** *If this item will require staff time to implement, operate or maintain, provide a description of the workload impact. (Will more staff be needed? Is this workload able to be absorbed by existing staff? If new FTE(s) are needed, provide details of position classification and duties. Provide additional details, as necessary.)*  
 Not applicable

**OPERATIONS IMPACT:** *If the item requires a budget adjustment, please identify source of additional funds and any proposed cuts to other operations, programs and services.*  
Not applicable

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## **ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS**

*Provide a description of how this item aligns with the strategic plan, aging in place plan, and sustainability and climate action plans. Include any specific goals or action steps it supports.*

The 2024 Historic District Commission Annual Report aligns with the City Commission's Strategic Plan as it demonstrates how the HDC's work is performed in a welcoming and engaged manner to support a livable community; and the reviews the HDC does of historically designated business properties aligns with enabling a vibrant local economy by the HDC collaborating with the business owners to maintain the historic integrity of their properties while integrating modern approaches to signage and other improvements.

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## **COMMUNITY ENGAGEMENT**

*Provide a description of any community engagement efforts made for this item. Include information on tools used, participation information, and general sentiments.*

Each of the historic district commission's 2024 meetings were public meetings conducted following the Open Meetings Act and properly noticed to the city's website. Upon acceptance by the City Commission, this report will be made available on the city website and printed copies made available at city hall, the public library, and the Mahany-Meining Senior Community Center.

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## **BOARD AND COMMISSION FEEDBACK**

*Was an advisory board or commission engaged in discussion on this item? If yes, please provide a summary of feedback received:*

Each member of the historic district commission was given a section of the report to produce with the entire HDC reviewing and editing. The final report was then formatted by Vice-chair Sean Dunlop who profession is in the print industry.

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## **LEGAL COMMENTS**

### **PROPOSED COMMISSION RESOLUTION:**

**Be it resolved,** the Royal Oak City Commission accepts the 2024 Historic District Commission Annual Report.

**ATTACHMENTS:** 2024 Historic District Commission Annual Report



# ANNUAL REPORT 2024



Royal Oak  
**HISTORIC DISTRICT  
COMMISSION**

The City of Royal Oak Municipal Code Chapter 82-20 states that the Historic District Commission shall submit an annual report of its activities to the City Commission each April. The following report prepared by the commission recaps the activities of the Royal Oak Historic District Commission for 2024.

## HISTORIC DISTRICT COMMISSION BACKGROUND

The National Historic Preservation Act of 1966 (NHPA) established State Historic Preservation Offices (SHPOs) to preserve places that matter and support, coordinate, and promote preservation efforts throughout each state. The Act assigned responsibility for setting professional historic preservation standards to The Secretary of The Interior, to be administered by The National Park Service (NPS). In response to the NHPA of 1966, Michigan's Public Act 169 was passed in 1970, and provided for both the establishment of historic districts as well as cities' establishment of Historic District Commissions. On September 11, 1995, the Royal Oak City Commission approved Article II of the City Ordinance. This amendment formally called for the creation of the City of Royal Oak Historic District Commission (HDC).

The purpose and duties of the HDC are manifold. It carries out historic preservation efforts in accordance with the Secretary of the Interior, NPS, and SHPO standards. The HDC is especially concerned with safeguarding Royal Oak's heritage as it pertains to elements of the city's history, architecture, archaeology, engineering, and culture. Additionally, the HDC is charged with fostering civic beauty, stabilizing and improving property values in each district and its surrounding area, strengthening the local economy, and promoting the use of historic districts for the education, pleasure, and welfare of the citizens of the City of Royal Oak and the State of Michigan.

## HISTORIC DISTRICT COMMITTEE MEETINGS

The HDC convenes quarterly by virtue of the City Ordinance. However, it often meets more frequently, in order to review requests made by petitioners to construct, add, alter, repair, move, excavate, or demolish resources in a historic district. All such petitions must be brought to the HDC for approval in the form of a certificate of appropriateness (COA).

## 2024 HDC MEETING DATES

February 15, 2024

April 18, 2024

September 12, 2024

October 17, 2024

## HISTORIC DISTRICT COMMISSION COMPOSITION

Royal Oak's Historic District Commission is comprised of seven members who are appointed by the City Commission, each serving three-year, staggered terms. Each member has professional or personal expertise and/or interest in historic preservation.

## 2024 HISTORIC DISTRICT COMMISSION MEMBERS

**Patrick Sharrak**, Chair

**Sean Dunlop**, Vice-Chair

**\*Paul Bastian**, Secretary

**Danielle Cadaret**

**\*Dazzmin Eid**

**Theresa Scherwitz**

**Carol Schwanger (Staff Liaison)**

\*Denotes new membership in 2024

There was one vacancy on the HDC throughout 2024, and the position of Treasurer remained open through the 2024 year.



# CERTIFICATES OF APPROPRIATENESS & APPLICATION STATUS

In 2024, the Royal Oak Historic District Commission took under consideration or issued a decision for the following Historic Districts:

## **HILZINGER BLOCK BUILDING HISTORIC DISTRICT** **108 South Main Street**

Two Private Law Firms, Farris F. Haddad Law and Rudoi Law, requested to put new signs on the front and rear façade of the building. Farris F. Haddad Law was installing a new sign on the front façade. It required minimal drilling and only in mortar. Both firms requested a sign for the rear façade, and this would only be replacing the inserts in existing sign frames. Both Certificates of Appropriateness were approved by the HDC. More information can be found in the appendix section.



## CERTIFICATES OF APPROPRIATENESS & APPLICATION STATUS

### ROYAL OAK SAVINGS BANK BUILDING BLOCK HISTORIC DISTRICT

#### 117 West Fourth Street

Rehla Premium Arabic Coffee, a new small business, submitted plans for a new façade sign to the city's building division, which was forwarded to the HDC's attention in late October. The HDC application was not completed or submitted and while the plans met building code requirements, the Certificate of Appropriateness remained unresolved as HDC members worked with the vendor applicant and the business owner. It is anticipated this will be completed in the first quarter of 2025.





## CERTIFICATES OF APPROPRIATENESS & APPLICATION STATUS

### ORSON STARR HOUSE MUSEUM HISTORIC DISTRICT 3213 North Main Street

Members of the Royal Oak Historical Commission (HC) are seeking to restore the side porch of the Orson Starr House, a City Owned Public Museum. A side porch was originally on the home, and research has shown two different renditions. The HC are looking to restore the porch to match the architecture and style that is original to the home. The challenge will be meeting current building codes and ADA requirements. After input from the HDC during the 2023 meeting year, a rendering for the side porch was developed. However, to move forward, this project requires the HC to hire an architect to complete professional plans, determine project pricing, and to submit the plans to the city's building department for compliance and approval. The project will then return to the HDC for approval of a Certificate of Appropriateness.

In the late summer and fall 2024, heavy rains caused water to leak into the interior of the Museum. Though emergency repairs have been done, the roof will require total replacement in 2025. The HDC discussed the use of durable composite materials that replicate cedar in order to preserve the original aesthetic of the structure while utilizing longer lasting materials. The HDC will be apprised as the project progresses, since it will need to approve the plans.



## INITIATIVES: VINSETTA BRIDGES TASK FORCE

On a winding neighborhood street between 12 Mile Road and Woodward Avenue lie four historic bridges in need of repair. These are the Vinsetta Bridges, built in 1915-1916 as a feature of the Vinsetta Park Subdivision. Originally, the bridges spanned what was the Red Run, a naturally flowing creek, to create ambience and serenity in this iconic neighborhood. Five bridges were built, using the Ford Model T as a guide for their width. One of the original five bridges has disappeared; the remaining four all employed traditional building methods of the time and are made of concrete.

In March of 2024, the Vinsetta Bridges were named Royal Oak's fifteenth Historic District by the Royal Oak City Commission, subsequent to extensive study by the Royal Oak Historic District Study Commission (HDSC).

The Vinsetta Bridges Task Force was formed in April 2024, comprised of three members each from the HDSC and HDC. The purpose was to study the bridges in more depth and find ways to preserve their use to the community. The task force worked with structural engineers from SME and other agencies to conduct surveys, research construction methods, and analyze the deterioration of the bridges. This further investigation confirmed what was suspected, that the bridges have fallen into varying states of disrepair. Deterioration was predominantly caused by natural wear and tear, but also from improper maintenance and strikes from modern vehicles.

Of particular note is that the southernmost bridge, at Mayfield Drive, has suffered major damage. It will require significant reconstruction, and may require nearly complete replacement. Fortunately, the other bridges are still salvageable if action is taken quickly. The Task Force is focusing its efforts first on the Mayfield Bridge, and to that end, had the Royal Oak Department of Public Services close the bridge to vehicular traffic in November 2024 in order to prevent further damage. The Task Force is researching public grant funding and other means to raise the capital required to repair and restore the bridges.



# LOOKING FORWARD

There are a number of goals that the Royal Oak Historic District Commission would like to achieve in 2025. First, the HDC intends to create standards and guidelines for signage within the City's commercial historical districts. Second, commission members will seek historic educational opportunities to expand their knowledge and understanding of historic preservation. Lastly, commission members will be encouraged to attend other municipalities' Historic Commission meetings during the year, to better understand how other communities address matters of historic import.



**“A city without old buildings is like a man without a memory.”**

— Graeme Shankland, Architect and Planner



# APPENDIX

## LOOKING BACK AT 2024

### February 15, 2024

The Commission kicked off the year by welcoming new members Dazzmin Dabish and Paul Bastian, and electing officers for 2024. Chair Sharrak emphasized the importance of member education and outreach, introducing a proposed “Why Preserve” campaign to improve public understanding of the preservation process. Updates were shared on several COA projects, including window replacements and porch restorations. The meeting also covered the upcoming first reading of the Vinsetta Bridges Historic District ordinance and new efforts to improve inter-agency collaboration and digital meeting tools.

### April 18, 2024

The Commission approved minutes from the February meeting and formalized participation in the newly established Vinsetta Bridges Historic District Task Force. Members volunteered to serve on the task force, which aims to evaluate and support the proposed district designation. The Orson Starr House Museum’s side porch project was briefly revisited, with updates to come at a future meeting. No new COA applications were reviewed.

### September 12, 2024

A request for new signage at 108 S. Main Street was tabled pending additional installation details, while a separate reface request for existing signs at the same site was approved. The Commission also discussed replacing the aging roof of the Orson Starr House Museum, considering historically appropriate but cost-effective alternatives. An update was provided on the work of the Vinsetta Bridges Task Force. The meeting concluded with preparation for the next round of COA reviews.

### October 17, 2024

The Commission approved the revised signage proposal for Farris F. Haddad Law at the Hilzinger Block Building and tabled a new request for Rehla Coffee House pending submission of a completed Project Review Request. Members discussed the importance of preserving architectural details in signage design and proposed exploring fixed sign mount systems for future applicants. A presentation from Chronicle Heritage provided an update on the citywide Historic Context Report. The Commission also expressed interest in supporting the Royal Oak Historical Society’s planned 100th birthday celebration for homes built in 1925.

# APPENDIX

## SUPPLEMENTAL MATERIALS: HILZINGER BLOCK BUILDING HISTORIC DISTRICT

### Overview:

The Hilzinger Block Building was constructed in 1925 and consists of a two-story building with three storefronts. The façade facing Main Street remains in original condition with red brick in a stretcher bond pattern. The use of brick in soldier and stack bond frames the original window openings. Limestone banding and decorative moldings further accentuate the openings and divide the façade into panels. A limestone cornice tops the building and brick in a stack bond terminates the ends in what suggests vertical pillars.

The Historic District Study Committee designated the Hilzinger Block Building as an Historic District in 2004. In their designation, the committee noted the contribution the building had to the history of Royal Oak. William Hilzinger owned the land and developed the first electric power plant in the area before the Hilzinger Block Building was constructed. The basement of the Hilzinger Block Building incorporates a section of the former powerhouse. The building accommodated many businesses in the early years of Royal Oak, including a hardware store and restaurants.

### Certificate of Appropriateness:

On September 12, 2024, the Royal Oak Historic District Commission reviewed the application to reface two existing signs on the building. One of the signs was on the east facing Main Street and the second sign faced the alley to the west. On October 17th, 2024, the HDC reviewed the application to add a new sign on the east façade towards Main Street. The sign mounting details were reviewed and considered to be reversible and therefore in compliance with the Secretary of Interior's Standards for rehabilitation of historic buildings. The applications were approved, and a certificate of appropriateness issued.



## CITY COMMISSION AGENDA ITEM

<b>TITLE</b>	<b>2024 Historic District Study Committee Annual Report</b>
<b>SUBMITTING DEPARTMENT</b>	<b>City Manager</b>
<b>PRESENTER</b>	<b>Carol Schwanger</b>
<b>MEETING DATE</b>	<b>March 24, 2025</b>
<b>SECOND READING REQUIRED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>CERTIFIED RESOLUTION</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**EXECUTIVE SUMMARY** *(include history of previous Commission action/discussion, background, scope of work, etc.):*

Pursuant to the Royal Oak Municipal Code Chapter 82 Historic Preservation the Historic District Study Committee conducts studies of properties to be offered for establishment of historic districts. While not specifically required by the ordinance, the Historic District Study Committee has provided the City Commission with an annual report to keep them apprised of preservation initiatives. Attached is the 2024 Historic District Study Committee's 2024 Annual Report.

---

### Fiscal Impact

BUDGET SUMMARY	
<b>EXPENDITURE REQUIRED</b>	
<b>AMOUNT CURRENTLY BUDGETED</b>	
<b>BUDGET AMENDMENT REQUIRED</b>	<b>\$0.00 (BA between dept; net -0- effect on FB)</b>
<b>FUNDING SOURCE/ GL NUMBER</b>	
<b>WAS THIS A BUDGETED EXPENSE?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**OTHER FISCAL IMPACTS:** (Select all that apply.)

- ☐ No fiscal impact  
☐ Workload impact (details below)

☐ Revenue impact (details below)  
☐ Operations Impact (details below)

**REVENUE IMPACT:** *Provide a description of how this item will impact revenue. (Is this item expected to create additional/new revenue? Will this item have a negative impact on revenue? Which funds would be impacted? Provide additional details, as necessary.)*

Not applicable

**WORKLOAD IMPACT:** *If this item will require staff time to implement, operate or maintain, provide a description of the workload impact. (Will more staff be needed? Is this workload able to be absorbed by existing staff? If new FTE(s) are needed, provide details of position classification and duties. Provide additional details, as necessary.)*

Not applicable

**OPERATIONS IMPACT:** *If the item requires a budget adjustment, please identify source of additional funds and any proposed cuts to other operations, programs and services.*  
Not applicable

---

## **ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS**

*Provide a description of how this item aligns with the strategic plan, aging in place plan, and sustainability and climate action plans. Include any specific goals or action steps it supports.*

The 2024 Historic District Study Committee's Annual Report aligns with the City Commission's Strategic Plan as it demonstrates how the HDSC's work is performed in a welcoming and engaged manner to support a livable community; and the effort to save structures rather than demolition and add to landfills aligns with the environmental goals of the City Commission to create more sustainable practices. .

---

## **COMMUNITY ENGAGEMENT**

*Provide a description of any community engagement efforts made for this item. Include information on tools used, participation information, and general sentiments.*

Each of the historic district study committee's 2024 meetings were public meetings conducted following the Open Meetings Act and properly noticed to the city's website. Upon acceptance by the City Commission, this report will be made available on the city website and printed copies made available at city hall, the public library, and the Mahany-Meining Senior Community Center.

---

## **BOARD AND COMMISSION FEEDBACK**

*Was an advisory board or commission engaged in discussion on this item? If yes, please provide a summary of feedback received:*

Each member of the historic district study committee contributed to the annual report, with the Chairperson Tammis Donaldson overseeing the project and member Leo Derdelakos adding his design expertise to format the final report.

---

## **LEGAL COMMENTS**

### **PROPOSED COMMISSION RESOLUTION:**

**Be it resolved,** the Royal Oak City Commission accepts the 2024 Historic District Study Committee Annual Report.

**ATTACHMENTS:** 2024 Historic District Study Committee Annual Report



Washington Ave  
(ROHS 1956)

# Annual Report

2024



Royal Oak  
**HISTORIC DISTRICT  
STUDY COMMITTEE**



Royal Oak

**HISTORIC DISTRICT  
STUDY COMMITTEE**

# **Annual Report**





## **Mission:**

**To establish an Historic District Study Committee and provide for the establishment of historic districts in carrying out the public purpose of historic preservation in the City of Royal Oak, consistent with the State of Michigan Local Historic Districts Act, MCLA § 399.201 et seq., as amended.**

**To safeguard the heritage of the City of Royal Oak by preserving historic districts in the City that reflect elements of the City's history, architecture, archaeology, engineering, or culture;**

**To stabilize and improve property values in each district and the surrounding areas;**

**To foster civic beauty;**

**To strengthen the local economy; and**

**To promote the use of historic districts for the education, pleasure, and welfare of the citizens of the City of Royal Oak and the State of Michigan.**



# KENT

## JEWELERS • OPTICIANS

8 - JEWELERS - KENT - OPTICIANS - 308



**Kent Jewelers**  
**308 West Fourth Street**  
**(ROHS undated)**

## **Royal Oak Historic District Study Committee**

202 S. Troy Street  
Royal Oak, MI 48067

March 1, 2025

### **Historic District Study Committee Members**

January election of officers:

Tammis Donaldson - Chairperson

Chris Kraska - Vice Chairperson & Researcher

Leslie Snow - Secretary

Patrick Andras - Treasurer

Jeff Ridley - Marketing

Eric Romain - Researcher

Vasilios Derdelakos - Designer

Carol Schwanger - HDSC city liaison

### **With Special Thanks**

Royal Oak City Commission.

National Alliance of Preservation Commissions  
(NAPC).

Michigan State Historic Preservation Office  
(SHPO).

The many volunteers and citizens who share  
the passion for historic preservation.

# Goals 2024

# The Historic District Study Committee worked on four primary goals in 2024.

## 1 **Gain approval of Historic Designation for the Vinsetta Bridges District.**

The Royal Oak City Commission approved the Vinsetta Bridges Historic District on March 11, 2024.

## 2 **Expand Community Outreach by collaborating with the Historic District Committee**

Jointly administered by the Michigan State Historic Preservation Office (SHPO) and the National Park Service (NPS), the CLG program provides an effective framework for promoting, supporting, and enhancing historic preservation activities at the local level. Through the program, communities' partner with SHPO to plan for, protect, and tell the story of important historic places. In exchange, they gain access to specialized technical assistance, exclusive grant funding opportunities, and other benefits that help them meet their goals.

May 2022 the city of Royal Oak became a (CLG)

SHPO has been on call for any historic preservation questions we have.

Grant goals;

Vinsetta Bridges; grant for Historic Structure report & repair

Orson Starr house; grant for national historic designation

3

**Develop the Vinsetta Bridges Task Force.**

Comprised of HDSC and HDC members the VBTF worked to find solutions to slow the deterioration of the existing bridges and prepare a plan for their future restoration work

4

**Engage in the new Historic Context Report.**

The HDSC worked hand in hand with the team at Chronicle Heritage in the preparation of the new Historic Context Report for the City. The HDSC was able to provide critical information to the research team as well as guide the team in providing a report that best serves the City and future research.





**Streetcar near the northwestern  
corner of Fourth and Main streets  
(ROHS 1915)**





**View of the Oak Drive-In Theatre screen  
2916 Normandy Road, not extant  
(Water Winter Wonderland 1980)**





1916 advertisement for the Vinsetta Park subdivision, The Detroit News

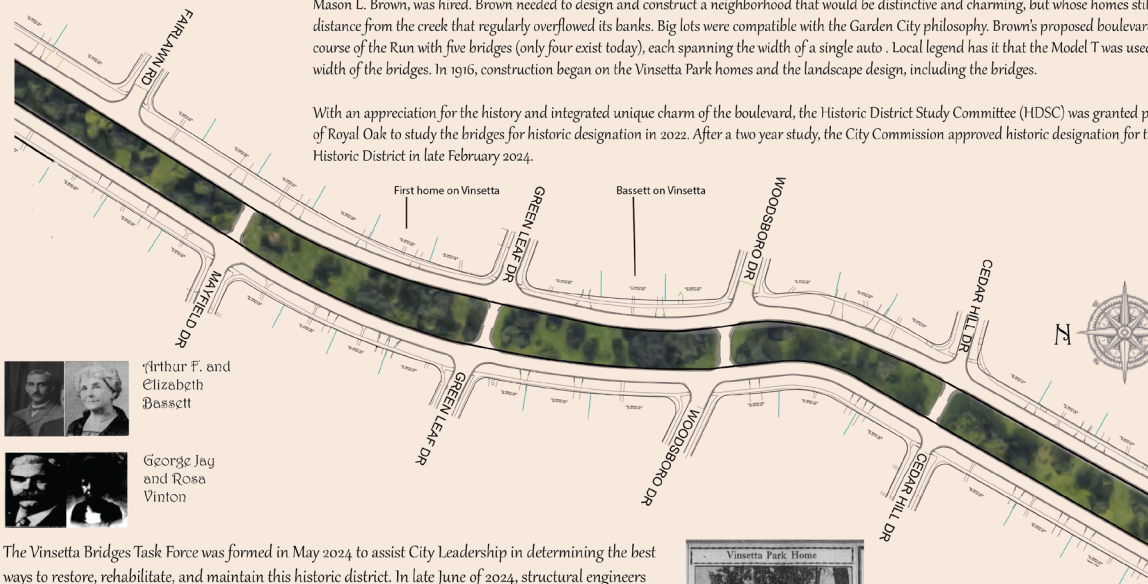
To read the full report visit:  
<https://www.romi.gov/DocumentCenter/View/35663/Vinsetta-Bridges-Preliminary-Study-Report--APRIL-25-2023>  
 Or scan with your mobile device:



As the Royal Oak population grew in the early 1900s, spurred by the pattern of development along the Woodward corridor north of Detroit, good friends and business partners Arthur Bassett and George Jay Vinton drew their attention to Royal Oak's housing needs. The entity known as the "Vinsetta Land Company" was created in 1915. The first reference to "Vinsetta" in the press was in 1907. Local legend has it that their wives had suggested George Jay's "Vin-" merge with Arthur's "-sett-" to form this new word. In 1904, a 150 acre tract of land was acquired. This lovely little river valley had as its centerpiece what was then called "Red Run Creek" or "Little Run."

Undoubtedly influenced by the movements of their time, the residential design of the new development incorporated aesthetic and landscape elements from the Garden City Movement. This movement envisioned a landscape of curving streets, irregular lots, reduced population density, and much green space, as a rejection of the grid patterned streets and "crowded, unhealthy cities" of the era's Progressive Movement. To implement this vision, a trained landscape architect and civil engineer, Mason L. Brown, was hired. Brown needed to design and construct a neighborhood that would be distinctive and charming, but whose homes still kept a respectful distance from the creek that regularly overflowed its banks. Big lots were compatible with the Garden City philosophy. Brown's proposed boulevard would follow the course of the Run with five bridges (only four exist today), each spanning the width of a single auto. Local legend has it that the Model T was used to determine the width of the bridges. In 1916, construction began on the Vinsetta Park homes and the landscape design, including the bridges.

With an appreciation for the history and integrated unique charm of the boulevard, the Historic District Study Committee (HDSC) was granted permission by the City of Royal Oak to study the bridges for historic designation in 2022. After a two year study, the City Commission approved historic designation for the Vinsetta Bridges Historic District in late February 2024.



Arthur F. and Elizabeth Bassett



George Jay and Rosa Vinton

The Vinsetta Bridges Task Force was formed in May 2024 to assist City Leadership in determining the best ways to restore, rehabilitate, and maintain this historic district. In late June of 2024, structural engineers were engaged to take 3-D scans of the bridges to determine their current integrity and create the basis of information for future restoration efforts. The Task Force will engage district adjacent residents, historic structural experts, state and federal Historic Departments, and the greater community to formulate recommendations for the restoration and maintenance of these local treasures.

**Contact the Vinsetta Bridges Task Force at [carols@ROMI.org](mailto:carols@ROMI.org) with any feedback, comments, or historic photos.**



1923 photo of one Vinsetta bridge with home in the background, The Detroit News



Bridge #1 at Mayfield Drive and Vinsetta Boulevard, photo by Eric Romain, 2022



Bridge #2 at Greenleaf Drive and Vinsetta Boulevard, photo by Eric Romain, 2022



Bridge #3 at Woodsboro Drive and Vinsetta Boulevard, photo by Eric Romain, 2022



Bridge #4 at Cedar Hill Drive and Vinsetta Boulevard, photo by Eric Romain, 2022

**An early view south down  
Woodward Avenue  
from 13 Mile Road  
(ROHS undated))**



# Goals 2025

# The Historic District Study Committee wants to work on four primary goals in 2025.

## **1 Complete City of Royal Oak Historic Context Report.**

Provide support to Chronicle Heritage in the preparation of the issuance of the Historic Context Report.

## **2 Test and repair the Mayfield Bridge in the Vinsetta Bridges Historic District.**

Raise funds to solicit work for non destructive testing to verify the structural conditions of the bridges and prepare for the repair of the bridge on Mayfield Drive.

## **3 Catalog lost structures for future reference.**

Develop and implement a strategy that documents lost structures that have historic significance in Royal Oak.

## **4 Select a research project for historic designation.**

Continue to research historic districts for the purpose of preserving the rich history of Royal Oak.

Proposed New Projects; letters have been created with fun facts about the building and to find out if the owners would be interested in the first step; a historic district study report.



Royal Oak

**HISTORIC DISTRICT  
STUDY COMMITTEE**

## CITY COMMISSION AGENDA ITEM

<b>TITLE</b>	<b>2024 Police Department Annual Report</b>
<b>SUBMITTING DEPARTMENT</b>	<b>Police Department</b>
<b>PRESENTER</b>	<b>Chief Michael Moore</b>
<b>MEETING DATE</b>	<b>April 28, 2025</b>
<b>SECOND READING REQUIRED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>CERTIFIED RESOLUTION</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**EXECUTIVE SUMMARY** *(include history of previous Commission action/discussion, background, scope of work, etc.):*

2024 Police Department Annual Report.

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### Fiscal Impact

BUDGET SUMMARY	
<b>EXPENDITURE REQUIRED</b>	
<b>AMOUNT CURRENTLY BUDGETED</b>	
<b>BUDGET AMENDMENT REQUIRED</b>	<b>\$0.00 (BA between dept; net -0- effect on FB)</b>
<b>FUNDING SOURCE/ GL NUMBER</b>	
<b>WAS THIS A BUDGETED EXPENSE?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**OTHER FISCAL IMPACTS:** (Select all that apply.)

☐ No fiscal impact

☐ Revenue impact (details below)

☐ Workload impact (details below)

☐ Operations Impact (details below)

**REVENUE IMPACT:** *Provide a description of how this item will impact revenue. (Is this item expected to create additional/new revenue? Will this item have a negative impact on revenue? Which funds would be impacted? Provide additional details, as necessary.)*

N/A

**WORKLOAD IMPACT:** *If this item will require staff time to implement, operate or maintain, provide a description of the workload impact. (Will more staff be needed? Is this workload able to be absorbed by existing staff? If new FTE(s) are needed, provide details of position classification and duties. Provide additional details, as necessary.)*

N/A

**OPERATIONS IMPACT:** *If the item requires a budget adjustment, please identify source of additional funds and any proposed cuts to other operations, programs and services.*

N/A

---

**ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS**

*Provide a description of how this item aligns with the strategic plan, aging in place plan, and sustainability and climate action plans. Include any specific goals or action steps it supports.*  
N/A

---

**COMMUNITY ENGAGEMENT**

*Provide a description of any community engagement efforts made for this item. Include information on tools used, participation information, and general sentiments.*  
N/A

---

**BOARD AND COMMISSION FEEDBACK**

*Was an advisory board or commission engaged in discussion on this item? If yes, please provide a summary of feedback received:*  
N/A

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**LEGAL COMMENTS****PROPOSED COMMISSION RESOLUTION:**

No action required by the city commission, receive and file item.

**ATTACHMENTS:** 2024 Police Department Annual Report



# 2024

## ROYAL OAK POLICE DEPARTMENT ANNUAL REPORT







# Royal Oak POLICE DEPT





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# Chief's Message

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I am pleased to present the 2024 Royal Oak Police Department Annual Report. Included in this report, you will find operational data, crime statistics, and a variety of other information on the police department.

In 2024, we expanded our partnership with Oakland Community Health Network to focus on mental health and substance use disorder. We launched our shared Co-Responder Program with Ferndale, Madison Heights, and Hazel Park. This initiative partners two mental health clinicians with our patrol officers in the field. The program focuses on our response to those experiencing a mental health crisis and offers more resources and expertise for a peaceful, safe resolution.

This year we also created our first-ever Youth Police Academy. This program was modeled after our longstanding, successful Citizens Police Academy. The Youth Academy was geared toward 7<sup>th</sup> and 8<sup>th</sup> grade students and offered instruction on a host of topics including teambuilding, CPR, and much more. With the help of local restaurants and businesses, the Royal Oak Police Department was able to host a fun, informative, and challenging week for 29 children.

As always, I would like to thank the residents of Royal Oak for their continued support. The outstanding men and women of this department work hard every day to maintain confidence and trust by providing exceptional service and public safety to those who live, work, and play in Royal Oak.

I hope you find this report informative.

Respectfully submitted,

Michael Moore  
Chief of Police



Chief Michael Moore



## MISSION STATEMENT

---

**“To Keep  
Royal Safe”**

## VISION STATEMENT

---

**“To build Michigan’s  
premier police agency that  
is a leader for efficiency,  
effectiveness, innovation,  
and public safety”**

# Our Core Values

---

## Integrity

The Royal Oak Police Department will strive to maintain the highest level of moral values and standards of conduct while demonstrating fairness and equality to those we serve. Integrity is the cornerstone of our profession. It is a sacred quality that is essential to maintain public trust and mutual respect. The Royal Oak Police Department will be steadfast in adherence to a code of moral excellence and incorruptibility. We will maintain a standard of conduct that reinforces the ideals of honesty, accountability, and pledge to hold ourselves to the highest legal, moral and ethical standards.

## Loyalty

The Royal Oak Police Department will be faithful to the highest ideals of law enforcement. We will be loyal to the community in action and deed with the understanding the safety of the citizens of Royal Oak is our primary mission. We will maintain an unwavering allegiance to the law, our profession and those we serve and protect.

## Compassion

The Royal Oak Police Department will be ever mindful and conscientious of the emotional and physical well-being of all those we strive to protect. We will be understanding and by deed, assuage the suffering and provide consolation to all those affected by, or involved in the criminal justice process. We will be pillars of fairness, and, by example, provide solace and an atmosphere where all citizens are equal and protected.

## Courage

The Royal Oak Police Department will maintain the strength of mind, body and spirit to encounter and withstand danger, fear or difficulty, with firmness and surety of purpose. We will confront difficult situations with confidence and determination to overcome any obstacle put before us. We will put the safety of others above our own and will not hesitate to protect those who cannot protect themselves.

## Service

The Royal Oak Police Department will demonstrate the desire to contribute to the welfare of others by responding appropriately to the needs and demands of the community. We will put service before self and strive for excellence in all we do. We are committed to faithfully and selflessly performing our duties with the goal of enhancing public safety and reducing the fear of crime. We are dedicated to working with the public to ensure the highest level of service and feeling of security for those we serve.

# Retirements and Promotions

---

## Retirements



OFFICER RICHARD CHIPMAN



DETECTIVE JAMIE HILL

## Promotions



LIEUTENANT CHRISTOPHER PLATT



DETECTIVE KYLE VANDERHOFF



# New Hires

## Police Officer

**Officer Patrick Sroufe**

**Officer Liam Sarris**

**Officer Matthew Kakos**

## 911 Dispatcher

**Rachel Seymour**

**Alexis Hill**

## Cadet

**Vincent Dreher**

**Samantha Hosier**

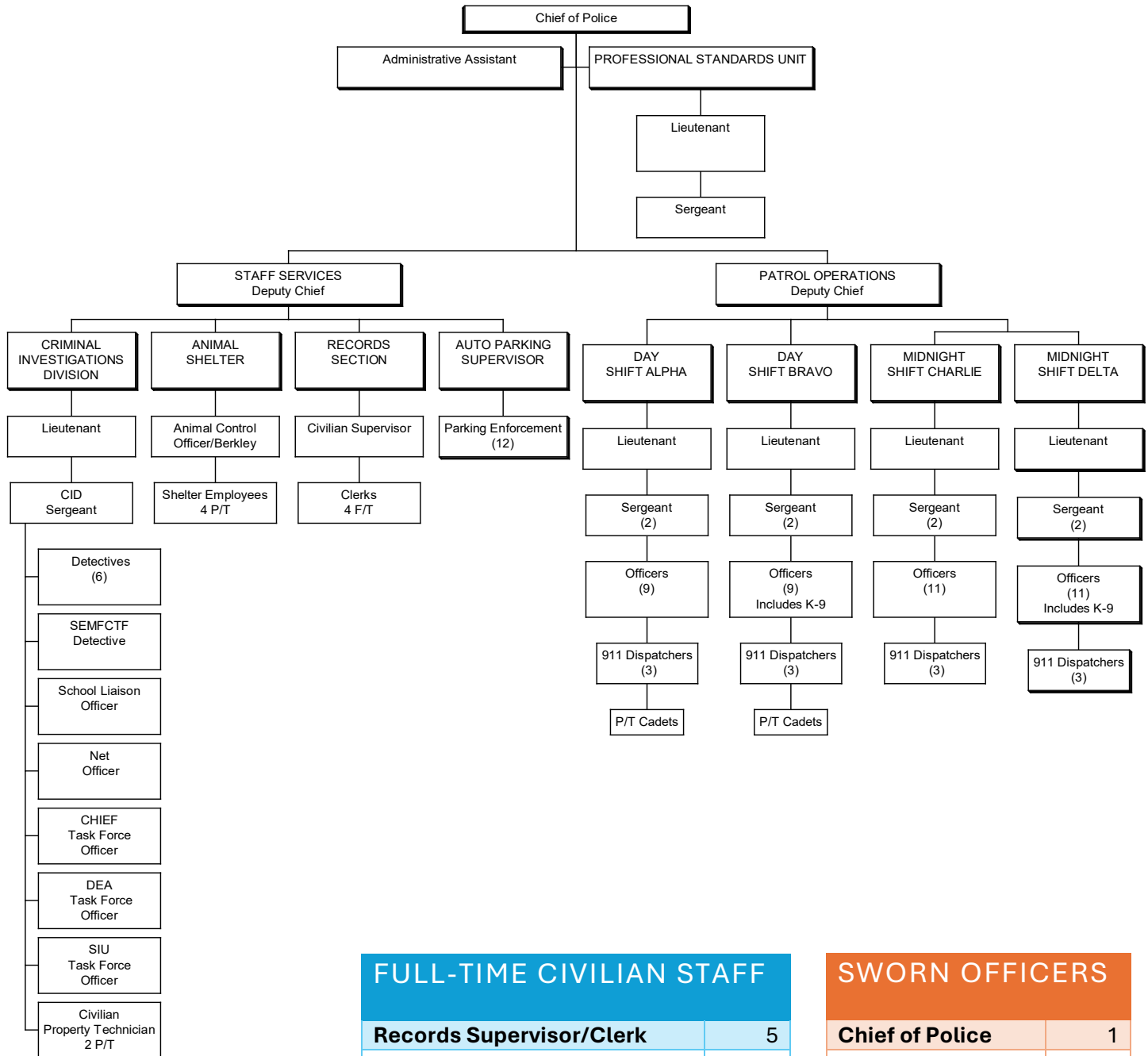
**Conor Craig**

**Mina Yono**

**Caleb Happell**



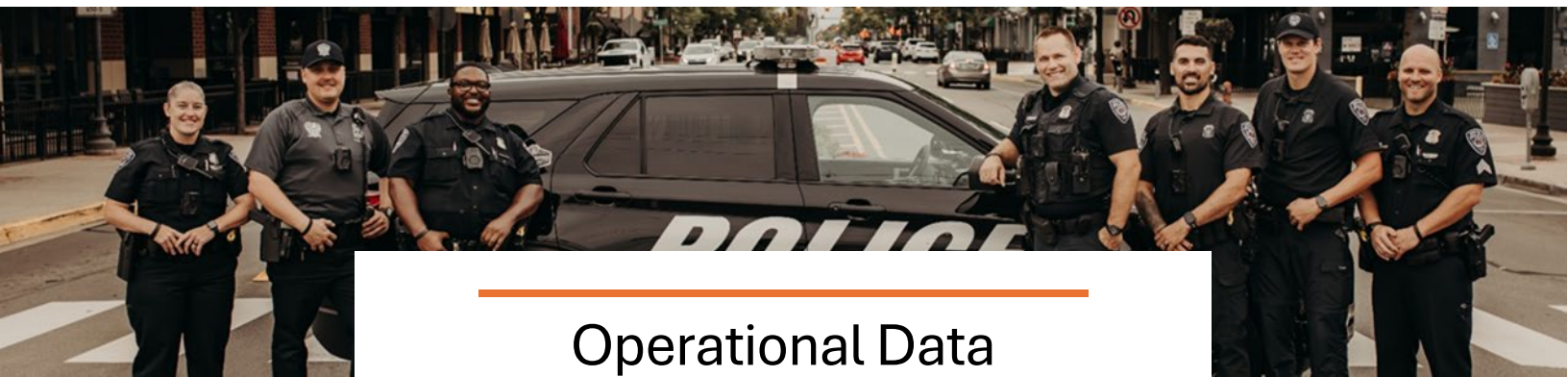
# Royal Oak Police Department Organizational Chart



FULL-TIME CIVILIAN STAFF	
Records Supervisor/Clerk	5
Administrative Assistant	1
911 Dispatchers	12
<b>Total Full Time</b>	<b>18</b>

SWORN OFFICERS	
<b>Chief of Police</b>	<b>1</b>
<b>Deputy Chiefs</b>	<b>2</b>
<b>Lieutenants</b>	<b>6</b>
<b>Sergeants</b>	<b>10</b>
<b>Detectives</b>	<b>7</b>
<b>Officers</b>	<b>53</b>
<b>Total Sworn</b>	<b>79</b>





# Operational Data

The following sections are comprised of seven key categories:

**Organizational Make-up** | Records Division | Crime Statistics | Patrol Division | Training  
Citizen Complaints and Lawsuits | Significant Incidents

*The following table represents a ten-year comparison of the number of personnel budgeted for the Royal Oak Police Department.*

POSITIONS	2015 2016	2016 2017	2017 2018	2018 2019	2019 2020	2020 2021	2021 2022	2022 2023	2023 2024	2024 2025
Chief	1	1	1	1	1	1	1	1	1	1
Deputy Chief	2	2	2	2	2	2	2	2	2	2
Lieutenant	5	5	5	5	5	5	5	5	5	5
Sergeant	13	13	13	13	13	13	13	13	13	13
Detective	7	7	7	7	7	7	7	7	7	7
Police Officer	51	51	51	51	51	51	51	51	51	51
911 Dispatcher	12	12	12	12	12	12	12	12	12	12
Admin. Assistant	1	1	1	1	1	1	1	1	1	1
Records Supervisor	1	1	1	1	1	1	1	1	1	1
Clerical/ Secretarial	4	4	4	4	4	4	4	4	4	4

## OPERATIONAL DATA

Organizational Make-up | **Records Division** | Crime Statistics | Patrol Division | Training  
Citizen Complaints and Lawsuits | Significant Incidents

### The Records Division

The Records Division consists of one Records Supervisor and four full time Records Clerks. They assist the public Monday through Friday on the telephone or at the counter. Other Records duties include maintaining the department's electronic records system (CLEAR), checking and issuing Royal Oak residents' gun permits, registering of weapons, processing of Freedom of Information Act (FOIA) requests, ink fingerprinting, conducting vehicle auctions, issuing reports to involved parties and insurance companies, and providing requested report information to the City Attorney's office and 44th District Court.

	2023	2024	CHANGE
<b>Accident Reports Requested</b>	223	285	27.8%
<b>Incident Reports Requested</b>	201	245	21.9%
<b>Discovery and FOIA Requests</b>	1,501	1,438	-4.2%
<b>Citizen Record Checks</b>	18	10	-44.4%
<b>Record Checks requested by mail/fax</b>	1,085	1,037	-4.4%

### Crime Statistics

Crime is reported to the State and FBI as Part A-F offenses:

**Part A Offenses** include the following: Murder, Negligent Homicide, some Forcible and Non-Forcible Sex Offenses, Robbery, Assault, Burglary, Motor Vehicle Theft, Arson, Kidnapping, Forgery, some Frauds, some Liquor Law Violations, Embezzlement, Damage to Property, Weapon Violations, Commercialized Sexual Offenses, Drug Laws and Gambling.

**Part B Offenses** include the following: some Frauds, some Non-Forcible Sex Offenses, Non-Violent Family Offenses, OUIL, Liquor Law Violations, Obstruction/Escape, Disorderly Conduct, State, Local and Federal Offenses, Local Ordinances, Juvenile Offenses and specific Traffic Offenses which are arrestable.

**Parts C, D, E, & F Offenses** include lesser offenses and response types that are not reportable as crime statistics to the state and FBI.

	2023	2024	CHANGE
<b>Part A Crime</b>	1,773	1,640	-7.5%
<b>Part B Crime</b>	1,115	1,211	8.6%
<b>Total Reports</b>	45,295	45,944	1.4%

## OPERATIONAL DATA

Organizational Make-up | Records Division | **Crime Statistics** | Patrol Division | Training  
Citizen Complaints and Lawsuits | Significant Incidents

CALENDAR YEAR:	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Part A Offenses	2,320	2,309	1,962	1,664	1,438	1,201	1,403	1,580	1,773	1,640
Part B Offenses	1,296	1,333	1,400	1,159	1,030	769	858	990	1,115	1,211
<b>Total Part A &amp; B</b>	<b>3,616</b>	<b>3,642</b>	<b>3,362</b>	<b>2,823</b>	<b>2,468</b>	<b>1,970</b>	<b>2,261</b>	<b>2,570</b>	<b>2,888</b>	<b>2,851</b>
Part A Change	5.22%	-0.47%	-15.0%	-17.02%	-13.58%	-16.48%	16.82%	12.61%	12.21%	-7.5%
Part B Change	5.54%	2.85%	5.03%	-18.57%	-11.13%	-25.33%	11.57%	15.38%	12.62%	8.6%
<b>Annual Change</b>	<b>5.33%</b>	<b>0.72%</b>	<b>-7.7%</b>	<b>-17.67%</b>	<b>-12.57%</b>	<b>-20.17%</b>	<b>14.77%</b>	<b>13.66%</b>	<b>12.37%</b>	<b>-1.3%</b>

OFFENSE	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Murder</b>	2	0	0	0	1	0	0	0	0	0
<b>Aggravated Assaults</b>	28	33	40	36	38	23	37	54	57	56
<b>Simple Assaults or Intimidation</b>	305	326	262	220	251	136	191	179	212	196
<b>Robbery</b>	7	8	8	4	4	3	3	7	5	5
<b>Forcible Rape</b>	12	9	8	5	8	4	10	11	16	17
<b>Burglary</b>	97	86	45	66	38	30	29	33	36	40
<b>Motor Vehicle Thefts</b>	25	38	51	37	35	37	37	54	86	62
<b>Arson</b>	7	4	4	0	1	4	2	3	1	1
<b>Larceny Thefts</b>	487	414	407	343	305	261	278	335	324	273
<b>Narcotic Violation</b>	519	618	458	364	81	76	129	106	102	139
<b>Disorderly Conduct</b>	1,287	1,289	1,155	1,064	1,098	821	817	734	766	1,010
<b>Traffic Accident</b>	2,280	2,371	2,293	2,289	2,267	1,461	1,785	1,945	2,007	1,700

## OPERATIONAL DATA

Organizational Make-up | Records Division | Crime Statistics | **Patrol Division** | Training  
Citizen Complaints and Lawsuits | Significant Incidents

In 2024, the Royal Oak Police Department continued its pursuit of reaching its full staffing level of 79 sworn police officers by hiring three new officers and two dispatchers. Our personnel have made a commitment to our Core Values, Mission Statement, and most of all, this community.

The patrol division (dispatchers, police officers, sergeants, and lieutenants) have the most contact with the general public. The patrol division has focused on developing a customer service-oriented style of policing. This philosophy has improved our relationship with the community, our businesses, and has enabled us to build upon the public's trust.

The officers assigned to the patrol division respond to all types of calls for service. From traffic crashes to traffic enforcement to all types of emergency scenarios, the Royal Oak Police Department is a full-service police department.

The patrol division is responsible for answering 911 and non-emergency phone calls. The personnel who answer these calls obtain all the pertinent information, enter the information into the computers, and dispatch Police, Fire or EMS personnel.

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Total Phone Calls 911 and Non-Emergency</b>	81,592	88,029	57,554	74,528	75,155	69,654	71,816	70,436	70,191	69,255
<b>Total Incidents Dispatched</b>	48,051	46,389	54,093	53,685	45,528	50,651	48,273	46,554	45,295	45,944

The patrol division also responds to traffic complaints such as excessive speeding or no thru-traffic as staffing allows. Traffic complaint response may include:

- Utilization of the department's SMART trailer to give a more accurate count of vehicular traffic and average speed.
- Special attention checks, that have officers check the areas in their travels.
- Traffic Details– where officers are assigned there to evaluate and enforce infractions.
- In addition, the patrol division evaluates and approves valet parking applications, directs the crossing guard program, coordinates the repair and inspection of handheld preliminary breath test machines, radar units, and investigates other traffic related issues.

## OPERATIONAL DATA

Organizational Make-up | Records Division | Crime Statistics | **Patrol Division** | Training  
Citizen Complaints and Lawsuits | Significant Incidents

### CALLS FOR SERVICE

2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
48,051	46,389	47,477	47,009	50,427	41,169	37,469	41,686	40,324	40,809

2023

2024

% CHANGE

<b>Total Reports Filed</b>	45,295	45,944	1.4%
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### YEARLY ACCIDENT SUMMARY

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Non-Injury Accidents</b>	2,037	2,143	2,034	2,004	2,094	1,121	1,550	1,642	1,460	1,487
<b>Injury Accidents</b>	242	227	255	283	171	155	208	220	144	213
<b>Fatal Accidents</b>	1	1	4	2	2	1	2	2	1	0
<b>Totals</b>	<b>2,280</b>	<b>2,371</b>	<b>2,293</b>	<b>2,289</b>	<b>2,267</b>	<b>1,277</b>	<b>1,760</b>	<b>1,864</b>	<b>1,605</b>	<b>1,700</b>

### OVERALL DEPARTMENT TICKET SUMMARY

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Traffic Violations</b> General	12,176	13,529	13,540	12,629	13,412	7,539	6,773	9,680	9,166	9,249
<b>Traffic Violations</b> Accident Scene	837	966	931	917	1,175	624	760	811	798	687
<b>Traffic Violations</b> Motor Carrier	165	8	0	2	10	3	4	2	4	0
Ordinance Violations	1,478	1,500	1,356	975	1,091	798	1,001	979	1,113	1465
<b>Total Violations</b>	<b>14,656</b>	<b>16,003</b>	<b>15,827</b>	<b>14,523</b>	<b>15,688</b>	<b>8,964</b>	<b>8,538</b>	<b>11,472</b>	<b>11,081</b>	<b>11,401</b>

## OPERATIONAL DATA

Organizational Make-up | Records Division | Crime Statistics | Patrol Division | **Training**  
Citizen Complaints and Lawsuits | Significant Incidents

The Royal Oak Police Department is committed to providing training to department personnel as a means to advance the employees' professional growth and competence while enhancing the overall ability of the department to provide improved service to the community.

**In-service Training** includes annual instruction to all personnel in such areas as firearms, pathogen exposure, first aid and CPR, and defensive tactics, etc. The figures below represent total hours per officer.

**Advanced Training** includes individualized instruction in areas such as interview and interrogation, accident investigation, search and seizure, incident command, radar operation, breathalyzer operation, surveillance techniques, specialized investigation courses, etc. The figures below represent total hours training for all department personnel during the year.

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>In-Service</b> (total department training hours per officer)	26	34	36	32	47	33	30	48	73	39
<b>Advanced training</b> (hrs. for all personnel)	4,596	4,003	4,007	4,068	4,464	2,069	4,318	4,671	4,538	4,822

The Royal Oak Police Department has several specialized units with instructors dedicated to training our officers in-house. They include Firearms, Defensive Tactics, Police Motorcycle, Police Mountain Bike Patrol, Field Training Officers, and Communication Training Officers to name a few. These instructors ensure our officers remain certified according to state mandates.





## OPERATIONAL DATA

Organizational Make-up | Records Division | Crime Statistics | Patrol Division | **Training**  
Citizen Complaints and Lawsuits | Significant Incidents

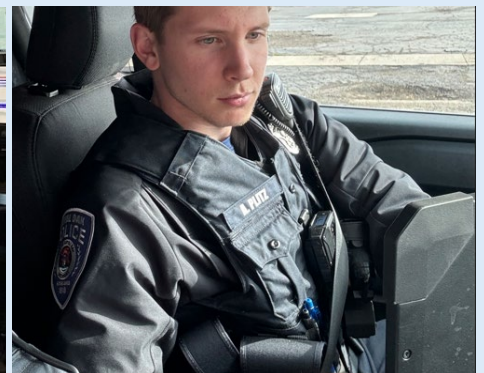
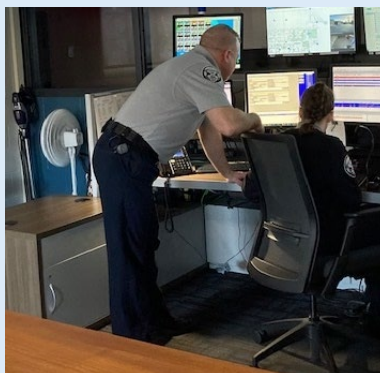
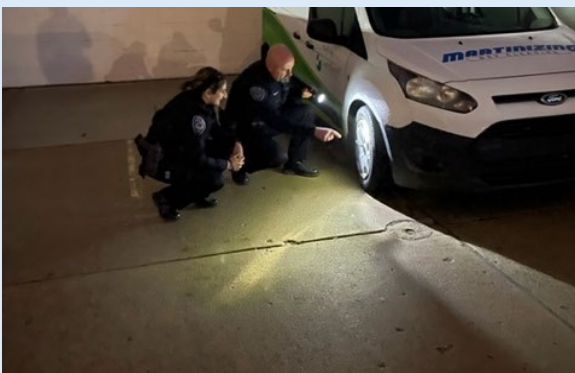
### Firearms and Range Unit



### Defensive Tactics Unit



### Field Training Unit





## OPERATIONAL DATA

Organizational Make-up | Records Division | Crime Statistics | Patrol Division | Training  
**Citizen Complaints and Lawsuits** | Significant Incidents

It is the policy of the Royal Oak Police Department to accept and investigate any complaints of employee misconduct or wrongdoing. This department is committed to providing law enforcement services that are consistent with our Mission Statement and Core Values. The complaint procedure provides citizens with a meaningful and effective avenue for legitimate complaints against a member of the police department. It is the intention of the police department to encourage public support and confidence through the assurance of a fair and thorough investigation of all complaints.

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Total Complaints</b>	15	12	5	6	7	17	16	16	18	19
<b>Excessive or Unnecessary Force / Assault Complaints</b>	1	0	1	0	1	0	0	0	0	4 (All Unfounded)

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Total Lawsuits</b>	1	2	0	4	2	1	1	0	1	0
<b>Excessive or Unnecessary Force / Assault</b>	0	1	0	2	0	0	0	0	0	0

## OPERATIONAL DATA

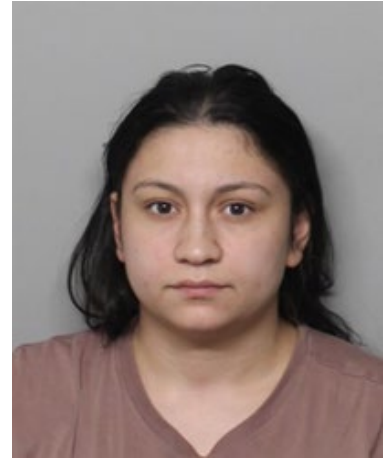
Organizational Make-up | Records Division | Crime Statistics | Patrol Division | Training  
Citizen Complaints and Lawsuits | **Significant Incidents**

### **Organized Retail Fraud Arrest:**

On May 21, 2024, Royal Oak Officers responded to the CVS Pharmacy on Woodward Avenue to investigate a retail fraud theft which had just occurred. CVS employees described two females in bulky clothing, last seen walking away from the store. Officers located the suspects attempting to hide over \$4,000 in stolen merchandise near a nearby dumpster. They were arrested without incident and the case was assigned to a detective for additional follow up.

During the follow up investigation, it was discovered that the arrestees were part of a multi-state retail fraud theft ring. The arrestees were siblings from the State of Maryland, with one being only 16 years old and the other 21 years old. They were traveling throughout southeast Michigan in a rented minivan. The minivan was located and contained an additional \$36,000 in stolen health & beauty related merchandise.

Both siblings were charged with Receiving and Concealing Stolen Property over \$20,000, a felony punishable by up to ten years in prison. They were also charged with the five-year felonies of First-Degree Retail Fraud and Organized Retail Crime.



Patricia Bitá

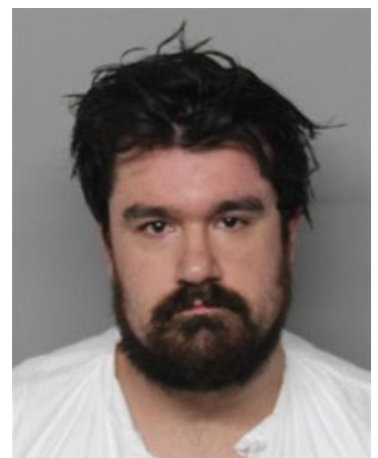
### **Attempt Home Invasion Arrest:**

On June 1, 2024, at approximately 1:20 a.m., Royal Oak Officers responded to the home of a resident who called 911 after being startled from her sleep to discover a man attempting to enter the side door of her home. She activated a panic alarm, and the man attempted to walk away but was immediately confronted by two Royal Oak patrol officers.

The arrestee was identified as Levi Trahern Smith, a 34-year-old Dearborn Heights resident. Smith was wearing latex gloves and carrying a backpack. The backpack contained an assortment of concerning items, including a loaded handgun, a large knife, handcuffs, rope, masks, a hammer, a crowbar, duct tape and latex gloves.

The investigation revealed the suspect was a former co-worker of the victim and had exhibited a romantic interest in her in the past. Royal Oak Detectives conducted numerous interviews and collected additional supporting evidence from the arrestee's car and home, before presenting the case to the Oakland County Prosecutor's Office for review.

Smith was charged with one count of Attempted Home Invasion in the 1<sup>st</sup> Degree, a felony which carries a sentence of up to 5 years in prison, and one count of Felony Firearm, which carries a sentence of up to 2 years in prison.



Levi Trahern Smith

## OPERATIONAL DATA

Organizational Make-up | Records Division | Crime Statistics | Patrol Division | Training  
Citizen Complaints and Lawsuits | **Significant Incidents**

### **Cannabis Shop Breaking and Entering Arrest:**

On August 3, 2024, at approximately 1:50 a.m., Royal Oak officers responded to a burglary alarm at a cannabis store on Meijer Drive. They arrived to find a smashed-out window and discovered the building had been ransacked.

Royal Oak detectives investigated the burglary and developed a juvenile suspect after reviewing surveillance video from the break-in. On August 5, 2024, investigators executed a search warrant at the suspect's home. During the search, we recovered more than \$100,000 worth of stolen marijuana and cannabis-related merchandise and took the juvenile suspect into custody.

Detectives also determined the juvenile was suspected of fleeing from a Royal Oak officer at high speeds prior to the cannabis store burglary. The juvenile was also suspected of being responsible for a home invasion July 26, 2024.

### **Fleeing and Eluding Police Arrest:**

On July 16, 2024, Royal Oak officers attempted to conduct a traffic stop involving a motorcycle without a license plate. The driver was wearing a black sweatshirt with the words "Come Get Me" written on the back. After realizing he was being pulled over, the driver accelerated to speeds up to 150 mph and ran multiple red traffic lights. He successfully eluded all police officers patrolling in the area. The reporting officers believed the same individual was responsible for several additional fleeing & eluding incidents along the Woodward Avenue corridor. Every incident involved high speeds and reckless driving, creating dangerous conditions for every driver and pedestrian on Woodward Avenue.

Detective Keith Bierenga was assigned the case. He conducted an exceptional investigation, identifying the suspect and collecting the evidence needed to support a criminal charge. Several months after the July 16<sup>th</sup> incident, Fred Salem Jr. was charged with 4<sup>th</sup> Degree Fleeing & Eluding, a 2-year felony. In consideration of the danger to the public caused when a driver flees from the police, Salem's bond was set at \$10,000 cash/surety, no 10%.



Fred Salem Jr.

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## OPERATIONAL DATA

Organizational Make-up | Records Division | Crime Statistics | Patrol Division | Training  
Citizen Complaints and Lawsuits | **Significant Incidents**

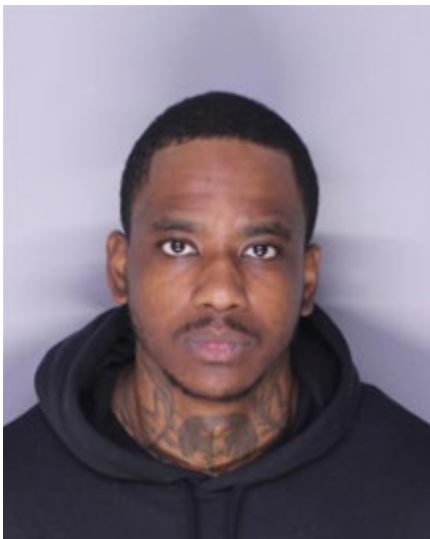
### **Armed Robbery Arrest:**

On September 28, 2024, Royal Oak Police responded to a report of an armed robbery at a business within the 200 block of W. Eleven Mile Rd. The victim reported that a man wearing a ski mask produced a gun and forced him to hand over his \$12,000 Rolex watch. The suspect then ran to a white sedan in a nearby parking lot, entering the passenger side. A second suspect then drove the sedan away.

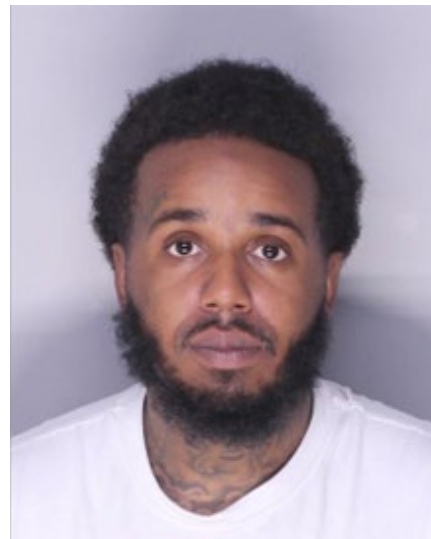
Officers broadcasted a BOL to area departments and an officer from Hazel Park PD located the suspect vehicle traveling southbound on I-75. Both suspects were arrested.

Detectives Vanderhoff and Bierenga reviewed the arrest report and determined additional evidence was needed to charge the driver with any crime. They also lacked evidence to support a prosecution for armed robbery against the passenger. They conducted many interviews and tenaciously sought out evidence and eventually uncovered a surveillance image of the suspect running with a gun to the getaway car.

At the conclusion of their investigation both suspects were charged with Armed Robbery, punishable by up to life in prison. Nigere Fant was charged with a multitude of additional felony counts. Fant had been paroled from prison approximately one month prior to this incident.



Nigere Fant



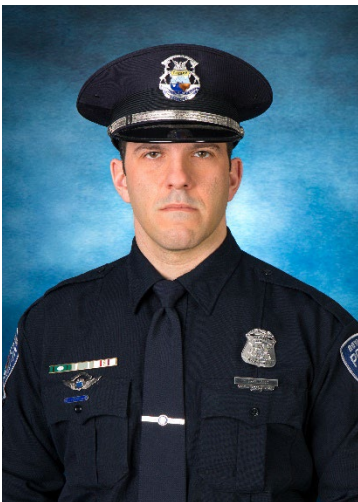
Torrey Harris

## Meet Your Alpha Day Shift

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Lt. Brian Kucel



Sgt. Anthony Gagliardi



Sgt. Brian Buckley

Alpha Platoon is commanded by Lieutenant Kucel, who is overall responsible for staff assigned to the platoon. Alpha platoon is one of two “day” shift platoons that begins at 7:00 a.m. and concludes at 7:00 p.m. The platoon consists of two sergeants, ten officers, and three 911 dispatchers.

Throughout a typical day, Alpha Platoon officers receive and respond to various calls for service including welfare checks, citizen assists, and traffic accidents, to name just a few. The officers often engage with the community such as hosting school tours, visiting neighborhood block parties, and walking foot patrol through our city’s numerous special events. Additionally, several officers on shift serve in roles such as mountain bike officers, Crisis Intervention Team (CIT) officers, evidence technicians, and Comeback Quick Response Team (QRT) members. Alpha’s officers and 911 dispatchers also serve as training officers for the new members of our department. The officers prioritize being proactive with traffic enforcement to reduce traffic crashes and searching for criminal activity to keep our neighborhoods and businesses safe.

The officers work side by side with our 911 dispatchers and police cadets who are responsible for fielding hundreds of 911 and non-emergency phone calls throughout the course of the day, in addition to serving walk-in reports at the front desk.



# Meet Your Bravo Day Shift

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Lt. Jacob Theisen



Sgt. Tim Brown



Sgt. Jason Manning

Bravo Platoon is commanded by Lieutenant Theisen with the assistance of Sergeant Brown and Sergeant Manning. This other “day” platoon’s shift starts at 7:00 a.m. and concludes at 7:00 p.m. In addition, Bravo Platoon consists of ten officers, three 911 dispatchers and several police cadets.

Bravo officers have advanced training and specialized responsibilities in several areas including peer support, evidence processing, “ALICE” instruction, advanced firearms instruction, and community outreach. Several personnel assigned to Bravo Platoon are Field Training Officers (FTO), Communication Training Officers (CTO), or members of the Crisis Intervention Team (CIT). Officers of this platoon continue on-the-job training throughout the year. Training is conducted during rollcall, or by advanced training provided outside the department.

Bravo officers can often be found completing extra patrols of problem traffic areas as identified by residents who reach out to the department. Bravo shift proved to be the busiest shift in the department in 2024, fielding nearly 12,200 calls for service. Bravo officers initiated nearly 3,700 traffic stops, completed over 500 traffic crash reports, issued over 2,850 written citations, made 235 custodial arrests, and authored over 1,400 written case reports for the year.

Bravo Platoon is dedicated to connecting to our community and its officers can often be found helping at school crosswalks, providing station tours to school groups, visiting block parties, and making appearances at events both public and private.

## Meet Your Charlie Midnight Shift



Lt. Christopher Platt



Sgt. Jimmy Elrod



Sgt. Michael Paramo

Charlie Platoon is commanded by Lieutenant Platt. The hours for Charlie Platoon are 7:00 p.m. to 7:00 a.m. and is one of two “night” shift platoons. Charlie Platoon is staffed by two sergeants, 13 officers, and three 911 dispatchers. The shift also has a cadet assigned to the front desk working the hours of 7:00 p.m. to 3:00 a.m.

Shift supervisors are responsible for the daily duties of the officers, dispatchers, and cadets. Shift supervisors are present on the road enforcing traffic laws and respond to incidents with shift officers. Charlie Platoon is staffed with one Lieutenant and two Sergeants. All supervisors are considered patrol supervisors but also have many ancillary duties assigned to them to assist with the overall function of the police department. Charlie Supervisors are assigned to the Subject control/ Defensive Tactics Team, Mobile Field Force (MFF), Active Shooter Response Instructor (ASR), and Emergency Management Team.

Of the 13 officers assigned to Charlie Platoon, many are trained as Crisis Intervention Team Officers (CIT), PEER Support Team Members, Defensive Tactics Instructors, members of the Comeback Quick Response Team (QRT), and Field Training Officers (FTO). In addition, several officers are members of the Mountain Bike Unit, which patrols the downtown district and neighboring residential streets.

Charlie Platoon officers handle all traffic related complaints throughout the city, along with proactively policing neighborhood areas within the City of Royal Oak. Charlie Platoon also designates officers to patrol the Central Business District (CBD) during the weekdays from 7:00 p.m. to 11:00 p.m. and 7:00 p.m. to 3:00 a.m. on the weekends. The CBD officers patrol in their vehicles, on foot, and on mountain bikes to focus on enhancing safety through community policing. These officers provide an additional presence to the busy downtown that is frequented by many visitors and residents.

During the overnight hours, Charlie Platoon officers are constantly vigilant through proactive patrols, searching the city for suspicious activity to deter and reduce criminal behavior. Charlie Platoon officers are on constant alert to keep the roadways safe from intoxicated drivers due to the extreme danger intoxicated drivers cause the public. Intoxicated driving arrests make up approximately one third of Charlie Platoon arrests. Enforcing alcohol offenses is a critical function of Charlie Platoon, with alcohol offenses contributing to a large amount of the shift’s arrests.

Charlie Platoon Officers work well as a team, enforce traffic and criminal laws, and do their due diligence to keep the citizens of Royal Oak, and its visitors safe.



## Meet Your Delta Midnight Shift

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Lt. David Budzynowski



Sgt. Dominick Catanese



Sgt. Jordan Desano

Lieutenant Budzynowski oversees Delta Platoon. The hours for Delta Platoon are from 7:00 p.m. to 7:00 a.m. Delta Platoon is additionally staffed by two sergeants, thirteen officers, and dispatch staff that work afternoon and midnight shifts. Of the thirteen officers assigned to Delta Platoon, many are trained as Crisis Intervention Team (CIT) officers, firearms instructors, defensive tactic instructors, and Field Training Officers (FTO). In addition, Delta officers include an evidence technician, a K9 officer with his partner, K9 Thorvi. Several officers are also trained as police mountain bike officers.

Delta Platoon officers handle the hectic evening rush hour and all the traffic related complaints throughout the City of Royal Oak. The Delta Platoon also assigns officers who are dedicated to patrolling the Central Business District (CBD) during the weekdays until 11:00 p.m. and 3:00 a.m. on the weekends. The CBD officers patrol in their vehicles, on foot, and on bicycles with a focus on visibility and community policing. These officers provide increased patrol services to the busy downtown that is frequented by many visitors and residents who frequent the many sidewalk cafes, restaurants, and shops.

The Delta Platoon officers stay busy patrolling neighborhood streets during nighttime hours in search of suspicious activity. Delta Platoon officers also focus patrols on Woodward Avenue starting as early as March through October to address dangerous driving associated with “cruiser” activity.

# Criminal Investigation Division

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Taking a case from initial complaint to prosecution is a primary job duty of the detectives and officers assigned to the Royal Oak Police Criminal Investigation Division (C.I.D.). When a case is assigned to a detective, a multitude of additional tasks must often be completed. Detectives conduct follow-up interviews, seek additional information and leads, and collect additional evidence. Our detectives handle every type of criminal investigation, and the skills and knowledge they must develop and maintain are expansive. Some important examples include evidence collection and processing, forensic examinations of computers and cellular phones, extensive knowledge of criminal law and procedure, effective surveillance techniques, and excellent interviewing and writing skills. In the end, the C.I.D. is responsible for presenting the complete investigation to a prosecutor, who then makes the decision on what if any criminal charges will be authorized.

The C.I.D. is staffed with 7 detectives, and 5 specially assigned police officers. Managing this highly skilled team of investigators is Lieutenant Rich Millard and Sergeant Nate Heppner. They rely on their experience and knowledge to assign and manage hundreds of police reports every month. They review each case generated by the department and assign cases to their team of investigators based upon a variety of factors. If a case does not meet those factors, it may be closed or set aside pending further information or developments.

While detectives handle most of the complaints generated by the patrol division, the special unit officers offer a unique service to our community. Officers assigned to task force teams actively seek out information and suspects tied to crime in Royal Oak and throughout the area. The additional resources these teams offer the department can expand the investigative arm of the C.I.D. tremendously. At a moment's notice, the C.I.D. has access to the resources of Federal, State, and County investigative teams to address a large variety of incidents.

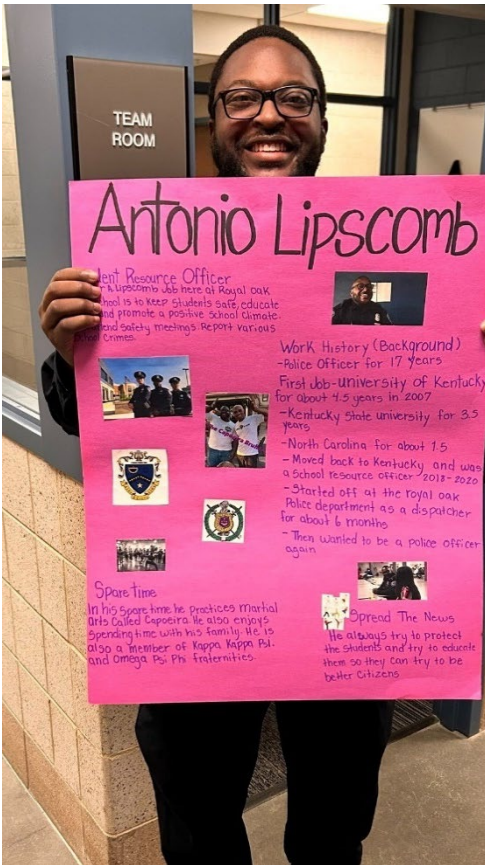


Lt. Rich Millard



Sgt. Nathan Heppner

# School Resource Officer



Officer Antonio Lipscomb

The Royal Oak Police Department is proud to have a relationship with the public and private schools in Royal Oak. The School Resource Officer (SRO) builds relationships with the community along with fostering an environment of safety for students and faculty members. The current SRO is Officer Antonio Lipscomb.

While Officer Lipscomb's day to day tasks are conducted at the high school, he is frequently consulted by administrators and staff from all the Royal Oak schools for matters ranging from student safety to juvenile law.

School drills ranging from fire and tornado drills to lock downs are also coordinated and monitored for every Royal Oak school by Officer Lipscomb. These tasks provide much needed familiarization and feedback, so staff and students are prepared should a real event occur. Officer Lipscomb also conducts several presentations for students and staff to teach them a variety of topics related to personal and school safety. Officer Lipscomb also assists in the following areas:

- Runaway juvenile investigations.
- Daily report review, for matters involving high school students/family problems.
- School parking lots – monitor, enforcement.
- Coordinating with county juvenile caseworkers.
- Coordinating with Royal Oak Community Coalition.
- Coordinating with Royal Oak Youth Assistance.
- Provide guidance and advice to parents seeking additional information or assistance.





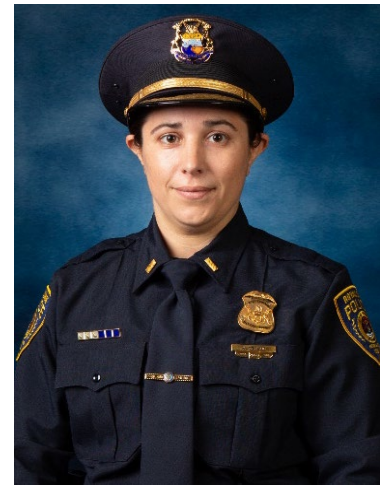
# Professional Standards Unit

The Professional Standards Unit is comprised of one Lieutenant and one Sergeant who report directly to the Chief of Police. The unit is responsible for a variety of tasks including new employee background investigations, internal investigations, processing and coordinating special event permits, coordinating departmental training and Liquor Control Commission investigations. The unit also performs many additional tasks assigned by the Chief of Police.

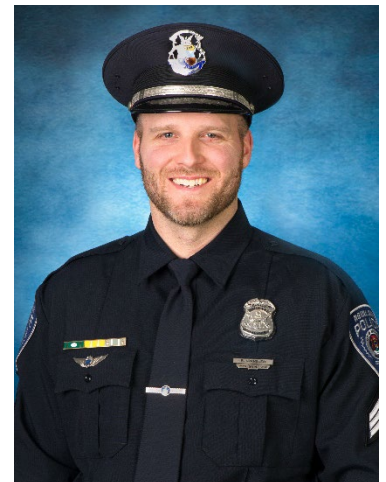
The Professional Standards Unit processed and coordinated 55 special events in 2024. These include recurring annual events such as Arts Beats and Eats, Royal Oak in Bloom, Gilda's Run, Taco Fest, Winter Blast, and the Memorial Day Parade.

The Professional Standards unit, in conjunction with the Police Department Training Committee, coordinates and schedules training multiple times a year on a routine basis for all Royal Oak Police Department personnel. Each year the Training Committee meets to recommend what training should take place that year in addition to other mandated training. After receiving input from staff, a training plan is put in place by the Professional Standard Unit for the year.

Lastly, the Professional Standards Unit is responsible for recruitment. The Professional Standards Unit actively seeks the best applicants for Police Officer, 911 Dispatcher, Cadet, and Parking Enforcement Officers. The Professional Standards Unit took part in the background investigation and hiring process of three Police Officers, two Dispatchers, and five Cadets in 2024.



Lt. Karly Renaud



Sgt. Ryan Spangler







## Community

### Citizen's Police Academy

This year marked the 9th annual Citizen's Police Academy. The program was offered to Royal Oak residents through an application process and the response was overwhelming.

The program was structured to offer residents a unique insight into law enforcement and an inside look at how their police department conducts business. The exciting seven-week course met once a week for three hours at the police department. The purpose of the program is to allow residents to become familiar with their police department through classroom instruction and also receive practical, hands-on experience. The Citizen's Police Academy gives the participants insight into how Royal Oak police officers perform their duties and how we serve the community.

Some of the curriculum during the seven-weeks included a defensive tactics lesson, a TASER demonstration, a K9 demonstration and a presentation by the Criminal Investigation Division. After an initial introduction and presentation by Chief Moore, students spend seven-weeks exploring many aspects of police operations, including a ride along with an officer, to see first-hand how an officer handles a call.





## Royal Oak Justice Open House

In April 2024, the Community Engagement Board partnered with the police department and the 44<sup>th</sup> District Court to highlight community programs. Participants learned about new initiatives at the police department including our Crisis Intervention Team (CIT), Co-Responder program (CORE), and the Quick Response Team (QRT). These initiatives are centered around mental health response and substance use disorder.

This event highlighted the ongoing partnership between the police department and court system. Participants engaged in a robust question and answer session with Chief Moore and his team as well as the Honorable Judge Meinecke and Judge Kowalkowski.




**Royal Oak**  
COMMUNITY ENGAGEMENT BOARD PRESENTS:

# Royal Oak Justice Open House

**Wednesday April 24, 2024 6:30-8:30 p.m.**

**An introduction to the programs and practices of the Royal Oak Police Department and the 44th District Court**

**Session 1      6:30pm to 7:30pm      ROPD Community Room**

Chief Michael Moore and his staff will highlight several new initiatives including the Crisis Intervention Team (CIT), Co-Responder Program, and the Quick Response Team (QRT). These programs are designed to help those experiencing a mental health crisis or suffering from substance use disorder. Participants will also be given a tour of the new police headquarters with a Q&A session.

**Session 2      7:30 pm to 8:30pm      44<sup>th</sup> District Court Building**

Judge Derek Meinecke and Judge Andrew Kowalkowski will discuss the strong efforts of the Court to educate our students on the criminal justice system through the Justice 101 and Teen Court initiatives. They will also present on the groundbreaking Operation Drive program, which helps individuals get back on the road legally. Finally, the Judges will discuss Sobriety Court, an intensive drug and alcohol recovery program at the Court. Time permitting, this session will also feature a general Q&A.



## COMMUNITY

### Royal Oak CORE (Co-Responder program)

The Royal Oak Police Department has partnered with Oakland Community Health Network as well as Ferndale, Madison Heights, and Hazel Park to launch a co-responder program.

These four communities share two licensed social workers to co-respond with police officers in the field. These social workers provide case consultation, crisis intervention, service coordination, and referrals for resources to individuals identified as requiring mental health/substance use support.

Beginning in the summer of 2024, Sabrina Fallone and Alyssa Waters began working alongside our police officers. This program is having early success and is saving lives.

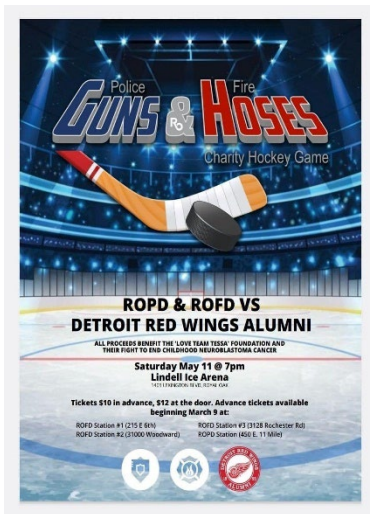




## COMMUNITY – GIVING BACK

### Royal Oak Guns & Hoses Charity Hockey Game

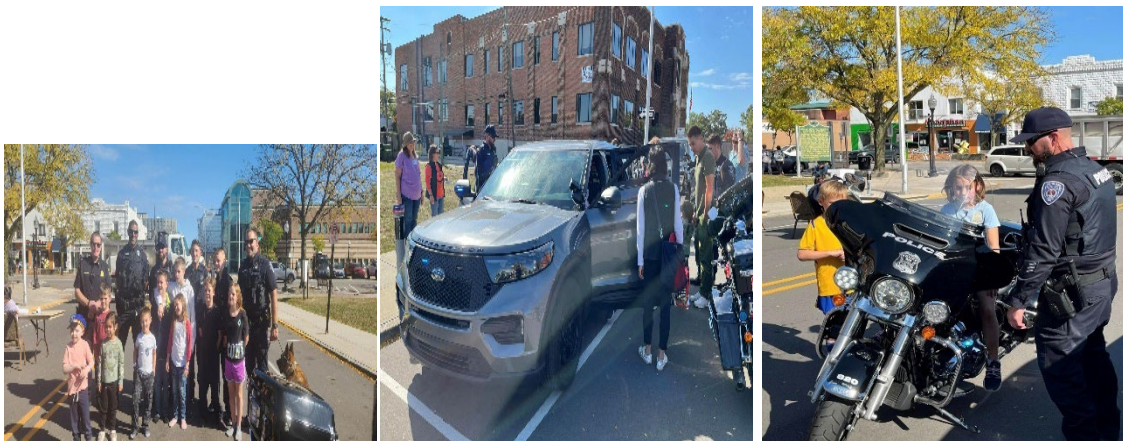
The Royal Oak Police Department worked alongside the Royal Oak Fire Department to host a charity hockey game with the Detroit Red Wings Alumni. The charity game was held on John Lindell Ice Rink and raised over \$8,000 to be donated to “Love Team Tessa”. Love Team Tessa is a Royal Oak based charity who supports neuroblastoma fighters-patients and provides assistance to families, doctors, and pediatric research.



### Royal Oak Police Department Faith & Blue

The police department once again participated in the Faith & Blue event held in October 2024. Faith & Blue is a national initiative to reinforce connections between law enforcement professionals and the communities they serve through the reach of houses of worship.

In 2024, ROPD partnered with Royal Oak First United Methodist Church to host our annual event. The congregation and community interacted with our police officers for an afternoon of fun. Attendees were provided with food, games, prizes, and lots of laughter.





## COMMUNITY – GIVING BACK

### Mothers Against Drunk Driving (MADD)

The Royal Oak Police Department continued pop up tent events downtown Royal Oak in partnership with MADD. Officers were able to set up a tent and utilize our grant funded intoxicated goggles with the public. Officers allowed the public to try the goggles on while performing tasks the officers would ask of them. This event allowed the public to have fun interaction with the officers while learning more about how intoxication affects fine motor skills. Royal Oak also assisted in the hosting of the 2024 Walk Like MADD at Normandy Oaks Park.



### Law Enforcement Torch Run

Each year members of the Royal Oak Police Department participate in the Law Enforcement Torch Run. This run is to raise money for the Special Olympics, and we are one of many departments in southeast Michigan that participate. This year it started with the Oakland University Police Department and ended with the Southfield Police Department. Royal Oak Police Officers participated in two of the approximately 33 mile run.





### Comfort Dog Raider

In December of 2024, the Royal Oak Police Department introduced its first department comfort dog, “Raider”. Raider is a 23-month-old, 60-pound black Labrador Retriever that came to us as a “career change” dog from Leader Dogs for the Blind in Rochester Hills. Law enforcement comfort dogs provide agencies with a trained dog which can be used for a multitude of purposes, including support of community members who have experienced a traumatic event, community engagement, and support for departmental employees.

While comfort dogs are well established with law enforcement agencies throughout Metro Detroit, comfort dog Raider is the first career change dog to be used in this capacity. Career change dogs are highly trained, in-demand dogs that may not be an ideal candidate as a service dog, yet are still well-suited to step into alternative careers to continue their training in service, detection, veteran, and court advocacy dog organizations.

Raider works alongside Sgt. Ryan Spangler and lives with his family at their home. When he’s not at work, Raider enjoys being a normal family dog, going for long walks with his family, and snuggling on the couch.



### 2024 Youth Police Academy

The Royal Oak Police Department held its first weeklong youth police academy for 7<sup>th</sup> and 8<sup>th</sup> grade children in July of 2024. With the help of local restaurants and businesses the Royal Oak Police Department was able to host a fun and challenging week for 29 children. These children learned about police investigations, traffic stops, team building, gun safety, fire safety, CPR and much more. This program is designed to help the police department engage with the youth of Royal Oak while providing knowledge and skills for many years.





## COMMUNITY – GIVING BACK

### Shop with a Hero

The Royal Oak Police Department, in conjunction with our bordering police agencies, the Royal Oak Fire Department, and the Veterans committee participate each holiday season for Shop with a Hero. This special event pairs a child from local schools with a public safety member or a Veteran. With support from Meijer Corporation and the Royal Oak Civic Fund, donations of gift cards are provided to the children who can spend time shopping with their favorite hero. It is a great community event, with everyone involved very thankful for the opportunity to participate.



### Holiday Toy Drive

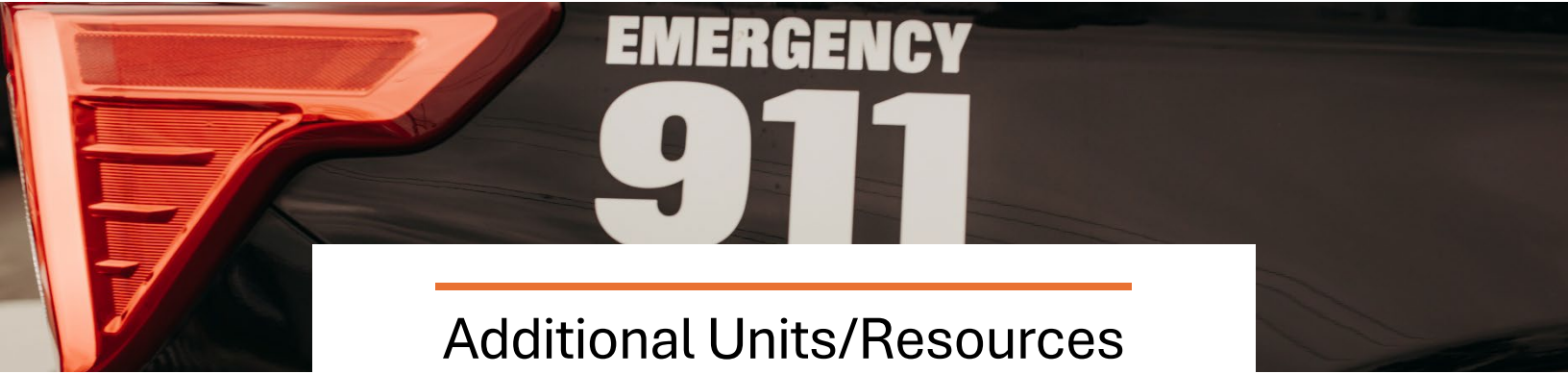
Royal Oak residents came out in force to support the Royal Oak Police Department's holiday toy drive to benefit the children of the Judson Center. Through the generosity and sense of community shown by residents of Royal Oak, their donation of toys went above and beyond to help make the holidays a little better for the kids in need.

### Easter Bunny Public Event

The Royal Oak Police Department is proud to have been part of the 3rd annual Easter event. Our very own Officer Cavanagh, Officer Plitz and Officer Stienke, along with K9 Conan, were excited to meet the Easter Bunny and the community who chose to stop by the police department.







## Additional Units/Resources

### Police Motor Unit



### Police Honor Guard Unit



### K9 Unit

K9 Thorvi



K9 Conan





## ADDITIONAL UNITS/RESOURCES



### The Royal Oak Auxiliary Police

The auxiliary police unit is comprised of 23 service-oriented men and women who volunteer from within the Royal Oak community. This volunteer corps augments the Royal Oak Police Department by performing uniformed foot and vehicle patrols. In 2024, the Auxiliary Officers completed 4,473 hours of volunteer work while patrolling on foot and in vehicles in over 50 different city events.

Auxiliary members are trained and equipped by the police department to observe and report conditions requiring police services. Whenever possible, they assist in non-enforcement and non-hazardous duties. The following are some areas in which the Auxiliary Police assist the Police Department:

- Conducting residential, schools and commercial business checks.
- Assist with community festivals, parades, concerts, street fairs, and park patrols.
- Assist with Woodward cruiser activity throughout the summer.
- Traffic control when needed at intersections with malfunctioning signals.
- Residential vacation checks.

Their sacrifice and hard work to the community is often overlooked but is greatly appreciated.

### The Royal Oak Police -Chaplains

The Royal Oak Police Chaplains work with ROPD officers in providing support, comfort, and guidance to residents when they have experienced a traumatic incident or are grieving the loss of a family member. Currently, there are seven members of the Chaplain program. They represent a variety of religious denominations including Catholic, Jewish, Non-denominational and Christian.

During 2024, the Chaplains aided our patrol officers by responding to scenes where they were requested, often at a moment's notice. They effectively provide counsel to grieving families who experienced tragedy and need somebody by their side. The Chaplains help families deal with the immediate aftermath and to discuss their next steps in the grieving process.







## The Woodward Dream Cruise

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The Woodward Dream Cruise started in 1995, now 30 years later, it has grown to an event that isn't just one day and unofficially spans the entire week leading up to it. The Woodward Dream Cruise, known as the largest one-day car show, brings people from all over the world to Royal Oak. The cruise route spans multiple cities, running from Detroit to Pontiac, with the concentration of cruisers coming to the great city of Royal Oak to see the muscle cars, hot rods, custom, and collector vehicles.

The City of Royal Oak is the epicenter for this event. It is in Royal Oak that a majority of the corporate sponsors lease space to showcase their products. This is dubbed as a family event and the Royal Oak Police, in cooperation with surrounding agencies make sure it is a safe event for all that come to see it.

The Royal Oak Police Department takes on a leadership role to coordinate law enforcement planning meetings associated with the Dream Cruise. This year was no exception. The meetings include not only local law enforcement agencies directly affected by the Dream Cruise, but also the FBI, Oakland County Sheriff's Office, MSP, Oakland County Emergency Management, Oakland County Department of Health and Human Service, Michigan Department of Transportation, and the National Weather Service.

The extraordinary efforts of all these entities through teamwork and communication resulted in an incident free event that saw over a million spectators and visitors attending the event.



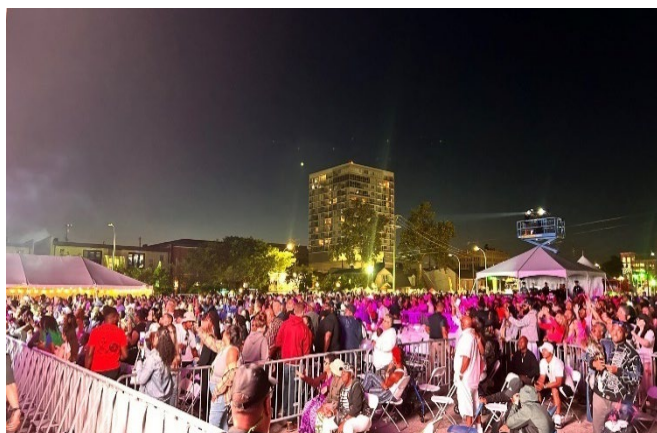


## Arts, Beats & Eats

Royal Oak hosted the annual Soaring Eagle Arts, Beats & Eats event over the Labor Day weekend. This event continuously brings over 400,000 people to the city of Royal Oak. The festival is located in our downtown and offers highly regarded fine art exhibits, more than 200 live musical performances on nine stages, and local restaurants showcasing their cuisine.

Similar to preparing for the Dream Cruise, Arts, Beats & Eats involves extensive planning and coordination with several of our Federal, State, and local partners. The Michigan State Police, Oakland County Sheriff Office, CN Railway, and several other area departments provide staff to enhance and supplement our public safety resources.

This was the fifteenth year Royal Oak has hosted this event, and the police department has continuously reviewed and revised the operational plan to ensure the event is safe, secure, and enjoyable for all those who attend.



## Grant Awards

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*Throughout 2024, the Royal Oak Police Department applied for, and was awarded the following grants:*

1. Received from the Office of Highway Safety to enforce the “DRIVE SOBER OR GET PULLED OVER” campaign.
2. “CLICK IT OR TICKET” campaign.
3. “DISTRACTED DRIVING” campaign.
4. “SPEED ENFORCEMENT” campaign.

Additionally, the Royal Oak Police Department received a grant to purchase ballistic safety vests for police officers.







## Police Award Recipients

It is a great privilege to introduce some of the staff of the Royal Oak Police Department who stood out in 2024. These individuals were nominated by their peers or supervisors for exceptional performance. Following the meeting of the Commendation Review Board, we are pleased to announce the names of award recipients.

### 2024 AWARD RECIPIENTS ARE AS FOLLOWS:

#### Officer of the Year

- **For 2024** | Officer Blaine Goertler

#### Civilian Employee of the Year

- **For 2024** | Records Clerk Laney Setty

#### Life Saving Award

- **For an incident on April 22, 2024** | Officer Gerald Karr / Officer Kyle Adair/Officer Sean Staniszewski/911 Dispatcher Brooke Williams
- **For an incident on September 7, 2024** | Officer Joseph Petrone
- **For an incident on August 27, 2024** | Officer John Love/Officer Kyle Knauss
- **For an incident on August 21, 2024** | Sergeant Jimmy Elrod/Officer Joseph Lovasz/Officer Liam Sarris
- **For an incident on March 13, 2024** | Dispatcher Joseph Ivy

#### Meritorious Service

- **For an incident on February 27, 2024** | Detective Andrew Rougeau
- **For an incident on April 22, 2024** | 911 Dispatcher Brooke Williams
- **For an incident on March 13, 2024** | 911 Dispatcher Joseph Ivy
- **For an incident on July 28, 2024** | Sergeant Michael Paramo/ Officer Renee Hertz/ Officer Liam Sarris/ Officer Natalia Satterfield/ Officer Patrick Sroufe/Officer Joseph Petrone/Officer Jacob Gostiaux/Officer Vincent Chandler/Officer Zachary Bunting

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## POLICE AWARD RECIPIENTS

### Unit Citation

- **For the 2024 Youth Academy**
  - Sergeant Ryan Spangler
  - Officer Jessica Reece
  - Officer Andre Stienke
  - Officer Jacob Gostiaux
  - Officer Antonio Lipscomb
- **For the 2024 Citizens Police Academy**
  - Sergeant Dominick Catanese
  - Sergeant Jimmy Elrod
  - Admin. Assistant Catherine Koehn
- **For an incident on August 27, 2024**
  - Lieutenant David Budzynowski
  - Sergeant Dominick Catanese
  - Sergeant Jordan Desano
  - Sergeant Jason Manning
  - Sergeant Timothy Brown
  - Officer Gerald Karr
  - Officer John Love
  - Officer Brenna Link
  - Officer Kyle Knauss
  - Officer Katlyn Meckl
  - Officer Joseph Yerke
  - Officer Austin Plitz
  - Officer Blaine Goertler
  - Officer Robert Hull
  - Officer Joshua Little
  - Officer Karlee Cambell
  - Officer Brian Domzalski
  - Officer Tyler Snyder
  - Officer Nicholas Shoemaker
  - Officer Jessica Reece
  - Officer Allison Cole
  - 911 Dispatcher Ashley Palomba
  - 911 Dispatcher Katherine Reynolds
  - Cadet Mina Yono
  - Cadet Theodore Eising

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## POLICE AWARD RECIPIENTS

### Unit Citation

- **For an incident on October 12, 2024:**
  - Sergeant Jordan Desano
  - Sergeant Michael Paramo
  - Sergeant Jimmy Elrod
  - Officer Jacob Gostiaux
  - Officer Renee Hertz
  - Officer Samii Ismail
  - Officer Ryan Moran
  - Officer Justin Francis
  - Officer Brandon Yax
  - Officer Natalia Satterfield
  - Officer Joshua Little
  - Officer Joseph Lovasz
  - Officer Zachary Bunting
  - 911 Dispatcher Brooke Williams
  - 911 Dispatcher Steven Heck
  - Cadet Theodore Eising

### Community Service Award

- **For the 2024 Youth Academy** | Officer Jessica Reece
- **For the year 2024** | Officer Andre Stienke

### Certificate Of Commendation

- **For an incident on July 28, 2024**
  - 911 Dispatcher Christine Page/ 911 Dispatcher Benjamin Cameron
- **For an incident on September 28, 2024**
  - Detective Kyle Vanderhoff/ Detective Keith Bierenga



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## POLICE AWARD RECIPIENTS

### Certificate Of Commendation

- **For 25+ OWI/OUID arrests throughout 2024**
  - Officer Blaine Goertler
  - Officer Michael Stokes
  - Officer Vincent Chandler
  - Officer Zachary Bunting
  - Officer Joseph Lovasz
  - Officer Natalia Satterfield
  - Officer Renee Hertz
  - Officer Anthony Carter

### Letter Of Recognition

- **For an incident on July 24, 2024** | Officer Kyle Knauss

## CITY COMMISSION AGENDA ITEM

<b>TITLE</b>	<b>2024 Police Department Annual Awards</b>
<b>SUBMITTING DEPARTMENT</b>	<b>Police Department</b>
<b>PRESENTER</b>	<b>Chief Michael Moore</b>
<b>MEETING DATE</b>	<b>April 28, 2025</b>
<b>SECOND READING REQUIRED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>CERTIFIED RESOLUTION</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**EXECUTIVE SUMMARY** *(include history of previous Commission action/discussion, background, scope of work, etc.):*

2024 Police Department Annual Awards

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### Fiscal Impact

BUDGET SUMMARY	
<b>EXPENDITURE REQUIRED</b>	
<b>AMOUNT CURRENTLY BUDGETED</b>	
<b>BUDGET AMENDMENT REQUIRED</b>	<b>\$0.00 (BA between dept; net -0- effect on FB)</b>
<b>FUNDING SOURCE/ GL NUMBER</b>	
<b>WAS THIS A BUDGETED EXPENSE?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**OTHER FISCAL IMPACTS:** (Select all that apply.)

☐ No fiscal impact

☐ Revenue impact (details below)

☐ Workload impact (details below)

☐ Operations Impact (details below)

**REVENUE IMPACT:** *Provide a description of how this item will impact revenue. (Is this item expected to create additional/new revenue? Will this item have a negative impact on revenue? Which funds would be impacted? Provide additional details, as necessary.)*

N/A

**WORKLOAD IMPACT:** *If this item will require staff time to implement, operate or maintain, provide a description of the workload impact. (Will more staff be needed? Is this workload able to be absorbed by existing staff? If new FTE(s) are needed, provide details of position classification and duties. Provide additional details, as necessary.)*

N/A

**OPERATIONS IMPACT:** *If the item requires a budget adjustment, please identify source of additional funds and any proposed cuts to other operations, programs and services.*

N/A

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**ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS**

*Provide a description of how this item aligns with the strategic plan, aging in place plan, and sustainability and climate action plans. Include any specific goals or action steps it supports.*

N/A

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**COMMUNITY ENGAGEMENT**

*Provide a description of any community engagement efforts made for this item. Include information on tools used, participation information, and general sentiments.*

N/A

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**BOARD AND COMMISSION FEEDBACK**

*Was an advisory board or commission engaged in discussion on this item? If yes, please provide a summary of feedback received:*

N/A

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**LEGAL COMMENTS****PROPOSED COMMISSION RESOLUTION:**

No action required by the city commission, receive and file item.

**ATTACHMENTS:** 2024 Police Department Annual Awards

**Police Department 2024 Annual Awards**

April 28, 2025

The Honorable Mayor Fournier and  
Members of the City Commission:

Attached are the Royal Oak Police Department's 2024 annual awards. The Royal Oak Police Department is comprised of the most outstanding men and women in law enforcement. The great work they do every single day is demonstrated by the individual efforts as described in the awards. Collectively, this group embodies our core values and helps achieve the mission of keeping Royal Oak safe.

Respectfully submitted,  
Michael Moore  
Police Chief

Approved,

Joseph Gacioch  
City Manager

1 attachment

# Royal Oak Police Department

# Officer of the Year

awarded to

## Blaine Goertler

*Nearing four-and one-half years of service with the Royal Oak Police Department, Officer Blaine Goertler has consistently demonstrated a strong and selfless work ethic in his service to the Royal Oak community. Constantly displaying the Royal Oak Police Department's Core Values of Loyalty, Integrity, Compassion, Courage, and Service, Officer Goertler is a reliable and steadfast member of the patrol division, continually displaying high levels of performance in all areas of patrol operations. Officer Goertler is a multi-dimensional officer who also serves as a mentor and informal leader to younger patrol officers within the department. In addition to his patrol officer responsibilities, Officer Goertler is eager to take on additional duties to assist the needs of the department and also serves as a Field Training Officer, Defensive Tactics Instructor, Honor Guard member, and Motor officer. Officer Goertler's dedication to professionalism in the performance of his duties and his commitment to excellence serve as an example for others to follow. Congratulations on a job well done.*



A handwritten signature in black ink, appearing to read "M. Moore".

Chief Michael Moore

*April 28, 2025*



# Royal Oak Police Department

## Civilian Employee of the Year

awarded to

*Laney Setty*

*After her previous career as a sworn law enforcement officer, Mrs. Laney Setty joined the Royal Oak Police Department as a desk attendant before filling the role of ROPD records clerk in 2024. In that short time, Mrs. Setty made an immediate, meaningful, and inspirational impact on the success of the ROPD records bureau team, displaying an unparalleled tenacity to master new tasks, improve efficiency, and become an informal leader to her coworkers. Mrs. Setty's personality is infectious and makes a substantial positive impact on the morale and performance of her entire bureau. Mrs. Setty exemplifies dedication, reliability, and efficiency in providing an indispensable service to the Royal Oak Police Department and the City of Royal Oak. Congratulations on a job well done.*



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

Chief Michael Moore

*April 28, 2025*





# Royal Oak Police Department

## Lifesaving Award

*Sean Staniszewski  
Kyle Adair*

awarded to

*Gerald Karr  
Brooke Williams*

*On April 22, 2024, 911 Dispatcher Brooke Williams received a 911 call from a subject suffering from a severe mental health crisis and threatening to jump from a parking structure. With Officer Sean Staniszewski, Officer Kyle Adair, and Officer Gerald Karr responding to the scene, Dispatcher Williams continued to talk to the suicidal subject over the phone. Dispatcher Williams' calmness and empathy struck a chord with the subject and bought precious time until the arrival of the officers. Upon arriving on the scene, Officer Staniszewski, Officer Adair, and Officer Karr continued the progress established by Dispatcher Williams and were able to close the distance as they continued the conversation. Upon closing the distance, Officer Staniszewski, Officer Adair, and Officer Karr grabbed the subject off the wall and took him into protective custody. As a result of their team effort, a young man's life was saved. The quick actions displayed by 911 Dispatcher Williams, Officer Staniszewski, Officer Adair, and Officer Karr, are in keeping with the Core Values of the Royal Oak Police Department.*



A handwritten signature in black ink, appearing to be "M. Moore", written over a horizontal line.

Chief Michael Moore

*April 28, 2025*



# Royal Oak Police Department

# Lifesaving Award

awarded to

*Joseph Petrone*

*On September 7, 2024, Officer Petrone was dispatched to a suicidal juvenile standing on the ledge of the 11 Mile Road overpass to I-75. Officer Petrone immediately initiated a conversation with the juvenile and set a compassionate and empathetic tone which helped calm her. This calmness and compassion had such an impact that the juvenile began crying and eventually stepped off the overpass ledge to hug Officer Petrone. The compassion displayed by Officer Petrone is in keeping with the Core Values of the Royal Oak Police Department.*



A handwritten signature in black ink, appearing to be "M. Moore", written over a horizontal line.

Chief Michael Moore

*April 28, 2025*



# Royal Oak Police Department

# Lifesaving Award

awarded to

*John Love*

*Kyle Knauss*

*On August 27, 2024, Officer John Love and Officer Kyle Knauss responded to the report of an unconscious woman inside a vehicle. Upon their arrival, it was clear to both Officer Love and Officer Knauss that the situation appeared dire, and they immediately began chest compressions on the unresponsive woman. Working as a team, these compressions helped the woman regain consciousness before the arrival of ROFD. With the subject now stabilized, she was transported to the hospital for follow-on medical care. The professionalism displayed by Officer Love and Officer Knauss saved a life and is in keeping with the Core Values of the Royal Oak Police Department.*



A handwritten signature in black ink, appearing to be "Michael Moore", written over a horizontal line.

Chief Michael Moore

*April 28, 2025*





# Royal Oak Police Department

## Lifesaving Award

awarded to

*Jimmy Elrod      Joseph Lovasz      Liam Sarris*

*On August 21, 2024, Sergeant Jimmy Elrod, Officer Joseph Lovasz, and Officer Liam Sarris responded to the 800 block of Knowles Street on the report of a male not breathing. Upon arrival, they located a male in bed without a pulse and immediately initiated chest compressions. Continuing to work as a team, Officers placed the AED into service and delivered one shock. As a result of their efforts, the male regained a pulse and was transported to the hospital by ROFD. It was later determined that the male had suffered a heart attack and due to their efforts and the follow-on care he received, the male was in stable condition. The lifesaving efforts displayed by Sergeant Elrod, Officer Lovasz, and Officer Sarris are in keeping with the Core Values of the Royal Oak Police Department.*



A handwritten signature in black ink, appearing to be "M. Moore", written over a horizontal line.

Chief Michael Moore

*April 28, 2025*



# Royal Oak Police Department

# Lifesaving Award

awarded to

*Joseph Ivy*

*On March 13, 2024, 911 Dispatcher Joseph Ivy received a 911 call from a subject suffering from a severe mental health crisis and threatening to commit suicide. With patrol officers responding to the scene, Dispatcher Ivy continued to talk to the suicidal subject over the phone. Dispatcher Ivy's calmness and empathy were effective in keeping the woman in conversation while officers stood outside the residence. After a nearly 21-minute phone call, Dispatcher Ivy's efforts convinced the suicidal subject to exit the residence and enter protective custody. 911 Dispatcher Ivy's actions allowed for a safe and successful conclusion and are in keeping with the Core Values of the Royal Oak Police Department.*



A handwritten signature in black ink, consisting of a stylized "M" followed by a long horizontal stroke.

Chief Michael Moore

*April 28, 2025*



# Royal Oak Police Department

## Meritorious Service Award

awarded to

### Brooke Williams

*On April 22, 2024, 911 Dispatcher Brooke Williams received a 911 call from a subject suffering from a severe mental health crisis and threatening to jump from a parking structure. With patrol officers responding to the scene, Dispatcher Williams continued to talk to the suicidal subject over the phone. Dispatcher Williams' calmness and empathy struck a chord with the subject and bought precious time until the arrival of the officers. Upon arriving on the scene, officers continued the progress established by Dispatcher Williams and were able to close the distance as they continued the conversation. Upon closing the distance, officers grabbed the subject off the wall and took him into protective custody. As a result of their team effort, a young man's life was saved. The compassion and empathy displayed by 911 Dispatcher Williams went above and beyond and were instrumental in saving a life. 911 Dispatcher Williams' actions reflected great credit upon the ROPD Communications Team and are in keeping with the Core Values of the Royal Oak Police Department.*



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

Chief Michael Moore

*April 28, 2025*





# Royal Oak Police Department

## Meritorious Service Award

awarded to

*Joseph Ivy*

*On March 13, 2024, 911 Dispatcher Joseph Ivy received a 911 call from a subject suffering from a severe mental health crisis and threatening to commit suicide. With patrol officers responding to the scene, Dispatcher Ivy continued to talk to the suicidal subject over the phone. Dispatcher Ivy's calmness and empathy were effective in keeping the woman in conversation while officers stood outside the residence. After a nearly 21-minute phone call, Dispatcher Ivy's efforts convinced the suicidal subject to exit the residence and enter protective custody. 911 Dispatcher Ivy's actions reflected great credit upon the ROPD Communications Team and are in keeping with the Core Values of the Royal Oak Police Department.*



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

Chief Michael Moore

*April 28, 2025*



# Royal Oak Police Department

## Meritorious Service Award

awarded to

*Michael Paramo  
Renee Hertz  
Liam Sarris*

*Natalia Satterfield  
Patrick Sroufe  
Joseph Petrone*

*Jacob Gostiaux  
Vincent Chandler  
Zachary Bunting*

On July 28, 2024, Royal Oak Police Officers responded to S/B I-75 at Fourth Street on the report of a head-on injury accident. Upon arrival, officers immediately located two vehicles with catastrophic damage, with one vehicle fully engulfed in flames and the other occupied by four unconscious passengers. Working as a team, officers removed the four unresponsive passengers and immediately began lifesaving measures, including chest compressions and the application of the AED. With ROFD arriving on scene a short time later, Royal Oak police officers provided ambulance escort to Corewell Royal Oak, allowing one of the passengers to receive timely follow-on medical care. While the situation was tragic, the teamwork, steadfast professionalism, and compassion displayed by these ROPD personnel epitomized the Core Values of the Royal Oak Police Department.



A handwritten signature in black ink, appearing to be 'M. Moore', written over a horizontal line.

Chief Michael Moore

*April 28, 2025*



# Royal Oak Police Department

## Meritorious Service Award

awarded to

*Andrew Rougeau*

In September of 2023, Detective Andrew Rougeau was assigned a UDAA case which spawned into a complex investigation involving multiple stolen vehicles in and around the City of Royal Oak. Undeterred by the sheer size of the investigation, Detective Rougeau authored over a dozen search warrants and eventually submitted a 140-page warrant request including occurrences of vehicle thefts, larcenies from automobiles, and credit card fraud. As a result of his hard work, the suspect was charged by the Oakland County Prosecutor's Office in early 2024 with nine felonies. The consistent professionalism and tenacity displayed by Detective Rougeau throughout this investigation are in keeping with the Core Values of the Royal Oak Police Department.



A handwritten signature in black ink, appearing to read 'Michael Moore', written over a horizontal line.

Chief Michael Moore

*April 28, 2025*





# Royal Oak Police Department

## Unit Citation

awarded to

*Ryan Spangler  
Jessica Reece  
Antonio Lipscomb*

*Andre Stienke  
Jacob Gostiaux*

*In early 2024, Officer Jessica Reece identified a key community policing need and approached the administration about her desire to organize and host our first-ever ROPD Youth Police Academy. After countless personal hours of research, planning, and organizing, she teamed with Sergeant Spangler, Officer Lipscomb, Officer Stienke, and Officer Gostiaux to make the youth police academy a reality. In July 2024, this team hosted 30 young men and women from the Royal Oak community and over five days, made a monumental positive impact on the students, their families, and the Royal Oak community as a whole. Despite the challenges that come with getting a new program off the ground, their hard work resulted in a well-planned, and well-executed community policing event that will have a lasting impression. The efforts of Sergeant Spangler, Officer Reece, Officer Lipscomb, Officer Stienke, and Officer Gostiaux exemplified the Core Values of the Royal Oak Police Department.*



A stylized, handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke.

Chief Michael Moore

*April 28, 2025*



# Royal Oak Police Department

## Unit Citation

awarded to

Dominick Catanese Jimmy Elrod Catherine Koehn

*In fall 2024, the Royal Oak Police Department hosted its annual Citizen's Police Academy, an annual seven-week course that connects members of the Royal Oak community to their police department. Continuing to build upon the success of years past, Sergeant Dominick Catanese, Sergeant Jimmy Elrod, and Ms. Catherine Koehn enthusiastically planned, organized, and managed this excellent community policing program. As a result of their teamwork, a new group of Royal Oak residents received a first-hand look at their police department and most importantly, the men and women who work together to keep their city safe. Their professionalism in helping our agency achieve and maintain our community-oriented efforts is in keeping with the Core Values of the Royal Oak Police Department.*



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

Chief Michael Moore

*April 28, 2025*





# Royal Oak Police Department

## Unit Citation

awarded to

*David Budzynowski  
Dominick Catanese  
Jordan Desano  
Jason Manning  
Timothy Brown*

*Gerald Karr  
John Love  
Brenna Link  
Kyle Knauss  
Katlyn Meckl*

*Joseph Yerke  
Austin Plitz  
Robert Hull  
Blaine Goertler  
Joshua Little*

*Karlee Campbell  
Brian Domzalski  
Tyler Snyder  
Nicholas Shoemaker  
Jessica Reece*

*Allison Cole  
Ashley Palomba  
Katherine Reynolds  
Mina Yono  
Theodore Eising*

*On August 27, 2024, members of both Bravo and Delta Platoons worked tirelessly to deal with an onslaught of weather-related calls after a severe rainstorm. For nearly four hours, these members received, processed, and responded to over 160 calls for service. As a result of their excellent teamwork, the command staff, patrol officers, 911 dispatchers, and cadets fought through adverse conditions to serve the citizens of Royal Oak. Their overall efforts embodied the Core Values of the Royal Oak Police Department.*



A stylized, handwritten signature in black ink, appearing to read "Michael Moore".

Chief Michael Moore

*April 28, 2025*



# Royal Oak Police Department

## Unit Citation

awarded to

*Jordan Desano  
Michael Paramo  
Jimmy Elrod*

*Jacob Gostiaux  
Renee Hertz  
Samii Ismail*

*Ryan Moran  
Justin Francis  
Brandon Yax*

*Natalia Satterfield  
Joshua Little  
Joseph Lovasz*

*Zachary Bunting  
Brooke Williams  
Steven Heck  
Theodore Eising*

*On October 12, 2024, members of Delta Platoon responded to the 1000 block of N. Blair Avenue on the report of a subject wanted in connection with an attempted murder in Madison Heights. Upon arrival at the address, officers learned that the suspect was armed and barricaded inside the garage. Officers immediately established a perimeter, formed a contact team, and began attempts to establish communication with the armed subject. After a successful round of negotiations between Delta Platoon members and the armed subject, the suspect agreed to exit the garage. With the subject still in possession of the weapon, ROPD officers exhibited astounding restraint and professionalism, eventually convincing the subject to discard the weapon and surrender without incident. As a result of their teamwork, professionalism, and restraint, ROPD personnel defused a potentially deadly situation. Their actions exemplified the Core Values of the Royal Oak Police Department.*



A stylized black ink signature of Chief Michael Moore.

Chief Michael Moore  
*April 28, 2025*





# Royal Oak Police Department

## Community Service Award

awarded to

*Jessica Reece*

*In early 2024, Officer Jessica Reece identified a key community policing need and approached the administration about her desire to organize and host our first-ever ROPD Youth Police Academy. After countless personal hours of research, planning, and organizing, she teamed with Sergeant Spangler, Officer Lipscomb, Officer Stienke, and Officer Gostiaux to make the youth police academy a reality. In July 2024, her team hosted 30 young men and women from the Royal Oak community and over five days, made a monumental positive impact on the students, their families, and the Royal Oak community as a whole. Despite the challenges that come with getting a new program off the ground, Officer Reece's hard work resulted in a well-planned, and well-executed community policing event that will have a lasting impression. Officer Reece's dedication, professionalism, and vision exemplified the Core Values of the Royal Oak Police Department.*



A handwritten signature in black ink, appearing to be "M. Moore", written over a horizontal line.

Chief Michael Moore

*April 28, 2025*



# Royal Oak Police Department

## Community Service Award

awarded to

*Andre Stienke*

*Throughout 2024, Officer Stienke demonstrated a strong desire to lead several community policing initiatives on behalf of the Royal Oak Police Department. Over the year, Officer Stienke fielded requests for community policing activities, including tours of the station, attendance at community events, presentations at the Royal Oak Senior Center, and coordination of crossing guards with Royal Oak Schools to name a few. Officer Stienke's efforts to continue our strong relationship with the citizens of Royal Oak are instrumental in furthering the community policing goals of the Royal Oak Police Department.*



A handwritten signature in black ink, appearing to read "M. Moore", is written over a horizontal line.

Chief Michael Moore

*April 28, 2025*



# Royal Oak Police Department

## Certificate of Commendation

awarded to

*Christine Page*

*Benjamin Cameron*

*On July 28, 2024, 911 Dispatchers Christine Page and Benjamin Cameron received multiple 911 calls concerning a head-on injury accident near S/B I-75 at Fourth Street. Dispatchers Page and Cameron immediately sent police and rescue to the scene, where arriving officers immediately located two vehicles with catastrophic damage. Throughout this incident, Dispatchers Page and Cameron coordinated with multiple agencies, allowing for the treatment and transport of an injured party. While the situation was tragic, the teamwork, steadfast professionalism, and compassion displayed by Dispatchers Page and Cameron epitomized the Core Values of the Royal Oak Police Department.*



A stylized, handwritten signature in black ink.

Chief Michael Moore

*April 28, 2025*





# Royal Oak Police Department

## Certificate of Commendation

awarded to

*Kyle Vanderhoff*

*Keith Bierenga*

*On September 28, 2024, Royal Oak officers responded to the 200 block of W. 11 Mile Road on the report of an armed robbery of a business. While the suspects in the incident were apprehended, the lack of a weapon and other obstacles initially precluded the ability to pursue armed robbery charges. Despite an overwhelming caseload from other in-custody investigations throughout the weekend, Detectives Kyle Vanderhoff and Keith Bierenga worked tirelessly to uncover additional evidence. As a result of their tenacity, attention to detail, and dedication, additional evidence led to the authorization of a multi-count felony warrant against the suspects. The relentless investigation effort and excellent teamwork between Detective Vanderhoff and Detective Bierenga led to the removal of multiple violent felons from the streets of Royal Oak and are in keeping with the Core Values of the Royal Oak Police Department.*



A handwritten signature in black ink, appearing to be 'Michael Moore', written over a horizontal line.

Chief Michael Moore

*April 28, 2025*



# Royal Oak Police Department

## Certificate of Commendation

awarded to

*Blaine Goertler  
Michael Stokes  
Vincent Chandler*

*Zachary Bunting  
Joseph Lovasz  
Natalia Satterfield*

*Renee Hertz  
Anthony Carter*

*While assigned to Charlie or Delta Platoon throughout 2024, Officer Blaine Goertler, Officer Michael Stokes, Officer Vincent Chandler, Officer Zachary Bunting, Officer Joseph Lovasz, Officer Natalia Satterfield, Officer Renee Hertz, and Officer Anthony Carter did an extraordinary job of identifying, investigating, and removing intoxicated drivers from the roadways of the City of Royal Oak. As a direct result of the dedication and efforts of these eight officers to combat drunk and drugged driving, each of them had over 25 Operating While Intoxicated or Operating Under the Influence related arrests in 2024. Their combined efforts are in keeping with the Royal Oak Police Department's Mission Statement "To Keep Royal Oak Safe".*



A stylized, handwritten signature in black ink, appearing to read "Michael Moore".

Chief Michael Moore

*April 28, 2025*



**City of Royal Oak Investment Portfolio**
**Feb-25**

ISSUER	TYPE	PURCH. DATE	MATURITY DATE	Rate	Yield	No of days	Investment	Annualized Interest	Principal + Interest	Investments
PNC Bank	CD	9/19/24	3/17/25	4.25%	4.25%	179	810,042.67	34,426.81	844,469.48	810,042.67
Flagstar Bank	CD	3/21/24	3/20/25	5.14%	5.14%	364	2,119,128.01	108,923.18	2,228,051.19	2,119,128.01
Citizens State Bank	CD	2/23/24	4/16/25	5.05%	5.11%	418	1,061,440.41	53,602.74	1,115,043.15	1,061,440.41
CIBC	CD	5/17/24	5/19/25	5.20%	5.27%	367	1,181,585.10	61,442.43	1,243,027.53	1,181,585.10
CIBC	CD	5/17/24	5/19/25	5.20%	5.27%	367	1,181,585.10	61,442.43	1,243,027.53	1,181,585.10
CIBC	CD	6/3/24	6/3/25	5.20%	5.27%	365	2,140,322.10	111,296.75	2,251,618.85	2,140,322.10
CIBC	CD	6/6/24	6/6/25	5.20%	5.27%	365	2,153,401.75	111,976.89	2,265,378.64	2,153,401.75
CIBC	CD	6/17/24	6/17/25	5.20%	5.27%	365	1,170,737.18	60,878.33	1,231,615.51	1,170,737.18
CIBC	CD	7/10/24	7/10/25	5.20%	5.20%	365	2,165,387.60	112,600.16	2,277,987.76	2,165,387.60
Citizens State Bank	CD	8/26/24	8/26/25	4.60%	4.65%	365	1,025,918.03	47,192.23	1,061,440.41	1,025,918.03
CIBC	CD	9/18/24	9/17/25	4.50%	4.50%	364	1,164,931.86	52,421.93	1,217,353.79	1,164,931.86
CIBC	CD	9/18/24	9/17/25	4.50%	4.50%	364	1,166,551.83	52,494.83	1,219,046.66	1,166,551.83
First Merchants Bank	CD	9/19/24	9/19/25	5.25%	5.35%	365	2,314,978.16	121,536.35	2,436,514.51	2,314,978.16
First Merchants Bank	CD	9/19/24	9/19/25	5.25%	5.35%	365	2,314,978.16	121,536.35	2,436,514.51	2,314,978.16
Citizens State Bank	CD	10/3/24	4/3/26	3.83%	3.90%	547	545,072.62	20,876.28	565,948.90	545,072.62
CIBC	CD	10/1/24	9/30/25	4.10%	4.16%	364	1,205,915.87	49,442.55	1,255,358.42	1,205,915.87
CIBC	CD	10/7/24	10/6/25	4.10%	4.16%	364	2,195,701.98	90,023.78	2,285,725.76	2,195,701.98
CIBC	CD	10/7/24	10/6/25	4.10%	4.16%	364	1,350,411.22	55,366.86	1,405,778.08	1,350,411.22
CIBC	CD	11/15/24	11/15/25	4.10%	4.10%	365	2,205,326.42	90,418.38	2,295,744.80	2,205,326.42
CIBC	CD	11/19/24	11/19/25	4.10%	4.10%	365	2,460,311.36	100,872.77	2,561,184.13	2,460,311.36
Citizens State Bank	CD	12/6/24	12/6/25	4.22%	4.26%	365	551,557.36	23,275.72	574,833.08	551,557.36
Huntington	CD	12/10/24	12/10/25	3.500%	3.550%	365	1,083.84	37.93	1,121.77	1,083.84
Flagstar Bank	CD	12/19/24	9/12/25	4.35%	4.35%	267	447,861.42	19,481.97	467,343.39	447,861.42
PNC Bank	CD	12/25/24	6/22/25	3.85%	3.85%	179	549,994.78	21,174.80	571,169.58	549,994.78
PNC Bank	CD	12/25/24	6/22/25	3.85%	3.85%	179	802,949.38	30,913.55	833,862.93	802,949.38
Flagstar Bank	CD	1/22/25	1/22/26	4.25%	4.25%	365	2,186,537.81	92,927.86	2,279,465.67	2,186,537.81
PNC Bank	CD	1/25/25	7/23/25	3.85%	3.85%	179	511,760.76	19,702.79	531,463.55	511,760.76
Citizens State Bank	CD	2/5/25	2/6/26	4.30%	4.35%	366	1,108,608.68	47,670.17	1,156,278.85	1,108,608.68
Community Unity Bank	CD	2/13/25	2/12/26	4.14%	4.23%	364	1,011,559.28	41,878.55	1,053,437.83	1,011,559.28
PNC Bank	CD	2/15/25	8/13/25	3.85%	3.85%	179	823,474.52	31,703.77	855,178.29	823,474.52
<b>Huntington Investments, brokered</b>										
Dreyfus Cash Mgt	MM	2/1/25	month end	3.86%	3.87%	30	2,674.26	103.23	2,777.49	2,674.26
General Motors, 1.07m	CP	01/31/25	05/13/25	0.00%	4.481%	102	1,056,765.77	-	1,056,765.77	1,056,765.77
General Motors, 1.015m	CP	02/06/25	06/05/25	0.00%	4.492%	119	1,000,351.25	-	1,000,351.25	1,000,351.25
Globe Life, 506m	CP	02/13/25	05/29/25	0.00%	4.461%	105	499,890.23	-	499,890.23	499,890.23
HSBC USA inc, 508k	CP	12/17/24	4/25/25	0.000%	4.512%	129	500,148.37	-	500,148.37	500,148.37
LVMH MOET, 510k	CP	12/17/24	6/13/25	0.000%	4.289%	178	499,666.89	-	499,666.89	499,666.89
Bank of America	CD	9/11/24	9/11/25	4.30%	4.30%	365	507,000.00	21,801.00	528,801.00	507,000.00
First NatlBkAmer, 750k	CD	11/22/24	11/21/25	4.10%	4.10%	364	750,000.00	30,750.00	780,750.00	750,000.00
JPMChase NA	CD	1/29/21	1/29/26	0.50%	0.50%	1,826	1,000,000.00	5,000.00	1,005,000.00	1,000,000.00
USTreasury Bill, 1.0236m	UST Sec	9/23/24	3/13/25	0.000%	4.36%	171	1,003,226.10	-	1,003,226.10	1,003,226.10
USTreasury Bill, 528.7k	UST Sec	2/18/25	8/14/25	0.00%	4.22%	177	518,214.12	-	518,214.12	518,214.12
USTreasury Nt, 608.3k	UST Sec	2/7/25	3/31/26	0.75%	4.121%	417	585,631.32	4,392.23	590,023.55	585,631.32
USTreasury Note, 738.4k	UST Sec	11/20/24	9/15/26	4.63%	4.17%	664	744,168.75	34,417.80	778,586.55	744,168.75
							value adjustment on UST Sec (840.67)			
USTreasury Note, 733k	UST Sec	11/20/24	12/15/26	4.38%	4.14%	755	736,350.04	32,215.31	768,565.35	736,350.04
							value adjustment on UST Sec (427.17)			
FederalHomeLoanBk,935		12/17/24	12/10/27	4.250%	4.170%	1,088	937,062.87	39,825.17	976,888.04	937,062.87
							value adjustment on USTN 142.91			
USTreasury Nt, 936.7k	USGB	2/13/25	3/15/27	4.250%	4.221%	760	937,062.87	39,825.17	976,888.04	937,062.87
							value adjustment on USTN (128.93)			
Federal Farm Cr Bk,820k	USGB	11/19/24	11/12/27	4.125%	4.500%	1,088	819,425.77	33,801.31	853,227.08	819,425.77
Federal Farm Cr Bk	USGB	5/1/24	5/1/26	5.375%	5.375%	730	1,017,000.00	54,663.75	1,071,663.75	1,017,000.00
<b>Robinson Capital, brokered</b>										
Huntington Conservative	C/CE	2/1/25	month end			30	-	-	-	-
Federated Treas Oblig Fl	C/CE	2/1/25	month end	4.25%	4.25%	30	467,775.72	19,880.47	487,656.19	467,775.72
Bloomfield Charter, 110	MuniB	9/14/22	5/1/25	1.94%	4.10%	960	104,143.60	2,022.47	106,166.07	104,143.60
Chippewa Valley Schls,11	MuniB	12/19/22	5/1/27	1.18%	4.45%	1,594	87,154.00	1,029.29	88,183.29	87,154.00
Clarkston Com Schls,100	MuniB	12/23/22	5/1/26	1.94%	4.47%	1,225	92,200.00	1,790.52	93,990.52	92,200.00
Clawson Schls,100	MuniB	12/2/22	5/1/27	3.65%	4.92%	1,611	95,012.00	3,467.94	98,479.94	95,012.00
Dearborn MI Sch Dist, 10	MuniB	11/1/22	5/1/27	1.36%	4.92%	1,642	85,808.00	1,169.56	86,977.56	85,808.00
FedHome Loan Bk, 225	Agency	12/17/24	12/14/29	2.125%	2.125%	1,823	203,474.97	4,323.84	207,798.81	203,474.97
FedHome Loan Bk, 200	Agency	1/13/25	9/30/26	0.980%	1.03%	625	188,884.00	1,851.06	190,735.06	188,884.00
FedHome Loan Bk, 300	Agency	10/26/22	12/21/26	1.25%	4.33%	1,517	265,270.94	3,315.89	268,586.83	265,270.94
FedHome Loan Bk, 400	Agency	10/7/22	9/1/26	4.25%	4.33%	1,435	398,903.20	16,953.39	415,856.59	398,903.20
FedHome Loan Bk, 325	Agency	10/5/22	9/10/27	4.13%	4.05%	1,801	326,066.00	13,450.22	339,516.22	326,066.00

FedHome Loan Bk, 325	Agency	10/5/22	12/10/27	4.25%	3.71%	1,892	332,915.20	14,148.90	347,064.10	332,915.20
FedHome Loan Bk, 300	Agency	11/20/24	12/8/28	4.750%	4.75%	1,479	305,520.00	14,512.20	320,032.20	305,520.00
FedHome Loan Bk, 300	Agency	6/20/24	6/8/29	4.625%	4.56%	1,814	304,624.69	14,088.89	318,713.58	304,624.69
Fed Farm Credit, 400	Agency	9/26/22	9/15/27	3.38%	4.24%	1,815	384,678.92	12,982.91	397,661.83	384,678.92
Fed Farm Credit, 400	Agency	9/28/22	9/30/25	4.25%	4.29%	1,098	399,388.00	16,973.99	416,361.99	399,388.00
Fed Farm Credit, 400	Agency	9/30/22	9/30/25	4.25%	4.29%	1,096	399,584.00	16,982.32	416,566.32	399,584.00
Fed Farm Credit, 400	Agency	10/12/22	10/19/26	4.25%	4.34%	1,468	398,760.00	16,947.30	415,707.30	398,760.00
Fed Farm Credit, 400	Agency	10/13/22	10/20/25	4.50%	4.50%	1,103	399,956.00	17,998.02	417,954.02	399,956.00
Fed Farm Credit, 400	Agency	10/20/22	7/27/26	4.50%	4.70%	1,376	397,312.00	17,879.04	415,191.04	397,312.00
Fed Farm Credit, 300	Agency	11/1/22	10/27/27	4.38%	4.35%	1,821	300,347.96	13,140.22	313,488.18	300,347.96
Fed Farm Credit, 300	Agency	4/13/24	2/13/29	4.13%	4.24%	1,767	298,473.00	12,312.01	310,785.01	298,473.00
Fed Farm Credit, 325	Agency	3/1/23	12/1/27	4.125%	4.21%	1,736	323,836.50	13,358.26	337,194.76	323,836.50
Fed Farm Credit, 300	Agency	3/28/23	3/28/25	4.00%	4.01%	731	299,949.00	11,997.96	311,946.96	299,949.00
Fed Farm Credit, 325	Agency	4/26/24	4/26/27	3.88%	3.99%	1,095	325,737.75	12,622.34	338,360.09	325,737.75
Fed Farm Credit, 225	Agency	4/15/24	12/15/28	4.25%	4.34%	1,705	227,517.75	9,669.50	237,187.25	227,517.75
Fed Farm Credit, 325	Agency	4/18/24	1/18/29	3.88%	4.03%	1,736	322,530.00	12,498.04	335,028.04	322,530.00
Fed Farm Credit, 300	Agency	4/28/24	9/28/27	4.63%	4.66%	1,248	298,842.00	13,821.44	312,663.44	298,842.00
Fed Farm Credit, 250	Agency	4/13/24	10/13/27	4.75%	4.77%	1,278	249,766.81	11,863.92	261,630.73	249,766.81
Fed Farm Credit, 225	Agency	2/24/25	1/18/30	4.500%	4.50%	1,789	227,002.50	10,215.11	237,217.61	227,002.50
Fed Farm Credit, 275	Agency	7/19/24	12/7/29	4.25%	4.20%	1,967	276,537.25	11,752.83	288,290.08	276,537.25
Fed Farm Credit, 200	Agency	8/6/24	8/16/27	3.75%	3.76%	1,105	199,824.07	7,493.40	207,317.47	199,824.07
Fed Farm Credit, 325	Agency	9/24/24	3/24/28	3.500%	3.50%	1,277	325,094.25	11,378.30	336,472.55	325,094.25
FedHome Loan Bk, 300	Agency	11/17/22	6/12/26	5.75%	4.22%	1,303	315,066.41	18,116.32	333,182.73	315,066.41
Fannie Mae, 300	Agency	10/26/22	4/22/25	0.63%	4.50%	909	272,952.00	1,705.95	274,657.95	272,952.00
L'Anse Cruese, 150	MuniB	10/19/22	5/1/25	0.88%	4.78%	925	136,203.00	1,193.14	137,396.14	136,203.00
Michigan Hsg Dev, 100	MuniB	10/17/24	6/1/27	4.01%		957	100,000.00	4,005.00	104,005.00	100,000.00
Michigan Hsg Dev, 105	MuniB	11/26/24	10/1/26	1.88%		674	99,804.60	1,876.33	101,680.93	99,804.60
Michigan Hsg Dev, 150	MuniB	3/30/23	4/1/27	5.36%	5.36%	1,463	150,000.00	8,035.50	158,035.50	150,000.00
USTnote, 325	USTN	4/30/24	1/31/29	4.00%	4.13%	1,737	321,140.63	12,845.63	333,986.26	321,140.63
Univ of Michigan, 100	MuniB	10/27/22	4/1/25	2.97%	4.65%	887	96,189.00	2,852.97	99,041.97	96,189.00
West Ottawa Schls, 100	UTGO	12/13/22	11/1/25	1.06%	4.53%	1,054	90,717.00	961.60	91,678.60	90,717.00

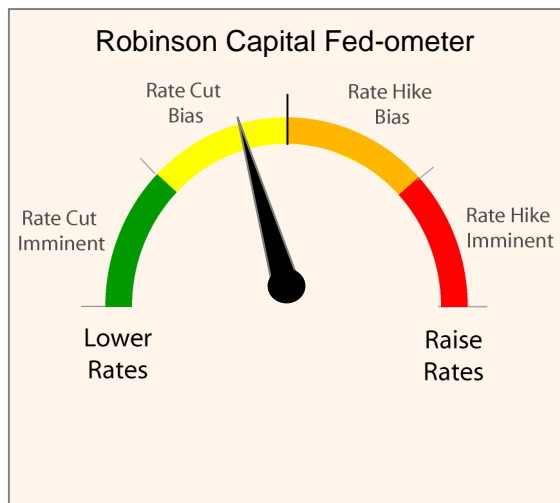
**Investments Total 63,439,049.70**

				Current Interest		Checking and Savings Account	
Chase, JPMorgan	Chk	AP check'g	1/31/25	1.75%	5,658.42		4,044,739.66
Chase, JPMorgan	Chk	Auto	1/31/25	1.81%	213.69		1,183,388.76
Huntington	Chk	Pooled	1/31/25	*	-		1,060,548.32
Huntington	Chk	Pooled AP	1/31/25	*	-		11,708.58
Huntington	Chk	Auto	1/31/25	*	-		11,499.99
Huntington	Chk	Trust/tax	1/31/25	*	-		2,809,412.46
Huntington	Chk	Payroll	1/31/25	*	-		7,351.18
Huntington	Chk	Farm Mkt	1/31/25	*	-		24,180.33
Huntington	Chk	IceArena	1/31/25	*	-		23,748.63
MI Class	Inv/Savings-Tax		1/31/25	4.754%	-		-
MI Class	Inv/Savings-pooled		1/31/25	4.754%	157,570.06		47,048,995.60
PNC Bank	MM	Ambulance	1/31/25	2.16%	1,391.31		911,182.39

**Checking/Savings Total 57,136,755.90**

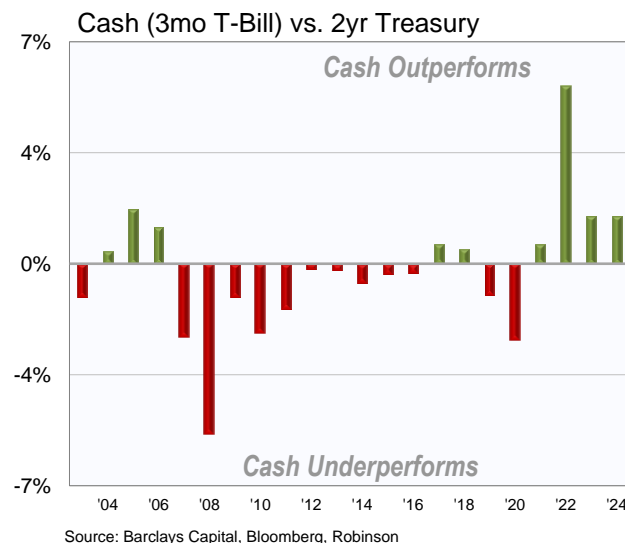
<b>Total Investments &amp; Bank Balance</b>	<b>63,937,462.73</b>	<b>2,724,651.62</b>	<b>66,486,864.88</b>	<b>120,575,805.60</b>
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## Federal Reserve Stance



The Federal Reserve did not hold a meeting in February and will reconvene on March 19th. While the market fully expects the Fed's next move to be a rate cut, the current expectation is for rates to remain unchanged in March. However, the 2-year yield (a rate that is more influenced by the Fed Funds rate) has fallen nearly 0.40% over the last 3 weeks due to declining economic expectations. With important jobs and inflations reports coming before March 19th, if economic data continues to disappoint, the possibility of a March cut could rise quickly.

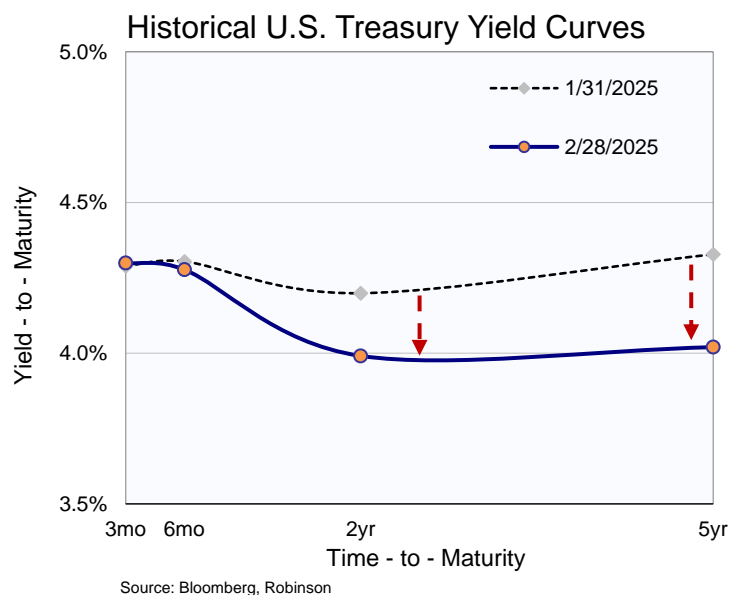
## Performance



As yields fell, the 2-Year Treasury outperformed the 3-Month T-Bill in February.

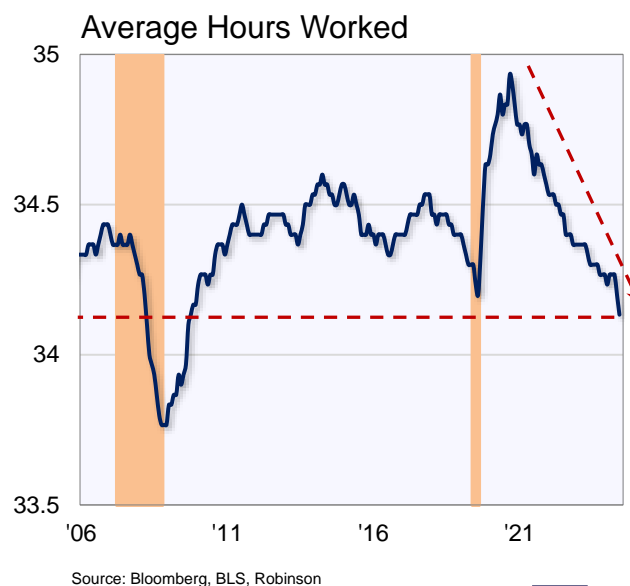
	Returns	
	February	1 Yr
3mT-Bill	0.32%	5.14%
2y Tsy	0.69%	5.07%

## Yield Curve



2 and 5-Year Treasury yields fell in February, and both now sit roughly 0.30% below the Fed Funds rate.

## Graph of the Month



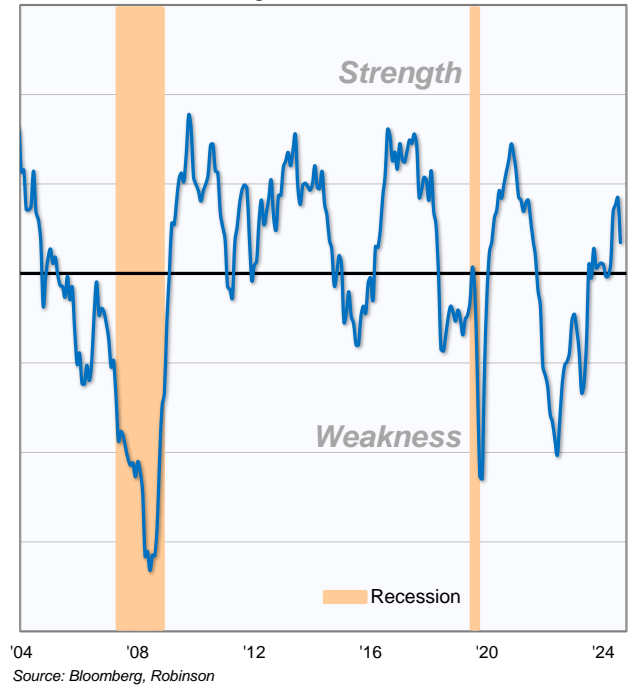
The average number of hours worked per week for private employees continues to fall. While we have yet to see layoffs meaningfully rise over the last few years, when we combine the declining hours worked (now at lowest levels since the Great Recession) with the slowdown in hirings we highlighted last month, it points to a fragile labor market.



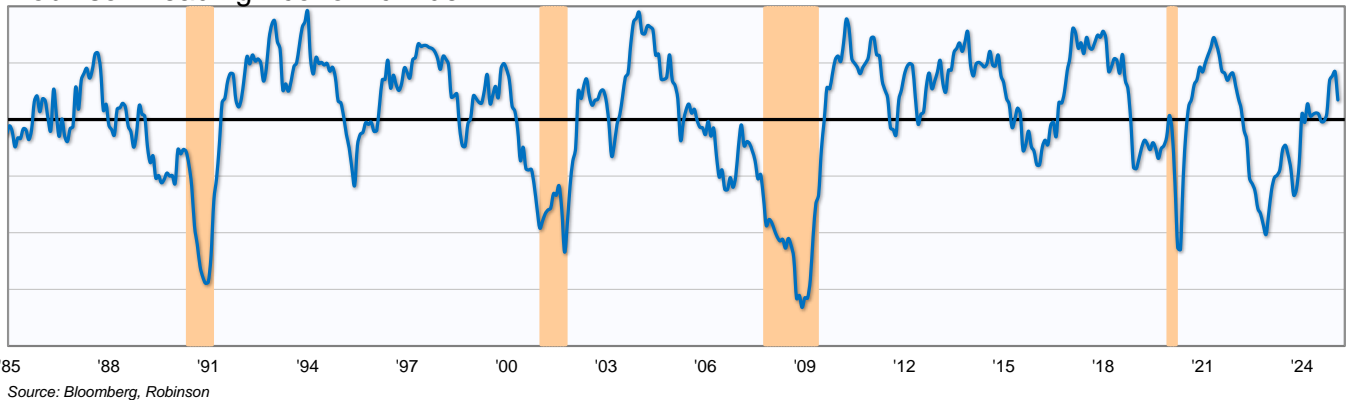
## Economic Comments

- Market Review:** The Robinson Leading Economic Index had a sharp pull down in February as we saw a weakening of housing, manufacturing and consumer surveys. Last month we noticed the increase in uncertainty among business and consumer surveys and February saw a marked increase in both bond and stock market volatility (bottom left). The threats and implementation of tariffs are probably the most clear-cut source of the rise in volatility. There are debates as to how much of a tariff's cost gets passed onto consumers and how much of it is "eaten up" by currency adjustments, foreign companies absorbing costs or changing consumer preferences. Regardless, in the here-and-now, uncertainty around import costs is certainly a drag on business investment, planning and sentiment. Announcements of large business investments in the U.S. are positive but their impacts and the degree to which they are implemented is uncertain and the prolonging of the trade dispute/war with three of the largest U.S. trade partners is certainly an economic headwind.
- 10-Year:** Treasury Secretary Scott Bessent has repeatedly referenced the administration's desire to focus and lower the 10-Year Treasury yield – the rate at which mortgages or business and consumer loans are based on. It is unusual to hear a Treasury Secretary discuss the 10-Year this way and while we agree with focusing on longer rates, the 10-Year is affected by many factors and is much more difficult to control than the Fed Funds rate. Remember, the 10-Year yield can fall due to lower inflation expectations (good) but also if the economy is expected to weaken; and, we've already seen some of this as 10-Year real rates have fallen almost 0.50% since mid-January (bottom right).

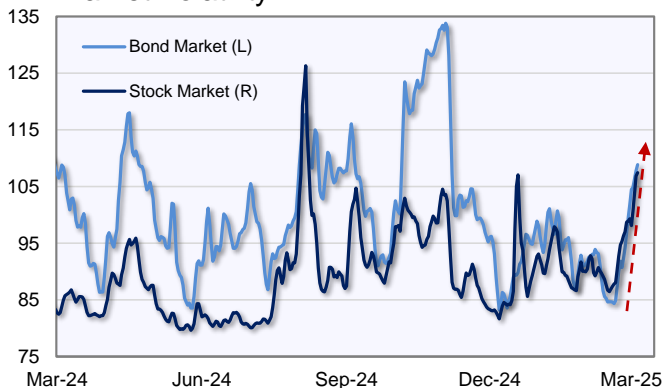
## Robinson Leading Economic Index



## Robinson Leading Economic Index



## Market Volatility



## 10-Year Real Yield



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## City of Royal Oak Investment Portfolio

Mar-25

ISSUER	TYPE	PURCH. DATE	MATURITY DATE	Rate	Yield	No of days	Investment	Annualized Interest	Principal + Interest	Investments
Citizens State Bank	CD	2/23/24	4/16/25	5.05%	5.11%	418	1,061,440.41	53,602.74	1,115,043.15	1,061,440.41
CIBC	CD	5/17/24	5/19/25	5.20%	5.27%	367	1,181,585.10	61,442.43	1,243,027.53	1,181,585.10
CIBC	CD	5/17/24	5/19/25	5.20%	5.27%	367	1,181,585.10	61,442.43	1,243,027.53	1,181,585.10
CIBC	CD	6/3/24	6/3/25	5.20%	5.27%	365	2,140,322.10	111,296.75	2,251,618.85	2,140,322.10
CIBC	CD	6/6/24	6/6/25	5.20%	5.27%	365	2,153,401.75	111,976.89	2,265,378.64	2,153,401.75
CIBC	CD	6/17/24	6/17/25	5.20%	5.27%	365	1,170,737.18	60,878.33	1,231,615.51	1,170,737.18
CIBC	CD	7/10/24	7/10/25	5.20%	5.20%	365	2,165,387.60	112,600.16	2,277,987.76	2,165,387.60
Citizens State Bank	CD	8/26/24	8/26/25	4.60%	4.65%	365	1,025,918.03	47,192.23	1,061,440.41	1,025,918.03
CIBC	CD	9/18/24	9/17/25	4.50%	4.50%	364	1,164,931.86	52,421.93	1,217,353.79	1,164,931.86
CIBC	CD	9/18/24	9/17/25	4.50%	4.50%	364	1,166,551.83	52,494.83	1,219,046.66	1,166,551.83
First Merchants Bank	CD	9/19/24	9/19/25	5.25%	5.35%	365	2,314,978.16	121,536.35	2,436,514.51	2,314,978.16
First Merchants Bank	CD	9/19/24	9/19/25	5.25%	5.35%	365	2,314,978.16	121,536.35	2,436,514.51	2,314,978.16
Citizens State Bank	CD	10/3/24	4/3/26	3.83%	3.90%	547	545,072.62	20,876.28	565,948.90	545,072.62
CIBC	CD	10/1/24	9/30/25	4.10%	4.16%	364	1,205,915.87	49,442.55	1,255,358.42	1,205,915.87
CIBC	CD	10/7/24	10/6/25	4.10%	4.16%	364	2,195,701.98	90,023.78	2,285,725.76	2,195,701.98
CIBC	CD	10/7/24	10/6/25	4.10%	4.16%	364	1,350,411.22	55,366.86	1,405,778.08	1,350,411.22
CIBC	CD	11/15/24	11/15/25	4.10%	4.10%	365	2,205,326.42	90,418.38	2,295,744.80	2,205,326.42
CIBC	CD	11/19/24	11/19/25	4.10%	4.10%	365	2,460,311.36	100,872.77	2,561,184.13	2,460,311.36
Citizens State Bank	CD	12/6/24	12/6/25	4.22%	4.26%	365	551,557.36	23,275.72	574,833.08	551,557.36
Huntington	CD	12/10/24	12/10/25	3.50%	3.55%	365	1,083.84	37.93	1,121.77	1,083.84
Flagstar Bank	CD	12/19/24	9/12/25	4.35%	4.35%	267	447,861.42	19,481.97	467,343.39	447,861.42
PNC Bank	CD	12/25/24	6/22/25	3.85%	3.85%	179	549,994.78	21,174.80	571,169.58	549,994.78
PNC Bank	CD	12/25/24	6/22/25	3.85%	3.85%	179	802,949.38	30,913.55	833,862.93	802,949.38
Flagstar Bank	CD	1/22/25	1/22/26	4.25%	4.25%	365	2,186,537.81	92,927.86	2,279,465.67	2,186,537.81
PNC Bank	CD	1/25/25	7/23/25	3.85%	3.85%	179	511,760.76	19,702.79	531,463.55	511,760.76
Citizens State Bank	CD	2/5/25	2/6/26	4.30%	4.35%	366	1,108,608.68	47,670.17	1,156,278.85	1,108,608.68
Community Unity Bank	CD	2/13/25	2/12/26	4.14%	4.23%	364	1,011,559.28	41,878.55	1,053,437.83	1,011,559.28
PNC Bank	CD	2/15/25	8/13/25	3.85%	3.85%	179	823,474.52	31,703.77	855,178.29	823,474.52
PNC Bank	CD	3/17/25	9/12/25	3.85%	3.85%	179	830,067.55	31,957.60	862,025.15	830,067.55
Flagstar Bank	CD	3/20/25	3/20/26	4.00%	4.00%	365	2,229,261.44	89,170.46	2,318,431.90	2,229,261.44
<b>Huntington Investments, brokered</b>										
Dreyfus Cash Mgt	MM	3/1/25	month end	3.86%	3.87%	30	42,737.38	1,649.66	44,387.04	42,737.38
Amer Elec Power, 500k	CP	3/13/25	6/13/25	0.000%	4.461%	92	494,440.29	-	494,440.29	494,440.29
General Motors, 1.07m	CP	01/31/25	05/13/25	0.00%	4.481%	102	1,056,765.77	-	1,056,765.77	1,056,765.77
General Motors, 1.015m	CP	02/06/25	06/05/25	0.00%	4.492%	119	1,000,351.25	-	1,000,351.25	1,000,351.25
Globe Life, 506m	CP	02/13/25	05/29/25	0.00%	4.461%	105	499,890.23	-	499,890.23	499,890.23
HSBC USA inc, 508k	CP	12/17/24	4/25/25	0.000%	4.512%	129	500,148.37	-	500,148.37	500,148.37
LVMH MOET, 510k	CP	12/17/24	6/13/25	0.000%	4.289%	178	499,666.89	-	499,666.89	499,666.89
Bank of America	CD	9/11/24	9/11/25	4.30%	4.30%	365	507,000.00	21,801.00	528,801.00	507,000.00
First NatlBkAmer, 750k	CD	11/22/24	11/21/25	4.10%	4.10%	364	750,000.00	30,750.00	780,750.00	750,000.00
JPMChase NA	CD	1/29/21	1/29/26	0.50%	0.50%	1,826	1,000,000.00	5,000.00	1,005,000.00	1,000,000.00
UST Bill, 528.7k	UST Sec	2/18/25	8/14/25	0.00%	4.22%	177	518,214.12	-	518,214.12	518,214.12
UST Note, 608.3k	UST Sec	2/7/25	3/31/26	0.75%	4.121%	417	585,631.32	4,392.23	590,023.55	585,631.32
UST Note, 738.4k	UST Sec	11/20/24	9/15/26	4.63%	4.17%	664	744,168.75	34,417.80	778,586.55	744,168.75
					value adjustment on UST Sec		(1,103.26)			(1,103.26)
USTreasury Note, 733k	UST Sec	11/20/24	12/15/26	4.38%	4.14%	755	736,350.04	32,215.31	768,565.35	736,350.04
					value adjustment on UST Sec		(560.59)			(560.59)
FederalHomeLoanBk,935		12/17/24	12/10/27	4.250%	4.170%	1,088	937,212.26	39,831.52	977,043.78	937,212.26
					value adjustment on UST Sec		(26.59)			(26.59)
USTreasury Nt, 936.7k	USGB	2/13/25	3/15/27	4.250%	4.221%	760	937,062.87	39,825.17	976,888.04	937,062.87
					value adjustment on UST Sec		(183.72)			(183.72)
Federal Farm Cr Bk,820k	USGB	11/19/24	11/12/27	4.125%	4.500%	1,088	819,425.77	33,801.31	853,227.08	819,425.77
Federal Farm Cr Bk	USGB	5/1/24	5/1/26	5.375%	5.375%	730	1,017,000.00	54,663.75	1,071,663.75	1,017,000.00
Federal HmLn Mtg,531k	USGB	3/18/25	3/18/30	4.300%	4.300%	1,826	531,000.00	22,833.00	553,833.00	531,000.00
<b>Robinson Capital, brokered</b>										
Huntington Conservative	C/CE	3/1/25	month end			30	-	-	-	-
Federated Treas Oblig F	C/CE	3/1/25	month end	4.20%	4.20%	30	827,321.93	34,747.52	862,069.45	827,321.93
Bloomfield Charter, 110	MuniB	9/14/22	5/1/25	1.94%	4.10%	960	104,143.60	2,022.47	106,166.07	104,143.60
Chippewa Valley Schls,11	MuniB	12/19/22	5/1/27	1.18%	4.45%	1,594	87,154.00	1,029.29	88,183.29	87,154.00
Clarkston Com Schls,100	MuniB	12/23/22	5/1/26	1.94%	4.47%	1,225	92,200.00	1,790.52	93,990.52	92,200.00
Clawson Schls,100	MuniB	12/2/22	5/1/27	3.65%	4.92%	1,611	95,012.00	3,467.94	98,479.94	95,012.00
Dearborn MI Sch Dist, 10	MuniB	11/1/22	5/1/27	1.36%	4.92%	1,642	85,808.00	1,169.56	86,977.56	85,808.00
FedHome Loan Bk, 225	Agency	12/17/24	12/14/29	2.125%	2.125%	1,823	203,474.97	4,323.84	207,798.81	203,474.97
FedHome Loan Bk, 200	Agency	1/13/25	9/30/26	0.980%	1.03%	625	188,884.00	1,851.06	190,735.06	188,884.00
FedHome Loan Bk, 300	Agency	10/26/22	12/21/26	1.25%	4.33%	1,517	265,270.94	3,315.89	268,586.83	265,270.94
FedHome Loan Bk, 400	Agency	10/7/22	9/11/26	4.25%	4.33%	1,435	398,903.20	16,953.39	415,856.59	398,903.20

# City of Royal Oak Investment Portfolio

Mar-25

ISSUER	TYPE	PURCH. DATE	MATURITY DATE	Rate	Yield	No of days	Investment	Annualized Interest	Principal + Interest	Investments
FedHome Loan Bk, 325	Agency	10/5/22	9/10/27	4.125%	4.05%	1,801	326,066.00	13,450.22	339,516.22	326,066.00
FedHome Loan Bk, 325	Agency	10/5/22	12/10/27	4.25%	3.71%	1,892	332,915.20	14,148.90	347,064.10	332,915.20
FedHome Loan Bk, 300	Agency	11/20/24	12/8/28	4.750%	4.75%	1,479	305,520.00	14,512.20	320,032.20	305,520.00
FedHome Loan Bk, 300	Agency	6/20/24	6/8/29	4.625%	4.56%	1,814	304,624.69	14,088.89	318,713.58	304,624.69
Fed Farm Credit, 400	Agency	9/26/22	9/15/27	3.38%	4.24%	1,815	384,678.92	12,982.91	397,661.83	384,678.92
Fed Farm Credit, 400	Agency	9/28/22	9/30/25	4.25%	4.29%	1,098	399,388.00	16,973.99	416,361.99	399,388.00
Fed Farm Credit, 400	Agency	9/30/22	9/30/25	4.25%	4.29%	1,096	399,584.00	16,982.32	416,566.32	399,584.00
Fed Farm Credit, 400	Agency	10/12/22	10/19/26	4.25%	4.34%	1,468	398,760.00	16,947.30	415,707.30	398,760.00
Fed Farm Credit, 400	Agency	10/13/22	10/20/25	4.50%	4.50%	1,103	399,956.00	17,998.02	417,954.02	399,956.00
Fed Farm Credit, 400	Agency	10/20/22	7/27/26	4.50%	4.70%	1,376	397,312.00	17,879.04	415,191.04	397,312.00
Fed Farm Credit, 300	Agency	11/1/22	10/27/27	4.38%	4.35%	1,821	300,347.96	13,140.22	313,488.18	300,347.96
Fed Farm Credit, 300	Agency	4/13/24	2/13/29	4.13%	4.24%	1,767	298,473.00	12,312.01	310,785.01	298,473.00
Fed Farm Credit, 325	Agency	3/1/23	12/1/27	4.125%	4.21%	1,736	323,836.50	13,358.26	337,194.76	323,836.50
Fed Farm Credit, 325	Agency	4/26/24	4/26/27	3.88%	3.99%	1,095	325,737.75	12,622.34	338,360.09	325,737.75
Fed Farm Credit, 225	Agency	4/15/24	12/15/28	4.25%	4.34%	1,705	227,517.75	9,669.50	237,187.25	227,517.75
Fed Farm Credit, 325	Agency	4/18/24	1/18/29	3.88%	4.03%	1,736	322,530.00	12,498.04	335,028.04	322,530.00
Fed Farm Credit, 300	Agency	4/28/24	9/28/27	4.63%	4.66%	1,248	298,842.00	13,821.44	312,663.44	298,842.00
Fed Farm Credit, 250	Agency	4/13/24	10/13/27	4.75%	4.77%	1,278	249,766.81	11,863.92	261,630.73	249,766.81
Fed Farm Credit, 225	Agency	2/24/25	1/18/30	4.500%	4.50%	1,789	227,002.50	10,215.11	237,217.61	227,002.50
Fed Farm Credit, 275	Agency	7/19/24	12/7/29	4.25%	4.20%	1,967	276,537.25	11,752.83	288,290.08	276,537.25
Fed Farm Credit, 200	Agency	8/6/24	8/16/27	3.75%	3.76%	1,105	199,824.07	7,493.40	207,317.47	199,824.07
Fed Farm Credit, 325	Agency	9/24/24	3/24/28	3.500%	3.50%	1,277	325,094.25	11,378.30	336,472.55	325,094.25
FedHome Loan Bk, 300	Agency	11/17/22	6/12/26	5.75%	4.22%	1,303	315,066.41	18,116.32	333,182.73	315,066.41
Fannie Mae, 300	Agency	10/26/22	4/22/25	0.63%	4.50%	909	272,952.00	1,705.95	274,657.95	272,952.00
L'Anse Cruese, 150	MuniB	10/19/22	5/1/25	0.88%	4.78%	925	136,203.00	1,193.14	137,396.14	136,203.00
Michigan Hsg Dev, 100	MuniB	10/17/24	6/1/27	4.005%	4.005%	957	100,000.00	4,005.00	104,005.00	100,000.00
Michigan Hsg Dev, 105	MuniB	11/26/24	10/1/26	1.68%	1.76%	674	99,804.60	1,676.72	101,481.32	99,804.60
Michigan Hsg Dev, 150	MuniB	3/30/23	4/1/27	5.357%	5.357%	1,463	150,000.00	8,035.50	158,035.50	150,000.00
USTnote, 325	USTN	4/30/24	1/31/29	4.00%	4.13%	1,737	321,140.63	12,845.63	333,986.26	321,140.63
Univ of Michigan, 100	MuniB	10/27/22	4/1/25	2.97%	4.65%	887	96,189.00	2,852.97	99,041.97	96,189.00
West Ottawa Schls,100	UTGO	12/13/22	11/1/25	1.06%	4.53%	1,054	90,717.00	961.60	91,678.60	90,717.00

Investments Total 64,189,024.65

Current Interest	Checking and Savings Account
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Chase, JPMorgan	Chk	AP check'g	3/31/25	1.65%	2,506.06	2,020,429.37
Chase, JPMorgan	Chk	Auto	3/31/25	1.66%	465.28	477,954.09
Huntington	Chk	Pooled	3/31/25	*	-	6,062,572.74
Huntington	Chk	Pooled AP	3/31/25	*	-	1,078,294.19
Huntington	Chk	Auto	3/31/25	*	-	1,291.79
Huntington	Chk	Trust/tax	3/31/25	*	-	6,894.41
Huntington	Chk	Payroll	3/31/25	*	-	6,079.84
Huntington	Chk	Farm Mkt	3/31/25	*	-	17,948.74
Huntington	Chk	IceArena	3/31/25	*	-	27,417.33
MI Class	Inv/Savings-Tax		3/31/25	4.4034%	-	-
MI Class	Inv/Savings-pooled		3/31/25	4.4034%	181,562.98	46,192,244.17
PNC Bank	MM	Ambulance	3/31/25	1.87%	1,473.50	450,247.66

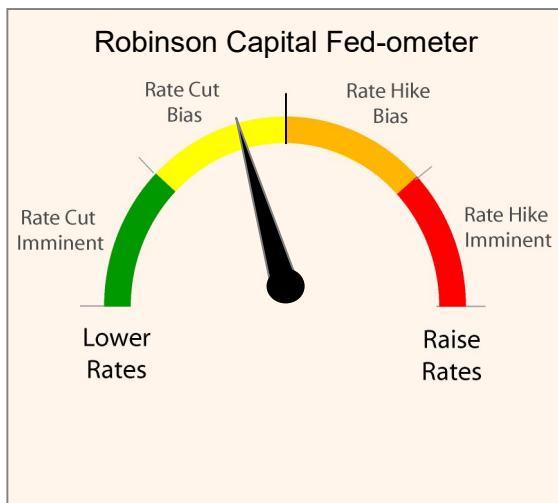
Checking/Savings Total 56,341,374.33

## Total Investments & Bank Balance

64,189,024.65	2,750,659.29	66,743,880.43	120,530,398.98
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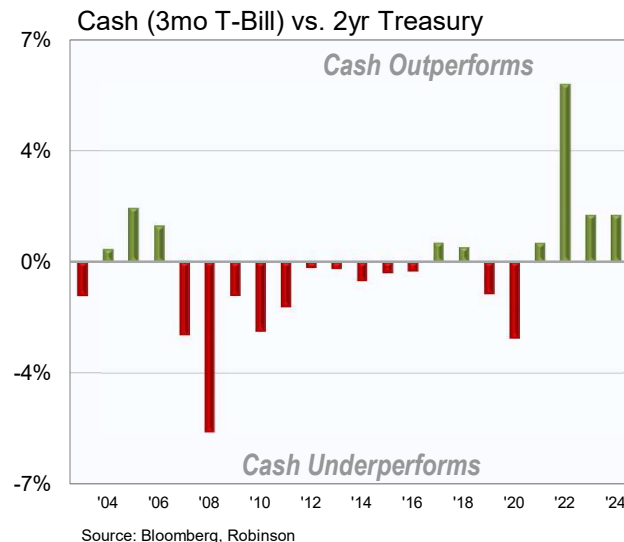
\* checking accounts generally earn zero interest or an under-market rate

## Federal Reserve Stance



As expected, the Federal Reserve decided to leave rates unchanged at the March meeting citing continued inflation concerns and low unemployment numbers. Notably, the Fed's economic projections for the rest of the year signaled lower growth (-0.4%) and higher inflation expectations (+0.3%) than compared to 3 months ago which shows where they believe risks in the economy reside.

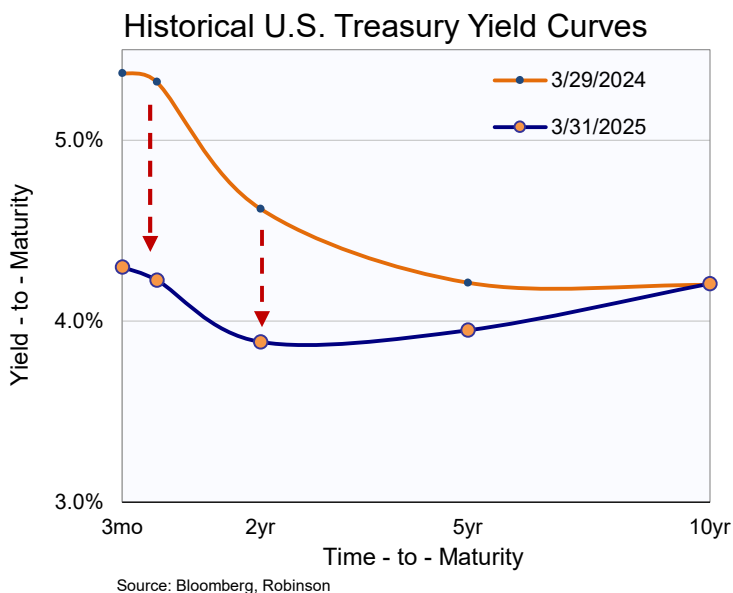
## Performance



Since the beginning of the year, yields across the curve have fallen and have led to the 2-Year Treasury outperforming the 3-Month T-Bill.

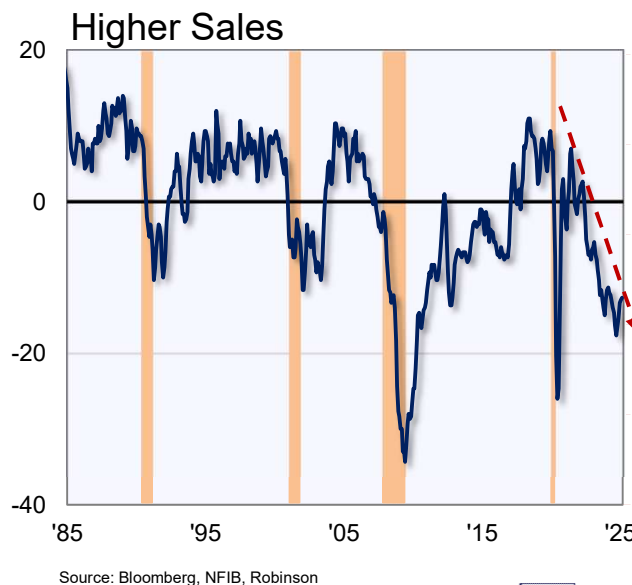
	Returns	
	March	YTD
3mT-Bill	0.34%	1.04%
2y Tsy	0.46%	1.59%

## Yield Curve



Since last March we have seen a "steepening" of the yield curve as we moved from an extremely inverted yield curve to one that is mostly upward sloping. Over the last year, the Fed lowered the Fed Funds rate which has a more direct impact on the 2-Year treasury yield. However, the important 10-Year yield currently sits exactly where it did one year ago which limits the intended economic benefits from the Fed rate cuts.

## Graph of the Month

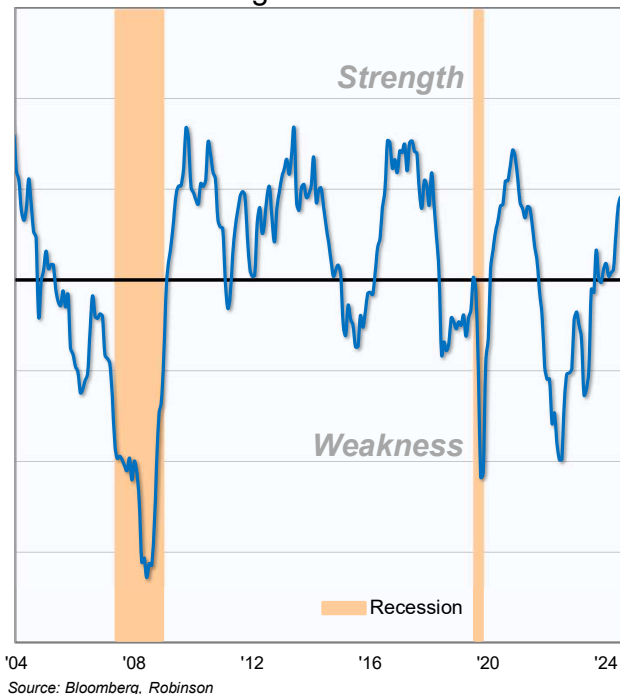


The NFIB conducts a monthly survey of a broad cross-section of small businesses from all over the country. While businesses reported a jump in optimism over the last 3 months, their responses to changes in actual sales remain at recessionary levels. Small business activity and employment are key pillars to the U.S. economy and it's hard to imagine they can continue to struggle without their problems spreading across the economy.

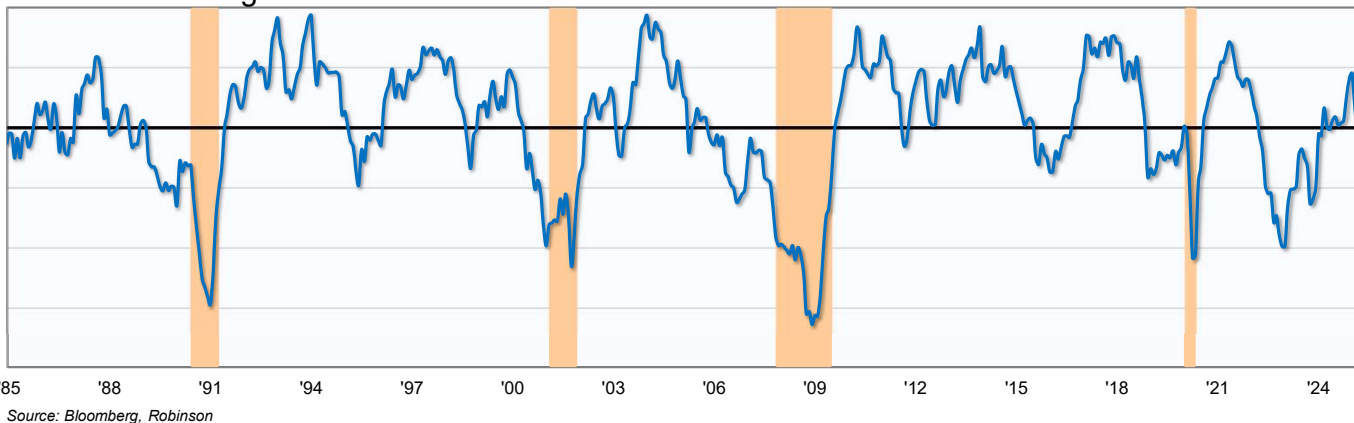
## Economic Comments

• **Market Review:** The Robinson Leading Economic Index had one of its largest month-over-month pullbacks in years due to manufacturing surveys on new orders and overall activity missing expectations, stock market weakness and the continuation of deteriorating consumer sentiment and stagnation across the housing market. The Index is now back into contractionary territory for the first time since June 2024. Unsurprisingly, nearly all of the angst is tied to the uncertainty regarding tariffs and the ensuing disruption to the current global trading system built over the last few decades. On April 2nd the U.S. announced "reciprocal" tariffs with a minimum rate of 10% for all countries except for Canada and Mexico, our 2 largest trade partners (see bottom left), who are working off their own tri-lateral trade agreement. Undoubtedly, this will lead to a tsunami of trade policy negotiations over the coming days and weeks as countries are likely to both rework existing U.S. trade agreements but also assess the economics of building networks separate from the U.S. It is uncertain how long the tariffs will last, but the more integral the projected tariffs revenues are to offsetting revenue declines from desired tax cuts for the upcoming budget proposals, the more likely the tariffs, at least tied to our largest trading partners, are here to stay. While the U.S. has leverage in accounting for 34% of the world's household consumption, imports and exports make up 25% of U.S. GDP, and with an already teetering economy, a trade war and rapidly reorganizing global supply chains that results in near-term price increases on consumers poses non-linear risks to the U.S. and global economy. All of this without mentioning the U.S. consumers are already reporting they have record low expectations on their real (inflation adjusted) income (see bottom right).

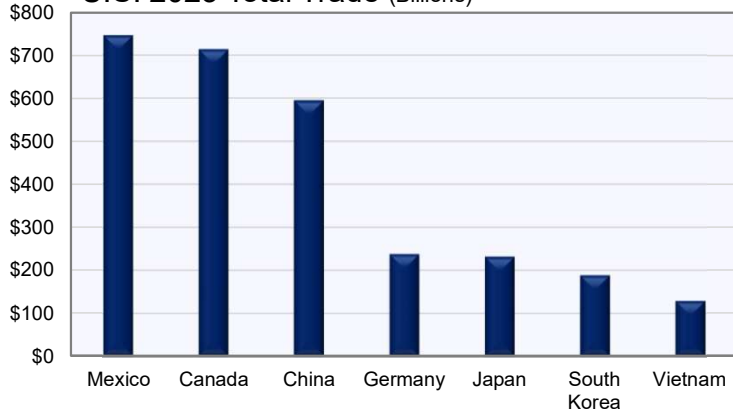
## Robinson Leading Economic Index



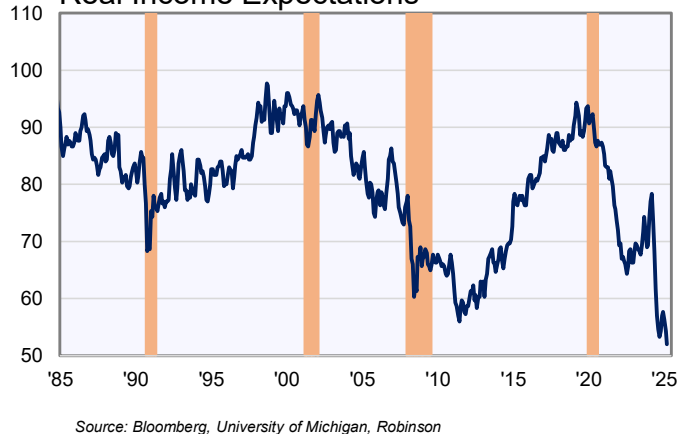
## Robinson Leading Economic Index



## U.S. 2023 Total Trade (Billions)



## Real Income Expectations



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## CITY COMMISSION AGENDA ITEM

<b>TITLE</b>	<b>Rochester Road - Parking in the Public Right-of-Way</b>
<b>SUBMITTING DEPARTMENT</b>	<b>Community Development - Engineering</b>
<b>PRESENTER</b>	<b>Holly Donoghue, P.E.</b>
<b>MEETING DATE</b>	<b>April 28, 2025</b>
<b>SECOND READING REQUIRED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>CERTIFIED RESOLUTION</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

### EXECUTIVE SUMMARY

The Rochester Road construction project from 13 Mile to 14 Mile is scheduled for 2026 and includes a 4-to-3 lane conversion and water main improvements. While designing this project, staff observed that there are several properties along the corridor that have parking in the public right-of-way without license agreements. These properties are located along the east side of Rochester Road, and are listed below. Attachment 1 includes photographs for each location.

<b>Commercial / Multi-Family Properties</b>		
<b>Rochester Road Address</b>	<b>Property Type</b>	<b>Existing Parking Description</b>
#4724, 4728, 4732	Businesses	Asphalt parking area, angled parking, poor condition
#4520	Apartments	Asphalt parking area, angled parking, allows backing onto sidewalk, poor condition
#4300, 4314, 4324	Businesses	Asphalt parking area, angled parking, moderate condition

<b>Residential Properties</b>	
<b>Rochester Road Address</b>	<b>Existing Parking Description</b>
#4610-4612	Asphalt parking pad each side, moderate condition (duplex)
#4616	Asphalt parking pad, moderate condition
#4622-4624	Concrete parking pad, moderate condition (duplex)
#4628	Shared gravel pad, horseshoe shape, poor condition
#4636	

The commercial properties and apartments have the required amount of parking available onsite per the zoning ordinance. The parking areas in the public right-of-way provide more direct access to the front of these properties, and appear to be regularly used.

Along this one-mile stretch of Rochester Road, there are 12 residential properties with driveways to Rochester Road. Five of the 12 properties currently have some type of unapproved parking area in the public right-of-way.

From the standpoint of sustainability and traffic safety, staff recommend that these existing parking areas to be removed and returned to green space for all the properties. This provides several benefits as follows:

- Avoids sight distance issues caused by vehicles parked in the right-of-way.
- Allows pedestrians to be more visible.
- Avoids potential pedestrian conflicts with overhanging and backing vehicles.
- Provides consistency for parking with other commercial properties along the corridor.
- Beautifies the corridor with more green space and opportunities for tree planting.
- Eliminates impervious areas, reducing stormwater runoff in the area.
- Each commercial property listed has a catch basin in front of the parking area, making them ideal locations for the installation of green infrastructure.
- Potential for placemaking opportunities at business locations.

The staff recommendation is reflected in the proposed resolution; however, the City may consider license agreements for continued parking in the right-of-way on a case-by-case basis, depending on the specific conditions of each property. As these parking areas primarily benefit private property owners, any improvements or reconstruction would be at their expense. The project budget includes funds to remove the paved areas and restore with grass. If the commission wishes to proceed with license agreements, the cost for the reconstruction should be assessed to the property owners.

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## Fiscal Impact

BUDGET SUMMARY	
EXPENDITURE REQUIRED	\$0.00
AMOUNT CURRENTLY BUDGETED	\$0.00
BUDGET AMENDMENT REQUIRED	N/A
FUNDING SOURCE/ GL NUMBER	
WAS THIS A BUDGETED EXPENSE?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**OTHER FISCAL IMPACTS:** (Select all that apply.)

☒ No fiscal impact

☐ Revenue impact (details below)

☐ Workload impact (details below)

☐ Operations Impact (details below)

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## ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS

The proposed elimination of parking in the public right-of-way meets several goals of the Sustainability and Climate Action Plan (S-CAP) by eliminating impervious areas to reduce stormwater runoff, planting new grass and trees, and the installation of green infrastructure (S-CAP goals 4.4.2, 5.1, 5.2.1). Providing safe transportation systems to reduce and eliminate crashes is also included as a goal in the Strategic Plan and in the S-CAP (2.4).

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## COMMUNITY ENGAGEMENT

Staff mailed letters to affected property owners notifying them of the commission meeting..

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## BOARD AND COMMISSION FEEDBACK

Not applicable.

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## LEGAL COMMENTS

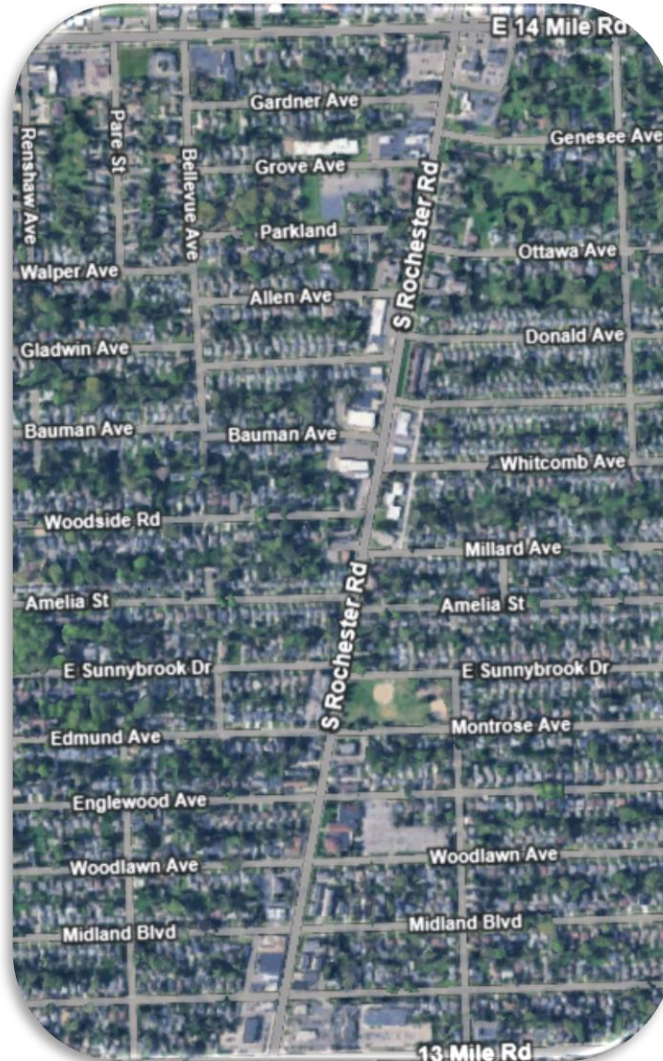
### PROPOSED COMMISSION RESOLUTION:

**Be it resolved,** the City Commission authorizes the City Engineer to implement improvements within the public right-of-way along Rochester Road as part of the 2026 corridor improvement project. The City Engineer shall have the discretion to engage with affected property owners and negotiate proposed right-of-way modifications in a manner consistent with the City's goals of sustainability, traffic safety, corridor beautification, and baseline support for commercial activity; and

**Be it further resolved,** that final recommendations, including any proposed removals, restorations, or license agreements, shall be presented to the City Commission for review and approval.

**ATTACHMENTS:** Rochester Road Parking in Right-of-Way

**Rochester Road**  
**Parking in the Public Right-of-Way**  
13 Mile Road to 14 Mile Road

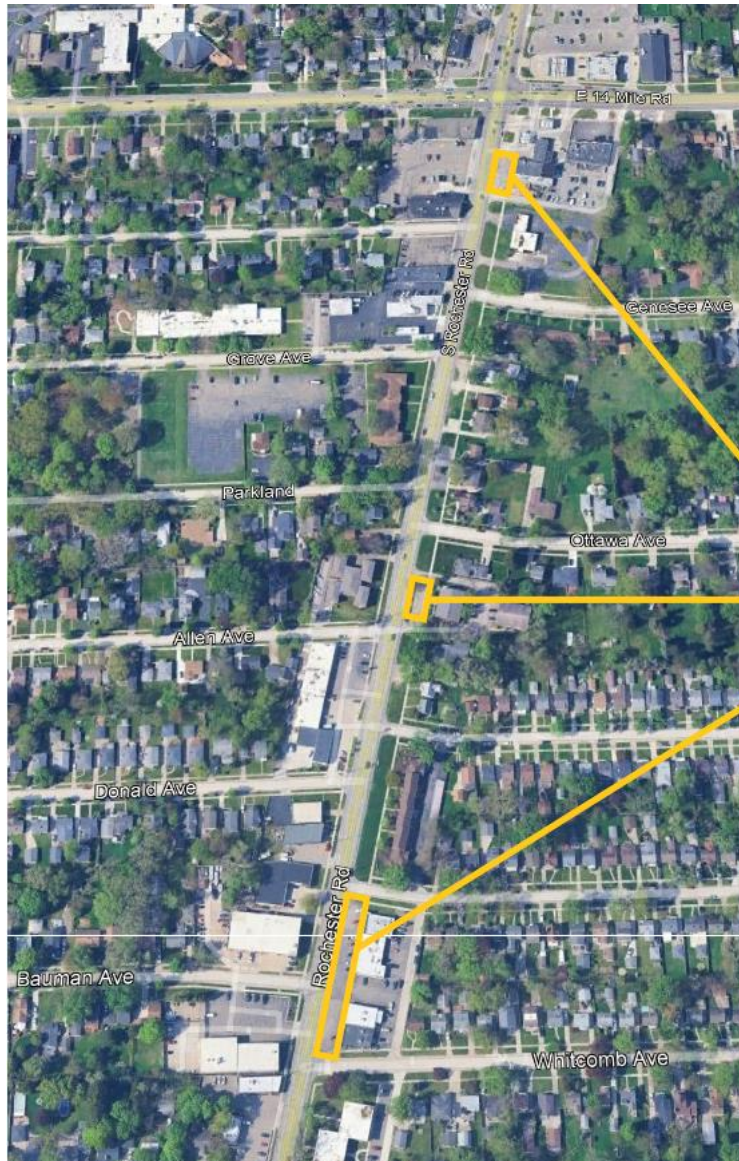


Photos of Existing Conditions

Commercial Properties pages 2-5

Residential Properties pages 6-9

**Commercial Properties**  
*(3 Total)*



4724-4732 Rochester Road

4520 Rochester Road

4300-4324 Rochester Road



**4724-4732 Rochester Road**

*Bra-Vo Intimates, Custom Swimwear, Salon Nero, Royal Inn Bar*

*Looking Northeast*



*Looking Southeast*



*Looking North along the sidewalk*



Notes on Existing Conditions:

Six (6) angled spaces exist. Spaces and drive aisle do not meet recommended dimensions. Cars overhang the public sidewalk. Traffic concerns with conflict at northern driveway (business vs. gas station traffic). Parking area has existed since the 1960s.

**4520 Rochester Road**  
*Amber Grove Apartments*

*Looking Southeast*



*Looking North*



Notes on Existing Conditions:

*Ten (10) angled spaces exist. There are 32 parking spaces on private property for 16 apartment units, which is adequate. Spaces and drive aisle do not meet recommended dimensions. Vehicles back out and drive over the public sidewalk. Parking area has existed since the 1960s.*



**4300-4324 Rochester Road**

*Green Lantern Pizzeria, Ridge Cabinetry, Royal Clips Barbershop,  
PKSA Karate, Classic Bodies Personal Training*

*Looking South*



*Looking North*



Notes on Existing Conditions:

21 angled spaces exist. Approximately 40 spaces on private property, limited or no public access to rear doors on buildings. Vehicles overhang onto public sidewalk. Parking is not allowed adjacent to business on Bauman Avenue. Spaces and drive aisle do not meet recommended dimensions, but enough space will exist to fit angled parking stalls with a grass buffer between the roadway and parking area. Vehicles back out and drive over the public sidewalk. Parking area has existed since the 1960s.



**Residential Properties**  
*(5 Total)*





**4610-4612 & 4616 Rochester Road**

*Asphalt parking pads, moderate condition, placed in 1980s*

*4610-4612 Rochester Road (Duplex)*



*4616 Rochester Road*



Notes on Existing Conditions:

*There is no buffer between public sidewalk and parking area. Placed in the 1980s. Moderate condition.*



**4622-4624 Rochester Road**

*Concrete parking pad, moderate condition, duplex property, placed in late 1990s*

*4622-4624 Rochester Road (duplex)*



Notes on Existing Conditions:

*There is no buffer between public sidewalk and parking area. Placed in the 1990s. Moderate condition.*



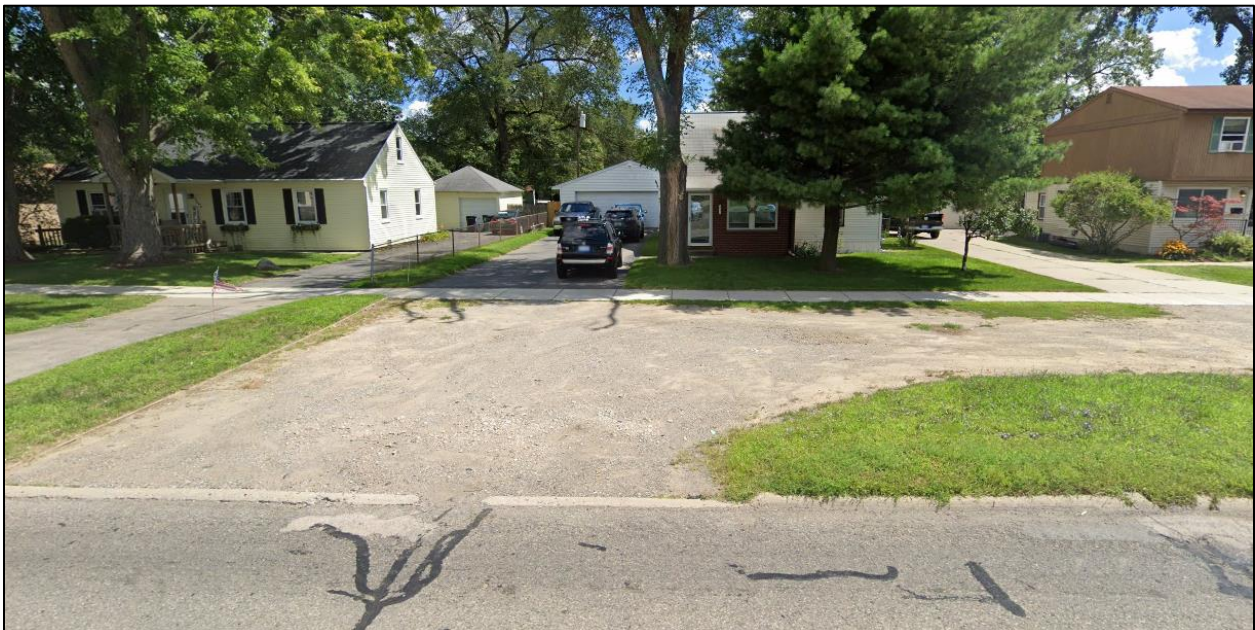
## 4628 & 4636 Rochester Road

*Gravel horseshoe parking and turn-around, moderate to poor condition,  
placed in the 1960s*

4628 Rochester Road



4636 Rochester Road



Notes on Existing Conditions:

*Placed in the 1960s. Poor condition / gravel.*

## CITY COMMISSION AGENDA ITEM

<b>TITLE</b>	<b>Michigan Liquor Control Commission Blue Goat Royal Oak, LLC (d.b.a. Blue Goat)</b>
<b>SUBMITTING DEPARTMENT</b>	<b>Police Department</b>
<b>PRESENTER</b>	<b>Chief Michael Moore</b>
<b>MEETING DATE</b>	<b>April 28, 2025</b>
<b>SECOND READING REQUIRED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>CERTIFIED RESOLUTION</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**EXECUTIVE SUMMARY** *(include history of previous Commission action/discussion, background, scope of work, etc.):*

The Royal Oak Police Department has received a request from Blue Goat Royal Oak, LLC, to review a new proposed plan of operation to be located at 321 S. Main Street, Royal Oak, Michigan (formerly City Ramen). The Class C and SDM liquor license with Sunday Sales (AM and PM) is being purchased from Redsmoke Royal Oak, LLC, currently in escrow at 218 S. Main Street, Royal Oak, Michigan. They will be doing business as Blue Goat.

If approved, Blue Goat will operate as an upscale Mediterranean restaurant and full-service bar. The Blue Goat menu will feature Saganaki, Gyros, Salads, Ribeye, Lamb Chops, and an assortment of side dishes. The applicants anticipate the food to alcohol ratio to be 80% food to 20% alcohol.

The requested hours of operation are 11:00 a.m. to 10:00 p.m., Monday through Sunday. The total proposed interior seating is for 50 patrons, including 10 seats at the bar. Blue Goat is not requesting an Entertainment Permit nor Dance Permit and will not feature an Outdoor Service Area.

My findings indicate the applicants meet the requirements necessary to be granted this request. The police department does not anticipate this request to cause any additional strain on police resources. Therefore, the police department does not object to this request.

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### Fiscal Impact

BUDGET SUMMARY	
<b>EXPENDITURE REQUIRED</b>	
<b>AMOUNT CURRENTLY BUDGETED</b>	
<b>BUDGET AMENDMENT REQUIRED</b>	<b>\$0.00 (BA between dept; net -0- effect on FB)</b>
<b>FUNDING SOURCE/ GL NUMBER</b>	
<b>WAS THIS A BUDGETED EXPENSE?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**OTHER FISCAL IMPACTS:** (Select all that apply.)

☐ No fiscal impact

☐ Workload impact (details below)

☐ Revenue impact (details below)

☐ Operations Impact (details below)

**REVENUE IMPACT:** *Provide a description of how this item will impact revenue. (Is this item expected to create additional/new revenue? Will this item have a negative impact on revenue? Which funds would be impacted? Provide additional details, as necessary.)*  
N/A

**WORKLOAD IMPACT:** *If this item will require staff time to implement, operate or maintain, provide a description of the workload impact. (Will more staff be needed? Is this workload able to be absorbed by existing staff? If new FTE(s) are needed, provide details of position classification and duties. Provide additional details, as necessary.)*  
N/A

**OPERATIONS IMPACT:** *If the item requires a budget adjustment, please identify source of additional funds and any proposed cuts to other operations, programs and services.*  
N/A

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### **ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS**

*Provide a description of how this item aligns with the strategic plan, aging in place plan, and sustainability and climate action plans. Include any specific goals or action steps it supports.*  
N/A

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### **COMMUNITY ENGAGEMENT**

*Provide a description of any community engagement efforts made for this item. Include information on tools used, participation information, and general sentiments.*

Public hearing not required by ordinance.

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### **BOARD AND COMMISSION FEEDBACK**

*Was an advisory board or commission engaged in discussion on this item? If yes, please provide a summary of feedback received:*

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### **LEGAL COMMENTS**

Reviewed by the city attorney with accompanying memorandum.

### **PROPOSED COMMISSION RESOLUTION:**

**Be it resolved,** that the City Commission hereby approves the Plan of Operation, dated March 27, 2025, for Blue Goat Royal Oak, LLC d/b/a Blue Goat, located at 321 S. Main Street, Royal Oak, Michigan.

### **ATTACHMENTS:**

City Attorney Memorandum  
Police Department Memorandum  
Proposed Plan of Operation  
Proposed Floor Plan  
Current Plan of Operation

**Review of New Plan of Operation for  
Blue Goat Royal Oak, LLC (321 S. Main St.)**

March 27, 2025

The Honorable Mayor Fournier and  
Members of the City Commission

The Royal Oak Police Department has received a request from Blue Goat Royal Oak, LLC, located at 321 S. Main Street, to approve a new Plan of Operation in connection with a new full-service restaurant and bar to transfer a Class C and SDM liquor license with Sunday Sales (AM and PM) to that location.

The Applicant is proposing to open a new full-service restaurant and bar at 321 S. Main Street, and, if approved, will be purchasing a Class C and SDM liquor license with Sunday Sales, from Redsmoke Royal Oak, LLC, currently in escrow at 218 S. Main Street, Royal Oak, Michigan. The Applicant is *not* seeking an Entertainment Permit or Outdoor Service Area Permit with this proposed Plan of Operation and transfer, at this time.

The City Attorney's Office has reviewed the proposed Plan of Operation for this location and finds that it meets the requirements contained in the Royal Oak City Code of Ordinances, Section 430, for a plan of operation for the transfer of a liquor license for a Class C and SDM liquor license with Sunday Sales.

The City Attorney's Office and the Police Department have no objection to the proposed Plan of Operation and if approved, the application will be required to comply with all planning, zoning, and building requirements and all requirements of Section 430 of the City of Royal Oak Code of Ordinances.

Because this is a relocation of an existing license within the City, to a new location within the City, the City Commission is *not* required to conduct a public hearing per the Code of Ordinances.

If the City Commission agrees with the recommendations, a proposed resolution to approve is provided in the City Commission Agenda Item.

Respectfully submitted,



Nicolas J. Grochowski  
City Attorney





To: Joseph Gacioch, City Manager  
From: Karly Renaud, Lieutenant  
CC: Michael Moore, Chief of Police  
Date: March 26, 2025  
Re: **Request to review a new proposed plan of operation from Blue Goat Royal Oak, LLC, d/b/a Blue Goat, to be located at 321 S. Main Street, Royal Oak, Michigan. The Class C and SDM liquor license with Sunday Sales (AM and PM) is being purchased from Redsmoke Royal Oak, LLC, currently in escrow at 218 S Main Street, Royal Oak, Michigan.**

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The Royal Oak Police Department has received a request from Blue Goat Royal Oak, LLC, to review a new proposed plan of operation to be located at 321 S. Main Street, Royal Oak, Michigan (formerly City Ramen). The Class C and SDM liquor license with Sunday Sales (AM and PM) is being purchased from Redsmoke Royal Oak, LLC, currently in escrow at 218 S. Main Street, Royal Oak, Michigan. They will be doing business as Blue Goat.

Redsmoke Royal Oak, LLC is currently owned by Anestis Teftsis, Michael Teftsis and Rosalva Teftsis. Blue Goat Royal Oak, LLC, is owned by father and son, Anestis Teftsis (50%) and Georgios Teftsis (50%). Anestis will be serving as a silent partner in Blue Goat Royal Oak, LLC. The liquor license associated with City Ramen previously sold to another LLC. This prompted Georgios and Anestis to purchase the liquor license from Redsmoke Royal Oak, LLC and transfer it to 321 S. Main Street.

The applicants have purchased the liquor license for \$81,000. The applicants will spend approximately \$319,000 on furniture, fixtures, equipment, inventory and renovations. Renovations will include a remodel of the kitchen, bathrooms, and a downstairs preparation area. The applicants also plan to build their own bar and tables. The applicants have funded the project from their personal savings. The applicants will lease the building from Frank Dejulius for \$4981.50 per month. These funds will come from ongoing business sales.

Mr. Anestis Teftsis has been actively involved in the restaurant business since 2009. He currently owns and operates Redsmoke Barbeque in Greektown, as well as Astoria Pastry Shops in both Detroit and Royal Oak. A MLCC Check of Redsmoke Barbeque in Detroit operated by Mr. Anestis Teftsis revealed a violation in 2018 for selling alcohol to a minor and not having a City of Detroit business license. Mr. Anestis Teftsis paid a fine for the violation.

On March 6, 2025, I spoke with Captain Nathan Duda of the Detroit Police Department Downtown Services and Gaming Operations. He stated they have had no problems with Redsmoke Barbeque and characterized it as a well-run establishment.

Mr. Georgios Teftsis has worked in liquor licensed establishments for six years, starting as a server and working his way to the General Manager of Redsmoke Barbeque in Greektown. Mr. Georgios Teftsis is currently unemployed, leaving his job as a civil engineer to dedicate his time and effort to open Blue Goat. Mr. Georgios Teftsis intends to serve as the General Manager and run the day-to-day operations in Royal Oak.

If approved, Blue Goat will operate as an upscale Mediterranean restaurant and full-service bar. The Blue Goat menu will feature Saganaki, Gyros, Salads, Ribeye, Lamb Chops, and an assortment of side dishes. The requested hours of operation are 11:00 a.m. to 10:00 p.m., Monday through Sunday. The kitchen will be open until closing each night. Last call for alcohol will be thirty minutes before closing with last service twenty minutes before closing. Blue Goat also requests to open earlier on special occasions such as holidays and during festivals, with the prior approval of the chief of police. The applicants anticipate the food to alcohol ratio to be 80% food to 20% alcohol.

Blue Goat is approximately 2,100 square feet, with approximately 1,100 usable square feet for customers. The total proposed interior seating is for 50 patrons, including 10 seats at the bar. Final capacities will be set by the police department after recommendations from both the building and fire departments. Blue Goat is not requesting an Entertainment Permit nor Dance Permit and will not feature an Outdoor Service Area.

An SDM license was included as part of the purchase agreement for the class C license from Redsmoke Royal Oak, LLC. The applicants are not going to sell off-site liquor, but plan to retain the SDM license.

On March 17, 2025 I spoke with MLCC investigator Marcia Webster. Ms. Webster did not find any issues with the application or license transfer.

My findings indicate the applicants meet the requirements necessary to be granted this request. The police department does not anticipate this request to cause any additional strain on police resources. Therefore, the police department does not object to this request.

If approved, the applicants will have to comply with all planning, zoning and building requirements and restrictions.

Respectfully,

Karly Renaud, Lieutenant  
Royal Oak Police Department

**CITY OF ROYAL OAK  
CLASS C LIQUOR LICENSE OR TAVERN LICENSED BUSINESS  
PLAN OF OPERATION**

Blue Goat Royal Oak LLC

Blue Goat

321 S. Main street Royal Oak MI

Business Name

Doing Business As

Street Address

**Preamble:** I/we have received copies of Royal Oak City Ordinances #430-1 through 430-12, an Ordinance to Establish a General Policy for Liquor Licenses and Permits, understand its provisions, and will be governed by them. The following Plan of Operation is developed in keeping with the spirit and intent of this Ordinance.

**I. HOURS OF OPERATION:** At present, our planned hours of operation will be Monday-Sunday 11am-10pm. Last call will be 30 minutes before closing and last service 20 minutes before closing. **Blue Goat** may open early on holiday's and special events only with the prior approval of the Chief of Police.

**II. FORMAT:** The premises will be primarily operated as a full-service restaurant, offering a full-service bar for clientele; full-service kitchen facility; providing for 50 seated patrons, which includes 10 bar seats. There will be no outdoor service.

It is agreed that we will not change the format or type of business without written approval of the City Commission. This includes changing from a full-service restaurant to a bar where food service is reduced, etc. The ratio of food sales to alcohol sales is anticipated to be 80/20%.

**III. MENU:** Attached

**IV. SOUND:** Piped or canned music ("sound") will be restricted to a level which will not adversely impact neighboring and adjoining property owners, and we will strictly comply with the City and the provisions of the Sound Ordinance. We pledge our full cooperation with the Police Department and/or adjacent and adjoining property owners in this regard.

**V. ENTERTAINMENT:** Blue Goat will not offer any live entertainment on premises.

**VI. DANCE PERMIT:** Blue Goat will not have dancing on premises.

**VII. CODE COMPLIANCE:** The premises, when remodeled/completed, will fully comply with all applicable health, safety, building, sanitation, electrical, plumbing, and fire codes, as well as zoning requirements.

**VIII. PLAN OF OPERATION:** It is acknowledged that under Ordinance 430-4(A), the business shall be operated in accordance with an approved Plan of Operation. Changing the operation of the business in any manner inconsistent with the approved Plan of Operation is a violation of the ordinance and the rules of the Liquor Control Commission. Any change to the Plan of Operation must be approved by the City Commission prior to it being placed into effect on the business premises.

- IX. SECURITY:** Security for the customers, building, and community is the first priority for the corporation, and as such, we will undertake whatever measures are necessary to maintain and supervise the expected level.
- X. PARKING:** Available parking includes public lots, street parking and parking structures in the vicinity of the business and will be accessible to both customers and staff.
- XI. ALCOHOL MANAGEMENT:** The establishment will strictly obey all rules and regulations promulgated by the City of Royal Oak and the State of Michigan Liquor Control Commission. There will be neither service to nor consumption of alcoholic beverages by minors at any time. No alcohol will be sold, or permitted to be sold, on a commission basis by any person. Employees will be trained in TAM or TIPS training.
- Employees trained in TAM or TIPS shall include:
- All Supervisors
  - All Servers
  - All Host & Hostess Staff

The following policies will be enforced at the establishment:

1. No alcoholic beverages will be allowed on the premises, other than what is dispensed by the establishment.
2. All staff will pay attention and be alert to observable clues displayed by an intoxicated individual, such as: impaired reflexes, impaired coordination, reduced judgment and inhibitions, impaired vision, etc.
3. All staff will be alert to potential problems at their respective areas at the facility.
4. All staff will be polite and courteous to the intoxicated individual(s) and will be knowledgeable as to when to request assistance from additional facility staff.
5. Patrons who appear to be 30 years of age or younger will be asked to show proper identification. Signage will be posted at serving locations. Patrons must produce proper identification.
  - 5.1 All patrons under 21 years of age, service will be refused.
  - 5.2 Check "State Seal" and other markings. Check for damage or alterations to identification card.
  - 5.3 Do not return falsified identification cards. Call management immediately.
6. If a patron shows signs of intoxication, staff is to refuse service, politely explain policy, suggest non-alcohol purchase, and/or call for management, if necessary.
7. If a patron is purchasing on behalf of someone else who appears **less than 30 years old**, staff is to request to see identification of recipient or contact supervisory personnel who will seek patron(s)

out. Staff will refuse service to minors and will inform all parties involved that policy allows for ejection from premises if illegal activity has occurred.

8. Alcohol dispensing may be restricted to one of the following practices or any combination thereof:

- No sales to intoxicated persons.
- No sales without proper identification.
- Limited alcoholic choices, if necessary.
- When in doubt, do not serve. Call supervisor.

9. Observe all patrons leaving the property. No alcoholic beverages are allowed to leave the facility or property.

10. Staff is to approach any person appearing to be impaired and leaving the event to determine if they are driving. If so, staff is to attempt to persuade them not to drive and request a non-impaired companion to drive. If unable, staff will refer patron(s) to bus or taxi service.

11. Supervisory and management personnel will complete documentation of any alcohol-related incidents at end of event. Information will be disseminated accordingly.

12. We shall provide non-alcoholic beverages to all designated drivers either free or reduced prices.

13. The establishment fully participates in the Techniques in Alcohol Management Program and will continue such participation in that program or a similarly recognized program approved by the Royal Oak Police Chief. TIPS/TAM certification cards for all employees shall be available for inspection by the Police Department 35 days after the date of hire.

**XII. REFUSE DISPOSAL:** The establishment will dispose of refuse in enclosed dumpster(s), with locked lids. Pickup will be a minimum of one time per week. A water line with spigot will be provided to clean dumpster enclosure as necessary.

**XIII. GENERAL:** Every effort will be made to maintain positive relationships with adjacent and nearby businesses, as well as cooperation with all City departments. Every effort will be made to solve any problems which may arise.

**XIV. EMERGENCY CONTACTS:**

Tasso Teftsis (313) 732-5171  
George Teftsis (313) 744-9330  
Anderson Hardy (319) 321-9202

**XV. REFERENCE TO VALET SERVICE:** Valet services will not be provided.



**Blue Goat Royal Oak LLC/ Blue Goat**

Date: 3/27/2025

By: \_\_\_\_\_  
George Teftsis/Owner

\_\_\_\_\_  
Anderson Hardy/ Executive Chef

ENTRY 101 35 SF

BAR 102 89 SF

DINING ROOM 103 791 SF

CH-01 DINING CHAIR

CH-02 BAR STOOL

TB-01 DINING TABLE

TB-02 DINING TABLE

TB-03 DINING TABLE

TB-04 DINING TABLE

TB-05 DINING TABLE

TB-06 DINING TABLE

BN-01 BENCH

DN

# Current Plan of Operation

## CITY OF ROYAL OAK CLASS C LIQUOR LICENSE OR TAVERN LICENSED BUSINESS PLAN OF OPERATION

RESTATED AS OF MARCH 16, 2020

**Oishi Solutions, LLC**  
Business Name

**City Ramen**  
Doing Business As

**321 S Main St, Royal Oak, MI 48067**  
Street Address

**Preamble:** I/we have received copies of Royal Oak City Ordinances 430-1 through 12, an Ordinance to Establish a General Policy for Liquor Licenses and Permits, understand its provisions, and will be governed by them. The following Plan of Operation is developed in keeping with the spirit and intent of this Ordinance.

**I. HOURS OF OPERATION:** At present, our planned hours of operation will be **Monday, Wednesday, Thursday, Friday, Saturday and Sunday from 11am to 10pm. We will be closed on Tuesday.** Last call for alcohol will be 30 minutes before closing and last alcohol service 20 minutes before closing.

**II. FORMAT:** The premises will be primarily operated as a full-service restaurant, providing for approximately 43 seated dining patrons along with two high top bar style seating locations spanning approximately 27 feet and 10 feet with total seating for 12 patrons. The restaurant's total square footage will be approximately 2,100 square feet.  
We will also offer meals and alcoholic beverages for carry-out. We will offer beer and sake in cans and bottles for carry-out as set forth on the schedule attached hereto. Purchase of food is required to purchase alcohol.

It is agreed that we will not change the format or type of business without written approval of the City Commission. This includes changing from a full-service restaurant to a bar where food service is reduced, etc. **The ratio of food sales to alcohol sales is anticipated to be 83% food to 17% alcohol.**

The final occupancy will be approved by the Royal Oak Police Department.

**III. MENU:** Includes five specialty ramen bowls (Royal Ramen, Bold Ramen, Smooth Ramen, Golden Ramen and Vegan Ramen) and four appetizers/sides (Gyoza, Sticky Ribs, Edamame and Yuzu Mustard Greens). A copy of the menu is attached.

**IV. SOUND:** Piped or canned music ("sound") will be restricted to a level which will not adversely impact neighboring and adjoining property owners, and we will strictly comply with the City and the provisions of the Sound Ordinance. We pledge our full cooperation with the Police Department and/or adjacent and adjoining property owners in this regard.

**V. ENTERTAINMENT:** City Ramen will not offer any live entertainment on premises.

**VI. DANCE PERMIT:** City Ramen will not have dancing on premises.

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**VII. CODE COMPLIANCE:** The premises at 321 S. Main St., Royal Oak, MI 48067 will comply with all applicable health, safety, building, sanitation, electrical, plumbing, and fire codes, as well as zoning requirements.

**VIII. PLAN OF OPERATION:** It is acknowledged that under Ordinance 430-4 the business shall be operated in accordance with an approved Plan of Operation. Changing the operation of the business in any manner inconsistent with the approved Plan of Operation is a violation of the ordinance and the rules of the Liquor Control Commission. Any change to the Plan of Operation must be approved by the City Commission prior to it being placed into effect on the business premises.

**IX. SECURITY:** Security for the customers, building, and community is the first priority for the corporation, and as such, we will undertake whatever measures are necessary to maintain and supervise the expected level.

**X. PARKING:** Parking shall be provided as follows:

\_\_\_\_\_ spaces on site

  X   public parking spaces

\_\_\_\_\_ spaces from the following businesses:

\_\_\_\_\_

\_\_\_\_\_ valet parking (if applicable)

Employees will park at: Areas designated by management such as 212 Center St., Royal Oak MI 48067, where we have purchased parking passes for the employees.

**XI. ALCOHOL MANAGEMENT:** The establishment will strictly obey all rules and regulations promulgated by the City of Royal Oak and the State of Michigan Liquor Control Commission. There will be neither service to nor consumption of alcoholic beverages by minors at any time. No alcohol will be sold, or permitted to be sold, on a commission basis by any person.

The following policies will be enforced at the establishment:

1. No alcoholic beverages will be allowed on the premises, other than what is dispensed by the establishment.
2. All staff will pay attention and be alert to observable clues displayed by an intoxicated individual, such as: impaired reflexes, impaired coordination, reduced judgment and inhibitions, impaired vision, etc.
3. All staff will be alert to potential problems at their respective areas at the facility.
4. All staff will be polite and courteous to the intoxicated individual(s) and will be knowledgeable as to when to request assistance from additional facility staff.
5. Patrons who appear to be 30 years of age or younger will be asked to show proper identification. Signage will be posted at serving locations. Patrons must produce proper identification.

5.1 All patrons under 21 years of age, service will be refused.

{00327871}2

- 5.2 Check "State Seal" and other markings. Check for damage or alterations to identification card.
- 5.3 Do not return falsified identification cards. Call management immediately.
6. If a patron shows signs of intoxication, staff is to refuse service, politely explain policy, suggest non-alcohol purchase, and/or call for management, if necessary.
7. If a patron is purchasing on behalf of someone else who appears **less than 30 years old**, staff is to request to see identification of recipient or contact supervisory personnel who will seek patron(s) out. Staff will refuse service to minors and will inform all parties involved that policy allows for ejection from premises if illegal activity has occurred.
8. Alcohol dispensing may be restricted to one of the following practices or any combination thereof:
- No sales to intoxicated persons.
  - No sales without proper identification.
  - Limited alcoholic choices, if necessary.
  - When in doubt, do not serve. Call supervisor.
9. Observe all patrons leaving the property. No alcoholic beverages are allowed to leave the facility or property.
10. Staff is to approach any person appearing to be impaired and leaving the event to determine if they are driving. If so, staff is to attempt to persuade them not to drive and request a non-impaired companion to drive. If unable, staff will refer patron(s) to bus or taxi service.
11. Supervisory and management personnel will complete documentation of any alcohol-related incidents at end of event. Information will be disseminated accordingly.
12. We shall provide non-alcoholic beverages to all designated drivers either free or reduced prices.
13. The establishment fully participates in the Techniques in Alcohol Management Program and will continue such participation in that program or a similarly recognized program approved by the Royal Oak Police Chief. TIPS/TAM certification cards for all employees shall be available for inspection by the Police Department 35 days after the date of hire.
- XII. REFUSE DISPOSAL:** City Ramen disposes of all refuse in an enclosed dumpster, with a locked lid located inside a locked garage at the rear of the building. Pickup is provided by GFL Environmental USA, Inc. and refuse is picked up a minimum of once per week. A freeze-proof water line with spigot is provided inside the garage where the dumpster is stored prior to pick-up so that the dumpster enclosure can be cleaned as necessary.
- XIII. GENERAL:** Every effort will be made to maintain positive relationships with adjacent and nearby businesses, as well as cooperation with all City departments. Every effort will be made to solve any problems which may arise.

{00327871}3



**XIV. EMERGENCY CONTACTS:** William Keros (248-535-9899), Scott Purdon (734-330-7169), and Cassandra Golden (586-765-9733)

**XV. REFERENCE TO VALET SERVICE:** Valet services will not be provided. N/A

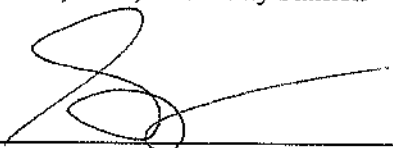
*Signatures appear on following page.*

{00327871}4

Date: 3/16/2020

Oishi Solutions, LLC, d/b/a City Ramen

By

  
\_\_\_\_\_  
Scott Purdon, Member

\_\_\_\_\_  
Tracy Dalzell, Member

{00327871}5

## SCHEDULE OF BEER AND SAKE

### BEER:

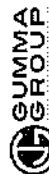
- 1) Hitachino Nest White Ale (12 FL OZ - Can or Bottle)
- 2) Hitachino Nest Yuzu Lager (12 FL OZ - Can or Bottle )
- 3) Hitachino Nest Real Ginger Brew (12 FL OZ - Bottle Only)
- 4) Stillwater Extra Dry Saison Ale (16 FL OZ - Can or Bottle )
- 5) Brew Detroit Cerveza Delray (16 FL OZ - Can or Bottle )
- 6) Pigeon Hill Shifting Sands IPA (12 FL OZ - Can or Bottle )
- 7) Short's Brew Bellaire Brown Ale (12 FL OZ - Can or Bottle )
- 8) Short's Beaches Tropical Hard Seltzer (12 FL OZ - Can or Bottle )
- 9) Mikkeller San Diego Fruit Face (16 FL OZ - Can or Bottle )
- 10) Short's Brew Local's Light (12 FLOZ - Can or Bottle )
- 11) Pigeon Hill No Dignity (12 FL OZ - Can or Bottle )
- 12) Sapporo Premium Beer (16 FL OZ - Can or Bottle )

### SAKE:

- 1) Awashizuku 'Sparkling' Sake (10.14 FL OZ - Bottle Only)
- 2) Tozai 'Living Jewel' Sake (10.14 FL OZ - Bottle Only)
- 3) Tozai 'Snow Maiden' Sake (10.14 FL OZ - Bottle Only)
- 4) Konteki 'Tears of Dawn' Daiginjo Sake (24.35 FL OZ - Bottle Only)

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## Current Floor Plan



2418 WOODBURY RD. SUITE 4  
TAMM, MICHIGAN 48122  
2482 865-5555 Fm 374g 868-5015

**Project**  
**Medical Marijuana Facility**

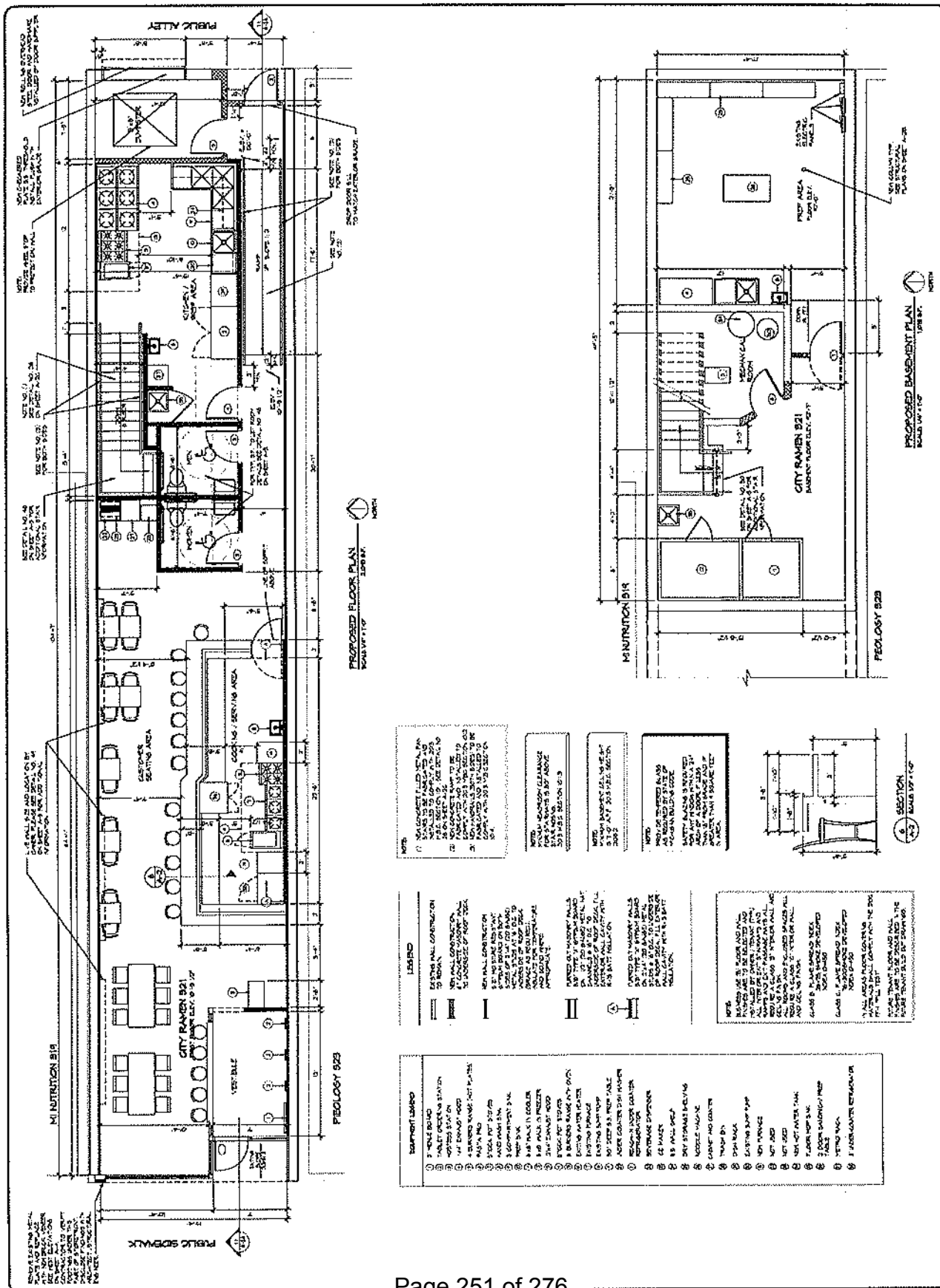
21445 Hoover Road  
Suite 220  
Warren, MI 48099

Designed - A. S. G. /  
Drawn - A. S. G. /  
Approved E. A. Exler, Architect /  
Scale: AS NOTED

17th Street, Inc. - details.  
 Pg. 6, Para 10  
 All financial and system related activities large  
 enough to be of significant risk of Service Disrup-  
 tion and may not be captured, need to be disclosed within the  
 system manual of Service Desk.  
 On an early basis, the above information will be  
 included with system manual and Service Desk  
 Operator and PMO and only at the time of the  
 incident if it is.

Name \_\_\_\_\_  
 Over 18 \_\_\_\_\_  
 Over 18 \_\_\_\_\_  
 Over 18 \_\_\_\_\_  
 Date \_\_\_\_\_

Sheet Title  
and Number



## CITY COMMISSION AGENDA ITEM

<b>TITLE</b>	<b>Social District Approval for Blue Goat Royal Oak LLC (321 S. Main Street)</b>
<b>SUBMITTING DEPARTMENT</b>	<b>Community Development - Planning</b>
<b>PRESENTER</b>	<b>Daniel Solomon</b>
<b>MEETING DATE</b>	<b>April 14, 2025</b>
<b>SECOND READING REQUIRED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>CERTIFIED RESOLUTION</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**EXECUTIVE SUMMARY** *(include history of previous Commission action/discussion, background, scope of work, etc.):*

The city of Royal Oak has received an application for local approval from Blue Goat Royal Oak LLC, located at 321 S. Main Street, Royal Oak, Michigan 48067. The licensee has signed a social district operating agreement, provided proof of the prescribed liability insurance, and a copy of the business logo to be affixed to the social district cups. The licensee is currently working through their plan of operation with the Royal Oak Police Department, this is planned to appear on the same agenda as this item.

At its April 12, 2021, meeting, the city commission adopted a resolution establishing a social district within the city of Royal Oak to allow for the regulated sale of alcohol for outdoor consumption. Per Michigan Liquor Control Commission (MLCC) regulations, each licensee must gain local approval before submitting their application to receive their social district permit. To date the Royal Oak Social District has 21 participating businesses.

---

### Fiscal Impact

BUDGET SUMMARY	
<b>EXPENDITURE REQUIRED</b>	<b>3 cents/sticker</b>
<b>AMOUNT CURRENTLY BUDGETED</b>	<b>\$15,000</b>
<b>BUDGET AMENDMENT REQUIRED</b>	<b>\$0.00 (BA between dept; net -0- effect on FB)</b>
<b>FUNDING SOURCE/ GL NUMBER</b>	<b>247 729 85713</b>
<b>WAS THIS A BUDGETED EXPENSE?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**OTHER FISCAL IMPACTS:** (Select all that apply.)

☒ No fiscal impact

☒ Workload impact (details below)

☐ Revenue impact (details below)

☒ Operations Impact (details below)

**REVENUE IMPACT:**

Not Applicable



**WORKLOAD IMPACT:**

Staff will provide stickers and signage for the business in the same manner as other businesses in the Social District.

**OPERATIONS IMPACT:**

The addition of one business will cause additional expenses for cup stickers, but we do not anticipate this being a major expense annually based on current usage levels. The Downtown Development Authority covers the cost of the stickers in the development fund.

---

**ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS**

The city commission previously approved the Social District, which falls within “Vibrant Local Economy” in the current strategic plan.

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**COMMUNITY ENGAGEMENT**

Not Applicable

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**BOARD AND COMMISSION FEEDBACK**

Not Applicable

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**LEGAL COMMENTS****PROPOSED COMMISSION RESOLUTION:**

**Be it resolved**, the Royal Oak City Commission hereby grants local approval to Blue Goat Royal Oak LLC (321 S. Main Street) and recommends them for consideration and approval by the Michigan Liquor License Commission; and

**Be it further resolved**, the Royal Oak City Commission hereby authorizes the Mayor and City Clerk to execute the social district operating agreement on behalf of the city.

**ATTACHMENTS:** Signed Social District Operating Agreement & Exhibits

**ROYAL OAK SOCIAL DISTRICT**  
**OPERATING AGREEMENT**

This Operating Agreement is entered into this 28 day of January, 2025, by and between the CITY OF ROYAL OAK, a Michigan Municipal Corporation with offices at 203 South Troy Street, Royal Oak, Michigan 48067 (the "Licensor") and Blue Goat Royal Oak LLC at 321 S. Main Street, Royal Oak, Michigan 48067 (the "Licensee").

The Licensor hereby licenses and permits the Licensee to participate and operate in the Royal Oak Social District, subject to the following conditions:

1. The Licensee will display the rules sign attached as Exhibit A, which is incorporated into this Agreement by reference, at or near the entrance to the establishment indicated above. The rules sign will be provided by the Licensor.
2. The Licensee shall use only beverage containers that shall not be made of glass and shall not have a liquid capacity over 16 ounces as approved by the Licensor.
3. The Licensee shall prominently display its business logo, trade name or some other mark that is unique to the Licensee and readily identifiable as unique to the Licensee, and the approved social district logo as provided by the Licensor, on each beverage container approved by the Licensor.
4. The Licensee shall provide a copy of its business logo, trade name or other mark that is unique to the Licensee as part of its application for approval, attached as Exhibit B, which is incorporated into this Agreement by reference.
5. The Licensee shall write with a permanent marker the date and time on each beverage container when sold and/or provided to a customer.
6. The Licensee shall sell or provide a social district beverage only during the days and times established by the Licensor.
7. The Licensee shall not allow alcohol liquor purchased from another licensee to be brought onto its licensed premises.
8. The Licensee shall not sell alcoholic liquor in the commons area. Sidewalk cafes approved and licensed by the Licensor are not considered part of the commons area.
9. The Licensee shall not add to or modify materials provided by the Licensor without prior approval from the Licensor.

10. The Licensee shall not sell or provide alcohol beverages for consumption in the commons area should the Licensor approve a special event that includes the sale of alcoholic beverages.
11. To the extent permitted by law, the Licensee agrees to indemnify, defend and hold harmless the Licensor, including it's elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers, from any and all claims, demands and rights of action of every name, nature and description, whether arising under state or Federal statutes, or at common law, for injury or alleged injury to persons whether employees of the Licensor, or agents or employees of the Licensee, or to third parties, and for damage or alleged damage to property regardless of to whom it may belong or in whose custody it may be, arising through, on account of, or out of the License herein granted, no matter how caused, whether by the negligence of the Licensor, its agents, employees or otherwise. The Licensee agrees that in case a claim is made, or a suit is instituted against the Licensor for such loss, injury or damage, the Licensee will, upon notice from the Licensor, settle, adjust or defend the same at its sole cost and expense, without expense to the Licensor, and will pay any judgment rendered therein, including any court costs.
12. As a condition precedent to this License, the Licensor shall be added as a named insured to Licensee's general liability insurance policy. The Licensee shall carry insurance coverage in the amount of one million dollars (\$1,000,000.00) for general liability. Umbrella coverage in the amount of one million dollars (\$1,000,000.00) may also be used if the general liability coverage is less than one million dollars (\$1,000,000.00). Furthermore, the Licensee agrees to reimburse the Licensor for any deductible costs or claims expenses arising from any claims or suits filed against the City.
12. The Licensee shall provide the Licensor with a Certificate of Insurance for the license period, attached as Exhibit C. The additional insured on the certificate of insurance must read as follows:

"City of Royal Oak, and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers."
13. The cancellation notice on the certificate of insurance must read as follows:

"Should any of the above-described policies be cancelled before the expiration date thereof, notice of cancellation will be provided to the Certificate Holder in accordance with the provisions of the policy."



Blue Goat Royal Oak

a Michigan limited liability company

By: Georgios Tefsis

Its: Owner/operator

STATE OF MICHIGAN )

)} SS.

COUNTY OF OAKLAND )

The foregoing Operating Agreement was acknowledged before me this 10 day of February, 2025, by Georgios Tzitzis on behalf of Blue Giant Paper Co., LLC, a Michigan limited liability company.

**MARIA C MARIN-DE-PACHECO**  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF OAKLAND  
My Commission Expires Nov. 22, 2030  
Acting in the County of Oakland

Wm. A. Mann-de-Pacheco

*Moyra C. Martin de Pacheco* Notary Public

County,

Oakland Michigan

## My Commission

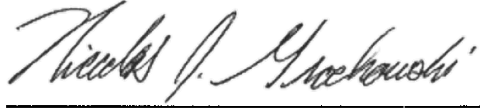
Expires: Nov. 22, 2030

Exhibits:

- A – Rules Sign  
B – Business Logo, Trade Name or Unique Mark  
C - Insurance



Approved as to form:

A handwritten signature in cursive script, reading "Nicolas J. Grochowski". The signature is written in dark ink and is positioned above a horizontal line.

Nicolas J. Grochowski  
City Attorney



# RULES

- Enter any participating establishment. (Look for this sign).
- Order an adult beverage of your choice. It will be provided in a social district cup.
- Only alcohol purchased from participating establishments may be consumed in the social district.
- Enjoy your drink responsibly within the social district. Boundaries are clearly marked.
- Dispose of your cup properly. We understand you've just had a drink, but that's not an excuse to litter.
- Do not take a cup from one establishment into another establishment.
- Cups/drinks are not permitted in the parking lots or garages.
- Again, **each cup is for one-time use**. Come back soon!



Royal Oak  
**DOWNTOWN**  
DEVELOPMENT AUTHORITY







# CERTIFICATE OF LIABILITY INSURANCE

# EXHIBIT C

DATE (MM/DD/YYYY)

3/28/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Allied Insurance Managers Inc. 1055 South Blvd. East Suite #110 Rochester Hills MI 48307	<b>CONTACT NAME:</b> Michelle MacMillan <b>PHONE (A/C, No, Ext):</b> (248)853-0930 <b>FAX (A/C, No):</b> (248)853-1512 <b>E-MAIL ADDRESS:</b> <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Accelerant National Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> Blue Goat Royal Oak LLC 321 S. Main St. Royal Oak MI 48067	<b>NAIC #</b> 10220

**COVERAGES****CERTIFICATE NUMBER:**25-26 Master**REVISION NUMBER:** 0007

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>LIQUOR LIABILITY</b>			N0169LL001963	1/28/2025	1/28/2026	GENERAL AGGREGATE \$1,000,000 EACH OCCURRENCE \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Royal Oak and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers are named as additional insured with respect to the Liquor Liability coverage.

**CERTIFICATE HOLDER**

danielh@romi.gov

City of Royal Oak  
203 S Troy Street  
Royal Oak, MI 48067

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Paul Kosmal/MAM

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## CITY COMMISSION AGENDA ITEM

<b>TITLE</b>	<b>Update to City Commission Meeting Rules of Procedure</b>
<b>SUBMITTING DEPARTMENT</b>	<b>City Attorney</b>
<b>PRESENTER</b>	<b>Niccolas Grochowski</b>
<b>MEETING DATE</b>	<b>April 28, 2025</b>
<b>SECOND READING REQUIRED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>CERTIFIED RESOLUTION</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**EXECUTIVE SUMMARY** *(include history of previous Commission action/discussion, background, scope of work, etc.):*

In recent months, staff have observed an increase in participation at our public meetings—a positive sign of civic engagement and community interest in city affairs. Alongside this welcome engagement, we have also encountered situations that highlight the need for clearer expectations around conduct and communication during meetings.

The City Commission has consistently affirmed the importance of respectful and inclusive public participation. We rely on the thoughtful input of our residents to help guide decision-making, and we remain committed to fostering a welcoming environment where everyone feels comfortable sharing their perspectives.

To support that commitment, the attached proposed amendments to the Royal Oak City Commission Rules of Procedure and Public Participation Guidelines are designed to:

- Reinforce respectful behavior during meetings;
- Clarify procedures for public comment;
- Ensure that all individuals, including first-time speakers or those who may feel intimidated, have equal opportunity to be heard;
- Establish content-neutral guidelines for the appropriate use of signs and displays in a manner that maintains decorum and safety.

While the City has the legal authority to prohibit all signs during public meetings, these proposed revisions aim to strike a thoughtful balance—permitting signs under reasonable, content-neutral restrictions that protect the rights of all attendees and preserve the integrity of our public proceedings.

These updates reflect our values: encouraging meaningful participation, protecting freedom of expression, and ensuring that our meetings remain safe, civil, and productive for all.

Thank you for your consideration.



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## Fiscal Impact

BUDGET SUMMARY	
EXPENDITURE REQUIRED	\$0.00
AMOUNT CURRENTLY BUDGETED	
BUDGET AMENDMENT REQUIRED	\$0.00 (BA between dept; net -0- effect on FB)
FUNDING SOURCE/ GL NUMBER	
WAS THIS A BUDGETED EXPENSE?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**OTHER FISCAL IMPACTS:** (Select all that apply.)

☒ No fiscal impact

☐ Revenue impact (details below)

☐ Workload impact (details below)

☐ Operations Impact (details below)

**REVENUE IMPACT:** *Provide a description of how this item will impact revenue. (Is this item expected to create additional/new revenue? Will this item have a negative impact on revenue? Which funds would be impacted? Provide additional details, as necessary.)*

**WORKLOAD IMPACT:** *If this item will require staff time to implement, operate or maintain, provide a description of the workload impact. (Will more staff be needed? Is this workload able to be absorbed by existing staff? If new FTE(s) are needed, provide details of position classification and duties. Provide additional details, as necessary.)*

**OPERATIONS IMPACT:** *If the item requires a budget adjustment, please identify source of additional funds and any proposed cuts to other operations, programs and services.*

---

## ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS

*Provide a description of how this item aligns with the strategic plan, aging in place plan, and sustainability and climate action plans. Include any specific goals or action steps it supports.*

---

## COMMUNITY ENGAGEMENT

*Provide a description of any community engagement efforts made for this item. Include information on tools used, participation information, and general sentiments.*

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## BOARD AND COMMISSION FEEDBACK

*Was an advisory board or commission engaged in discussion on this item? If yes, please provide a summary of feedback received:*

---

## LEGAL COMMENTS

**PROPOSED COMMISSION RESOLUTION:**

**Be it resolved**, the Royal Oak City Commission hereby approves the City Commission Meeting Rules of Procedure as presented.

**ATTACHMENTS:**

- 1-City Commission Rules of Procedure – Clean
- 2-City Commission Rules of Procedure – Redline

## **CITY COMMISSION MEETING RULES OF PROCEDURE**

The City of Royal Oak Rules of Governance Subcommittee, with approval of the city commission, has developed these rules for governing Royal Oak City Commission Meetings, Royal Oak Boards and Commission meetings and other miscellaneous business necessary for city operations that may occur between meetings.

1. The mayor or city manager shall have the authority to cancel a scheduled Royal Oak City Commission Meeting for good cause. Examples of good cause include, but are not limited to: a lack of a quorum; inclement weather; fire; flood; or another emergency. The city clerk or designee shall post notice of any such cancellation as soon as is reasonably possible after the cancellation.
2. A city commission member shall follow the Michigan Open Meetings Act.
3. Prior to the posting of a city commission meeting agenda, a time will be added to the agenda upon receipt of a written request from any three city commission members by the city manager or city clerk. After an agenda is posted, a member of the city commission can request that an item be added at the meeting at the time that the agenda is approved.
4. The city commission has approved a travel policy. The travel policy is hereby incorporated as part of these rules of procedure.
5. The appointments to advisory boards, commissions and committees ordinance is hereby incorporated as part of this rules of procedure document.
6. The mayor is hereby approved to coordinate and make recommendations to the city commission of the appointments of its members to committees upon the seating of a new city commission and incorporates this process as part of the rules of procedure document.
7. Reconsideration of Question, as it appears in Robert's Rules of Order, is hereby approved as part of this rules of procedure document.
8. The mayor or any two members of the city commission may call a Special Meeting of the Royal Oak City Commission up at least 18-hours written notice to each member, served personally or left at their usual place of residence; provided however any Special Meeting of the Royal Oak City Commission at which all members of the city commission are present shall be a legal meeting for all purposes, with such written notice as stated in the Royal Oak City Charter Chapter 3 Section 5.
9. The city commission may hold joint meetings with the school board; boards; commissions; committees; downtown development authority; and municipal governments who share a community interest with the city of Royal Oak. Such meetings shall be scheduled for a specific purpose or goal, agreed to by the Royal Oak City Commission and any other entity or entities before the meeting.
10. Work/study sessions may be held upon the call of the mayor, city manager or city commission member, which sessions shall be open meetings the public may attend and with appropriate notice to the city commission members and the public. The city commission may convene a work/study session devoted exclusively to the exchange of information relating to municipal affairs. No votes shall be taken on any matters under discussion, nor shall any city commission member enter into a formal commitment with another member regarding a vote to be taken subsequently.
11. The mayor and/or any two members of the city commission may call for a roll call vote of the entire city commission at any time, in which the city clerk shall announce the roll call

vote starting with the maker of the motion and continuing around the table clockwise, with the mayor voting last.

12. Staff reports greater than two pages in length that are not on the consent agenda shall be provided to the city commission members no later than 4:30 p.m. on the Tuesday preceding the meeting at which it will be discussed. An exception may be allowed by the mayor, in which case all city commissioners shall be notified by 4:30p.m. on the Tuesday preceding the meeting that a particular report has been authorized by the mayor for later delivery. These deadlines do not apply to material submitted by a city commissioner, a petitioner, or other member of the public.
13. All material submitted for a city commission meeting agenda must be posted to the city's website by 4:30pm. on the Friday prior to the city commission meeting at which it will be discussed.
14. Unless otherwise approved in their by-laws, these rules shall apply to all city boards and committees.

## **RULES OF PROCEDURE FOR PUBLIC PARTICIPATION**

*Citizens and other individuals having interest in the city of Royal Oak are invited to participate in the public comment portion of each Royal Oak City Commission Meeting. This city commission values and relies on the input of our fellow citizens to make decisions and we welcome your respectful participation. Each individual wishing to participate in this portion of the meeting must follow all of the rules listed below. Public comment is specifically defined as the recognized speaker making comment to the topic of their choice; further defined as a one-way communication during the meeting. Public comments will not be answered or countered during this portion of the meeting. However, public comments are part of the record of the meeting; and concerns raised during this portion of the meeting may at future and appropriate time be addressed either by the mayor and/or members of the city commission or, upon their determination, be assigned to a specific employee of the city.*

### **INTRODUCTION**

It is the purpose of these procedures to encourage public participation in an orderly manner, which gives everyone a reasonable opportunity to present his or her point of view for consideration of the city commission. The public is invited to speak on issues before the city commission during public hearings and during general audience participation. Items on the agenda or other topics can be discussed during general audience participation.

Individuals may request that an item be placed on the city commission agenda by submitting the request in writing to the city clerk who will forward the request to the mayor and city commission for consideration. Individuals may also request that an item be placed on the agenda by contacting a member of the city commission or by speaking to the item during public comment at a regular city commission meeting.

If your presentation concerns a specific complaint or suggestion, you may find it more convenient and may receive faster service if you call the appropriate city department during regular business hours. If you have contacted the department and for some reason results were not satisfactory, please call the head of the department or the city manager's office.

A time limit is established to be sure that everyone has an opportunity to speak and that presentations do not become repetitious. While the city commission wishes to give everyone an opportunity to express his or her point of view, it is not necessary nor advisable for every member of a group to address the city commission. In those cases where a group is in attendance, it is suggested that one or two spokespersons be selected. The city commission attempts to make informed decisions based on all the information available rather than simply on the number of people who offer the same information or arguments.

### **CODE OF CONDUCT FOR MEETING PARTICIPANTS**

This code of conduct for members of the city commission, city administrative and departmental staff, and public is hereby adopted to ensure all city commission meetings are a welcoming, professional environment for the exchange of ideas and information for the betterment of the city of Royal Oak.

These rules of procedure are intended to supplement Robert's Rules of Order, which have been adopted by the city commission. Where inconsistencies or conflict may exist between these rules and Robert's Rules of Order, these rules shall prevail.



At any time during a city commission, all participants shall address the city commission as a whole and not direct any communication to an individual member of the city commission.

A. City Commission Members

1. During city commission meetings, city commission members shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceeding nor refuse to observe the rules of procedures as recommended by the Royal Oak Rules of Governance Subcommittee and confirmed and established by the city commission.
2. The mayor or designee in their absence shall preside over all city commission meetings as the chair. The city attorney or their designee shall act as the parliamentarian for all meetings.
3. A city commission member, once recognized by the chair, shall not be interrupted while speaking unless:
  - Called to order by the chair; or
  - A point of order is raised by another city commissioner; or
  - The recognized speaker chooses to yield to questions from another member of the city commission.
4. If a city commissioner member is called to order by the chair they shall cease speaking immediately until the question of order is determined. If ruled by the chair to be in order, they shall be permitted to proceed. If the chair determines the recognized speaker was out of order, they shall remain silent or shall alter their remarks to comply with the rules of the city commission.

B. City Administrative and Departmental Staff

1. Members of the city of Royal Oak staff (hereafter referred to as "staff), both administrative and departmental, presenting materials before the city commission or in attendance at meetings shall follow these rules.
2. Staff shall observe the same rules of procedure and decorum applicable to the city commission and shall have no voice until recognized by the chair.
3. Staff shall enter into discussion with the commission, either directly or indirectly, only after recognition of the chair.
4. In addition to the chair, the city manager shall also be responsible for the orderly conduct and decorum of all city staff under their direction and control.
5. The city manager shall take such disciplinary action as may be necessary to ensure such decorum is preserved at all times by staff attending city commission meetings.

C. Members of the Public

1. Members of the public, including Royal Oak residents, visitors to the city and vendors with business before the city commission are welcome to attend all public meetings of the city commission and participate in public comment, when a public hearing is opened for comment; and/or when the member of the public has an agenda item, and the chair recognizes them when their item is opened for city commission consideration.

2. Members of the public in attendance shall conduct themselves with propriety and decorum once the city commission meeting is called to order by the chair.

3. Members of the public are expected to be respectful of their fellow attendees. Members of the public shall refrain from private conversations that interfere with the conduct of the meeting. Should members of the public feel the need to engage in private conversations, they are free to step outside the city commission chambers to do so.

4. A recognized petitioner who has a presentation on their specific agenda item shall be allowed exhibits, displays and visual aids which will be used in connection with presentations of agenda items coming before the city commission at their meeting. Any member of the public desiring to distribute support materials shall submit these to the city clerk prior to the start of the meeting. The city clerk will distribute materials appropriately during the meeting.

5. Members of the public may hold signs, posters, and flags in the corridor outside of City Commission Chambers and in the City Commission Chambers City Commission meetings, subject to the following rules:

The signs, posters, or flags must remain in possession of the person bringing the sign to the public meeting and the sign, poster or flag and shall not be placed, propped up, left on display or abandoned.

All signs, posters, and flags shall be motionless (i.e., not waved, bobbed, shaken, walked, or otherwise moved) such that they do not distract or draw attention away from people speaking during the meeting or from the business, decorum, or order of the meeting.

The signs, posters, and flags must be held in a manner that does not block, obstruct, or interfere, in any way, with egress or ingress or, with any other person's ability to see and watch the meeting or with any other person's sign, poster, or flag.

The signs, posters, and flags must be handheld, shall be no more than four (4) square foot in size, shall not be attached to any pole or stick, and shall not consist of any material other than paper, single-ply cardboard, poster board, or cloth material.

6. Members of the public must remain in designated public seating areas during city commission meetings. These areas are clearly separated from the space reserved for the city commission and staff, ensuring that both the public and the public body can participate and conduct their work without disruption.

7. If presenting or speaking to a public hearing or specific agenda item, members of the public shall limit their remarks to only the matter under consideration.

8. An individual shall not address the city commission without first having been recognized by the meeting chair. Any member of the public addressing the city commission, once recognized by the meeting chair, shall only do so from the lectern, unless a physical impairment requires an adaptive alternative. The member of the public shall state their full name (providing an accurate spelling), and the topic to be discussed. All public comment shall be directed to the chair or commission as a whole and not one individual on the commission.

9. An individual shall be allowed to speak only one time during the public comment portion of a meeting agenda or a public hearing. Speakers shall be limited to a presentation of three minutes unless such period of time is extended by a vote of the city commission. Any member of the public recognized by the meeting chair whose time to comment or present has expired will be directed by the meeting chair to cease speaking. Should a second request from the meeting chair be required, the speaker shall immediately cease and failing to do so will cause removal of this individual from the meeting.

10. Ingress, egress, and access to or within the site of any city commission meeting, including but not limited to doorways, entrance and exits, walkways and aisles, shall never be obstructed. If members of the public who require accommodation for wheelchairs or other medical assistance, the city manager will request staff present to assist if necessary. Representatives of the electronic media broadcasting a city commission meeting shall only set-up in designated areas as pre-determined, based on the site of the meeting, by the city manager.

11. Any person who becomes disorderly while addressing the city commission or who otherwise violates any of the rules while attending a city commission meeting may lose the opportunity to speak further and may be removed from the meeting at the direction of the chair after a second warning. Once removed, the individual will not be permitted any further audience participation for the remainder of the city commission meeting from which they were removed. The City is committed to making our spaces safe for all community members to be heard. All participants deserve the opportunity to hear and speak at the meeting without interference by others. To ensure a safe and respectful environment, applause, shouting, or disruptive gestures are not permitted. Abusive language, threats, bullying, personal attacks or intimidating other public speakers shall not be permitted and may be ruled out of order by the Mayor or Chairperson.

12. Should the chair fail to act when a person who becomes disorderly while addressing the city commission or who otherwise violates any of the rules, any member of the city commission may move to require the offending individual's removal after a second warning. Moved and supported, the motion will require an affirmative vote of a majority of the city commission, if the motion prevails, the city commission shall have by this motion directed the meeting chair to act.

13. Should it become necessary, the chair shall enlist the services of the Royal Oak Police Department to remove the offending individual.

## **CITY COMMISSION MEETING RULES OF PROCEDURE**

The City of Royal Oak Rules of Governance Subcommittee, with approval of the city commission, has developed these rules for governing Royal Oak City Commission Meetings, Royal Oak Boards and Commission meetings and other miscellaneous business necessary for city operations that may occur between meetings.

1. The mayor or city manager shall have the authority to cancel a scheduled Royal Oak City Commission Meeting for good cause. Examples of good cause include, but are not limited to: a lack of a quorum; inclement weather; fire; flood; or another emergency. The city clerk or designee shall post notice of any such cancellation as soon as is reasonably possible after the cancellation.
2. A city commission member shall ~~not engage in electronic communication with another city commission member or a member of the public during a regular or special city commission meeting. Electronic communication is defined as an email; text message; instant message; website or blog posting; or any other form of communication transmitted or retrieved through the use of an electronic device.~~ follow the Michigan Open Meetings Act.
3. Prior to the posting of a city commission meeting agenda, a time will be added to the agenda upon receipt of a written request from any three city commission members by the city manager or city clerk. After an agenda is posted, a member of the city commission can request that an item be added at the meeting at the time that the agenda is approved.
4. The city commission ~~by resolution on April 18, 2011, unanimously has~~ approved a travel policy. The travel policy is hereby incorporated as part of the ~~these~~ rules of procedure.
5. The appointments to advisory boards, commissions and committees ordinance is hereby incorporated as part of this rules of procedure document.
6. The mayor is hereby approved to coordinate and make recommendations to the city commission of the appointments of its members to committees upon the seating of a new city commission and incorporates this process as part of the rules of procedure document.
7. Reconsideration of Question, as it appears in Robert's Rules of Order, is hereby approved as part of this rules of procedure document.
8. The mayor or any two members of the city commission may call a Special Meeting of the Royal Oak City Commission up at least 18-hours written notice to each member, served personally or left at their usual place of residence; provided however any Special Meeting of the Royal Oak City Commission at which all members of the city commission are present shall be a legal meeting for all purposes, with such written notice as stated in the Royal Oak City Charter Chapter 3 Section 5.
9. The city commission may hold joint meetings with the school board; boards; commissions; committees; downtown development authority; and municipal governments who share a community interest with the city of Royal Oak. Such meetings shall be scheduled for a specific purpose or goal, agreed to by the Royal Oak City Commission and any other entity or entities before the meeting.
10. Work/study sessions may be held upon the call of the mayor, city manager or city commission member, which sessions shall be open meetings the public may attend and with appropriate notice to the city commission members and the public. The city commission may convene a work/study session devoted exclusively to the exchange of information relating to municipal affairs. No votes shall be taken on any matters under discussion, nor shall any city commission member enter into a formal commitment with another member regarding a vote to be taken subsequently.
11. The mayor and/or any two members of the city commission may call for a roll call vote of the entire city commission at any time, in which the city clerk shall announce the roll call

- vote starting with the maker of the motion and continuing around the table clockwise, with the mayor voting last.
12. Staff reports greater than two pages in length that are not on the consent agenda shall be provided to the city commission members no later than 4:30 p.m. on the Tuesday preceding the meeting at which it will be discussed. An exception may be allowed by the mayor, in which case all city commissioners shall be notified by 4:30p.m. on the Tuesday preceding the meeting that a particular report has been authorized by the mayor for later delivery. These deadlines do not apply to material submitted by a city commissioner, a petitioner, or other member of the public.
  13. All material submitted for a city commission meeting agenda must be posted to the city's website by 4:30pm. on the Friday prior to the city commission meeting at which it will be discussed.
  14. Unless otherwise approved in their by-laws, these rules shall apply to all city boards and committees.



## **RULES OF PROCEDURE FOR PUBLIC PARTICIPATION**

*Citizens and other individuals having interest in the city of Royal Oak are invited to participate in the public comment portion of each Royal Oak City Commission Meeting. This city commission values and relies on the input of our fellow citizens to make decisions and we welcome your respectful participation. Each individual wishing to participate in this portion of the meeting must follow all of the ~~listed rules~~rules listed below. Public comment is specifically defined as the recognized speaker making comment to the topic of their choice; further defined as a one-way communication during the meeting. Public comments will not be answered or countered during this portion of the meeting. However, public comments are part of the record of the meeting; and concerns raised during this portion of the meeting may at future and appropriate time be addressed either by the mayor and/or members of the city commission or, upon their determination, be assigned to a specific employee of the city.*

### **INTRODUCTION**

It is the purpose of these procedures to encourage public participation in an orderly manner, which gives everyone a reasonable opportunity to present his or her point of view for consideration of the city commission. The public is invited to speak on issues before the city commission during public hearings and during general audience participation. Items on the agenda or other topics can be discussed during general audience participation.

Individuals may request that an item be placed on the city commission agenda by submitting the request in writing to the city clerk who will forward the request to the mayor and city commission for consideration. Individuals may also request that an item be placed on the agenda by contacting a member of the city commission or by speaking to the item during public comment at a regular city commission meeting.

If your presentation concerns a specific complaint or suggestion, you may find it more convenient and may receive faster service if you call the appropriate city department during regular business hours. If you have contacted the department and for some reason results were not satisfactory, please call the head of the department or the city manager's office.

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This code of conduct for members of the city commission, city administrative and departmental staff, and public is hereby adopted to ensure all city commission meetings are a welcoming, professional environment for the exchange of ideas and information for the betterment of the city of Royal Oak.

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rules and Robert's Rules of Order, these rules shall prevail.

At any time during a city commission, all participants shall address the city commission as a whole and not direct any communication to an individual member of the city commission.

A. City Commission Members

1. During city commission meetings, city commission members shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceeding nor refuse to observe the rules of procedures as recommended by the Royal Oak Rules of Governance Subcommittee and confirmed and established by the city commission.
2. The mayor or designee in their absence shall preside over all city commission meetings as the chair. The city attorney or their designee shall act as the parliamentarian for all meetings.
3. A city commission member, once recognized by the chair, shall not be interrupted while speaking unless:
  - Called to order by the chair; or
  - A point of order is raised by another city commissioner; or
  - The recognized speaker chooses to yield to questions from another member of the city commission.
4. If a city commissioner member is called to order by the chair they shall cease speaking immediately until the question of order is determined. If ruled by the chair to be in order, they shall be permitted to proceed. If the chair determines the recognized speaker was out of order, they shall remain silent or shall alter their remarks to comply with the rules of the city commission.

B. City Administrative and Departmental Staff

1. Members of the city of Royal Oak staff (hereafter referred to as "staff), both administrative and departmental, presenting materials before the city commission or in attendance at meetings shall follow these rules.
2. Staff shall observe the same rules of procedure and decorum applicable to the city commission and shall have no voice until recognized by the chair.
3. Staff shall enter into discussion with the commission, either directly or indirectly, only after recognition of the chair.
4. In addition to the chair, the city manager shall also be responsible for the orderly conduct and decorum of all city staff under their direction and control.
5. The city manager shall take such disciplinary action as may be necessary to ensure such decorum is preserved at all times by staff attending city commission meetings.

C. Members of the Public

1. Members of the public, including Royal Oak residents, visitors to the city and vendors with business before the city commission are welcome to attend all public meetings of the city commission and participate in public comment, when a public hearing is opened for comment; and/or when the member of the public has an agenda item, and the chair recognizes them when their item is opened for city commission consideration.

2. Members of the public in attendance shall conduct themselves with propriety and decorum once the city commission meeting is called to order by the chair.

3. Members of the public are expected to be respectful of their fellow attendees. Members of the public shall refrain from ~~excessively loud~~ private conversations that interfere with the conduct of the meeting. Should members of the public feel the need to engage in private conversations, they are free to step outside the city commission chambers to do so.

4. A recognized petitioner who has a presentation on their specific agenda item ~~Members of the public~~ shall be allowed exhibits, displays and visual aids which will be used in connection with presentations of agenda items coming before the city commission at their meeting. Any member of the public desiring to distribute support materials shall submit these to the city clerk prior to the start of the meeting. The city clerk will distribute materials appropriately during the meeting.

5. Members of the public may hold signs, posters, and flags in the corridor outside of City Commission Chambers and in the City Commission Chambers City Commission meetings, subject to the following rules:

The signs, posters, or flags must remain in possession of the person bringing the sign to the public meeting and the sign, poster or flag and shall not be placed, propped up, left on display or abandoned.

All signs, posters, and flags shall be motionless (i.e., not waved, bobbed, shaken, walked, or otherwise moved) such that they do not distract or draw attention away from people speaking during the meeting or from the business, decorum, or order of the meeting.

The signs, posters, and flags must be held in a manner that does not block, obstruct, or interfere, in any way, with egress or ingress or, with any other person's ability to see and watch the meeting or with any other person's sign, poster, or flag.

The signs, posters, and flags must be handheld, shall be no more than four (4) square foot in size, shall not be attached to any pole or stick, and shall not consist of any material other than paper, single-ply cardboard, poster board, or cloth material.

56. Members of the public shall never step onto the dais, must remain in designated public seating areas during city commission meetings. These areas are clearly separated from the space reserved for the city commission and staff, ensuring that both the public and the public body can participate and conduct their work without disruption.

67. If presenting or speaking to a public hearing or specific agenda item, members of the public shall limit their remarks to only the matter under consideration.

78. An individual shall not address the city commission without first having been recognized by the meeting chair. Any member of the public addressing the city commission, once recognized by the meeting chair, shall only do so from the lectern, unless a physical impairment requires an adaptative alternative. The member of the public shall state their full name (providing an accurate spelling), and the topic to be discussed. All public comment shall be directed to the chair or commission as a whole and not one individual on the commission.

89. An individual shall be allowed to speak only one time during the public comment portion of a meeting agenda or a public hearing. Speakers shall be limited to a presentation of three minutes unless such period of time is extended by a vote of the city commission. Any member of the public recognized by the meeting chair whose time to comment or present has expired will be directed by the meeting chair to cease speaking. Should a second request from the meeting chair be required, the speaker shall immediately cease and failing to do so will cause removal of this individual from the meeting.

109. Ingress, egress, and access to or within the site of any city commission meeting, including but not limited to doorways, entrance and exits, walkways and aisles, shall never be obstructed. If members of the public who require accommodation for wheelchairs or other medical assistance, the city manager will request staff present to assist if necessary. Representatives of the electronic media broadcasting a city commission meeting shall only set-up in designated areas as pre-determined, based on the site of the meeting, by the city manager.

110. Any person who becomes disorderly while addressing the city commission or who otherwise violates any of the rules while attending a city commission meeting may lose the opportunity to speak further and may be removed from the meeting at the direction of the chair after a second warning. Once removed, the individual will not be permitted any further audience participation for the remainder of the city commission meeting from which they were removed. The City is committed to making our spaces safe for all community members to be heard. Clapping, cheering, loud remarks, whistles or yells are inappropriate All participants deserve the opportunity to hear and speak at the meeting without interference by others. To ensure a safe and respectful environment, applause, shouting, or disruptive gestures are not permitted. Abusive language, threats, bullying, personal attacks or intimidating other public speakers shall not be permitted and may be ruled out of order by the Mayor or Chairperson. and not allowed, so as not to intimidate other public speakers.

124. Should the chair fail to act when a person who becomes disorderly while addressing the city commission or who otherwise violates any of the rules, any member of the city commission may move to require the offending individual's removal after a second warning. Moved and supported, the motion will require an affirmative vote of a majority of the city commission, if the motion prevails, the city commission shall have by this motion directed the meeting chair to act.

132. Should it become necessary, the chair shall enlist the services of the Royal Oak Police Department to remove the offending individual.