



## City of Rochester

---

400 Sixth Street  
Rochester, MI 48307  
P: (248) 733-3700  
F: (248) 733-3170  
[www.rochestermi.org](http://www.rochestermi.org)

### CITY COUNCIL

### REGULAR MEETING AGENDA

**Mayor Debbie Jones**  
**Mayor Pro Tem Stuart Bikson**  
**Council Members Jessica Clauser, Christian Hauser,**  
**Sara King, Nancy Salvia and Marilyn Trent**

<b>400 Sixth Street</b>	<b>December 8, 2025</b>	<b>7:00 PM</b>
-------------------------	-------------------------	----------------

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment Scheduled/Non-Scheduled/Presentations
  - A. Presentation from Rochester High School student Audrey Henckel on her work to honor veterans.
5. Approval of the Consent Agenda
  - A. Schedule of 2026 City Council regular meetings.
  - B. Receipt of the Check Register Reports.
6. Old Business/Tabled Items
7. Public Hearings
8. Legislative Deliberation
  - A. Consideration of Ordinance Amendments to Sec 32-71 (Assault and Battery).
  - B. Consideration of Ordinance Amendment to Sec 32-311 (Weapons).
  - C. Consideration to set Public Hearing for Brownfield Development.
9. Reports and Regular Business

- A. Consideration of a resolution - Fire Cadet program certified by the State of Michigan firefighters Training Council.
  - B. Consideration of the recommendation from the Budget and Finance Committee on purposing the Budget Surplus.
  - C. Consideration to accept the BRIC Grant.
  - D. City Council nomination/appointment of council member to the Paint Creek Trailway Commission.
  - E. Mayoral Nomination/Appointment to Historical Commission.
  - F. City Council nomination/appointment to the Sister City Committee.
10. Receive a Report from the Various Boards and Commissions
    - A. Receipt of a report from the Planning Commission.
    - B. Receipt of a report from the Brownfield Redevelopment Authority.
    - C. Receipt of a report from the Budget and Finance Committee.
    - D. Receipt of a report from Rochester Area Youth Assistance.
  11. Public Comment
  12. General Miscellaneous
    - A. City Council SWOT Review: Analyzing Key Strengths, Weaknesses, Opportunities, and Threats Facing the City.
  13. Adjourn

NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at 248-733-3700 forty-eight (48) hours prior to the meeting. Staff will be pleased to make the necessary arrangements to provide necessary reasonable accommodations, including auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting.



## City of Rochester

---

400 Sixth Street  
Rochester, MI 48307  
P: (248) 733-3700  
F: (248) 733-3170  
[www.rochestermi.org](http://www.rochestermi.org)

### Procedure for Hybrid Public Meeting

The City has returned to in-person public meetings as of March 14, 2022, with limited online capabilities. The public bodies (our boards and commissions) are meeting in-person; however, some staff, consultants, and guests will still be able to participate remotely. While in-person audience seating is now available, with limited COVID-19 procedures in place, staff asks that anyone who feels sick not attend in-person.

If you choose to participate virtual, please follow the links and information below:

- Live stream audio and video content on two (2) separate streaming platforms available at the City's [YouTube](#) and at the City's website at [www.rochestermi.org/201/City-Webcasts](http://www.rochestermi.org/201/City-Webcasts). (Click the "Live" links to go there.)
- The City remains committed to accessibility; however, due to the limitations of technology, City staff encourages residents to send an email with your comments to [rsvp@rochestermi.org](mailto:rsvp@rochestermi.org) prior to the meeting, but not later than Noon on the day of the meeting, so that your comments can be read into the record. This will decrease the demand on our virtual meeting infrastructure. (After Noon on the day of the meeting, email comments to: [bdannunzio@rochestermi.org](mailto:bdannunzio@rochestermi.org).)
- For those who prefer to use a telephone to participate, you will need to call (646) 558-8656 and enter meeting **ID: 817 3947 1657**. When prompted, enter a participant number or just touch the # key. During the call, use \*9 to raise hand and you will be "called on" by the last 3-digits of your phone number. (For example, my last digits are 8029. Callers will be asked to speak by referencing the last 4-digits of their phone number.) Note: Phone participants will have their numbers masked, for privacy.
- To provide additional opportunity to participate, members of the public are welcome to join the meeting by copying and pasting the following link in their browser: <https://us02web.zoom.us/j/81739471657> (Downloading Zoom is required.)
- We appreciate your understanding as staff will do our best to assist everyone; but, **please be advised for virtual meetings there is a three (3) minute limit for public comments.**

For assistance, or questions accessing and/or making public comment during the meeting, or other support, please reach out to our Deputy City Clerk, Mr. Brian D'Annunzio by email: [bdannunzio@rochestermi.org](mailto:bdannunzio@rochestermi.org).



**PUBLIC NOTICE**  
**REGULAR MEETING SCHEDULE FOR**  
**2026**  
**ROCHESTER CITY COUNCIL**

Please take notice the regularly scheduled meetings of the City of Rochester City Council during and throughout this calendar year shall be held at 7:00 pm on the second and fourth Monday of each month as noted below, at the following location:

- Meeting Location: Council Chambers, Rochester City Hall, 400 Sixth Street, Rochester, MI

The scheduled dates of the City Council meetings are as follows:

January 12	January 26	February 9
February 23	March 9	March 23
April 13	April 27	May 11
May 26 *Tuesday	June 8	June 22
July 13	July 27	August 10
August 24	September 14	September 28
October 12	October 26	November 9
November 24 *Tuesday	December 14	December 21

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
Bank A1 ACCOUNTS PAYABLE					
11/20/2025	141983	AARON SCHULTZ	AARON SCHULTZ	UNIFORM ALLOWANCE-SCHULTZ	100.00
11/20/2025	141984	ACCUSHRED LLC	ACCUSHRED LLC	INV 1108519	93.75
11/20/2025	141985	AMERICAN PUBLIC WORKS	AMERICAN PUBLIC WORKS	APWA ANNUAL MEMBERSHIP RENEWAL FOR I	919.00
11/20/2025	141986	AMERICAN SPEEDY PRINTING	AMERICAN SPEEDY PRINTING	PRISONER PROPERTY SHEETS	272.90
11/20/2025	141987	APPLIED INNOVATION	APPLIED INNOVATION	PRINTING	26.87
11/20/2025	141988	AURUM DESIGN	AURUM DESIGN	REDEEMED GIFT CERTIFICATES	50.00
11/20/2025	141989	BARCO PRODUCTS COMPANY	BARCO PRODUCTS COMPANY	3 BENCHES AND 3 ARMRESTS	2,825.02
11/20/2025	141990	BATTERY GIANT	BATTERY GIANT	BACKUP BATTERIES	59.90
			BATTERY GIANT	BACKUP BATTERIES	29.95
			BATTERY GIANT	UPS BATTERY	36.95
					<u>126.80</u>
11/20/2025	141991	BEAN BROS. TROPHY & AWARD	BEAN BROS. TROPHY & AWARD	MADD PLAQUE	11.50
11/20/2025	141992	BETTER PAINTING	BETTER PAINTING	HYDRANT MAINTENANCE	8,800.00
11/20/2025	141993	BISON PLUMBING	BISON PLUMBING	BD Bond Refund	1,500.00
11/20/2025	141994	BIZZY BUZZ ARTISAN MARKET	BIZZY BUZZ ARTISAN MARKET	REDEEMED GIFT CERTIFICATES	10.00
11/20/2025	141995	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	2.88
			BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	14.45
			BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	283.39
					<u>300.72</u>
11/20/2025	141996	CALIBRE PRESS	CALIBRE PRESS	TRAINING COURSE-PENMAN/FRITSCH	438.00
			CALIBRE PRESS	TRAINING COURSE-DUSOVIC	239.00
					<u>677.00</u>
11/20/2025	141997	CHIEF DAN KELLER, TREASURER, OCA	CHIEF DAN KELLER, TREASURER, OCA	(2) MEMBERSHIPS OCACP (ROUHIB, HARPE	60.00
11/20/2025	141998	CITY OF ROCHESTER HILLS	CITY OF ROCHESTER HILLS	APPARATUS MAINTENANCE	156.43
11/20/2025	141999	DAVEY TREE EXPERT COMPANY	DAVEY TREE EXPERT COMPANY	STUMP GRIND - (LOCALS) 1898 BEAVER C	130.00
11/20/2025	142000	DONE RIGHT SIGNS	DONE RIGHT SIGNS	BALANCE OF SUNDIAL PLAQUE REFURBISHM	12,436.82
11/20/2025	142001	ENVIRONMENTAL WOOD SOLUTIONS	ENVIRONMENTAL WOOD SOLUTIONS	WOOD CHIPS DUMP CHARGE	17.15
11/20/2025	142002	EXTERIOR CONCEPTS	EXTERIOR CONCEPTS	LANDSCAPE MAINTENANCE	1,325.00
11/20/2025	142003	GEORGIO'S PIZZA & PASTA	GEORGIO'S PIZZA & PASTA	REDEEMED GIFT CERTIFICATES	86.34
11/20/2025	142004	HOME BAKERY INC.	HOME BAKERY INC.	REDEEMED GIFT CERTIFICATES	6.54
11/20/2025	142005	IDENTISYS INC	IDENTISYS INC	CORE CONTRACT	706.00
11/20/2025	142006	JEFF FIRMAN	JEFF FIRMAN	UNIFORM ALLOWANCE-FIRMAN	203.58
11/20/2025	142007	JEREMY PECKENS	JEREMY PECKENS	TRAVEL REIMBURSEMENT OCT 2025	217.00
11/20/2025	142008	JESSICA ANDERTON	JESSICA ANDERTON	UNIFORM ALLOWANCE-RIBLETT	190.80
11/20/2025	142009	JOSEPH DUSOVIC	JOSEPH DUSOVIC	UNIFORM ALLOWANCE-DUSOVIC	84.49
11/20/2025	142010	JULIE CZERWINSKI	JULIE CZERWINSKI	MAINTENANCE	175.00
11/20/2025	142011	KALAJ, PETER	KALAJ, PETER	BD Bond Refund	1,500.00
11/20/2025	142012	KEITH HARPER	KEITH HARPER	DOG FOOD-LEO	85.83
11/20/2025	142013	KIMBALL MIDWEST	KIMBALL MIDWEST	MVP TOOLS- SPARK PLUG SOCKET SET	97.58
11/20/2025	142014	LUKE MORSE	LUKE MORSE	REIMBURSEMENT FOR SAFETY BOOTS	125.00
11/20/2025	142015	MACQUEEN	MACQUEEN	PPE GEAR	2,527.88
			MACQUEEN	MVP PARTS VEH# 731 TRACKLESS - CYL F	126.35
					<u>2,654.23</u>
11/20/2025	142016	MDM HOSPITALITY DBA	MDM HOSPITALITY DBA	REDEEMED GIFT CERTIFICATES	825.00
11/20/2025	142017	MEADOW BROOK CAROLERS	MEADOW BROOK CAROLERS	2025 LAGNIAPPE SONG AND PERFORMANCE	100.00
11/20/2025	142018	MICHIGAN CHANDELIER CO.	MICHIGAN CHANDELIER CO.	REPAIR	19.53
			MICHIGAN CHANDELIER CO.	REPAIR	39.19
					<u>39.19</u>

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
					58.72
11/20/2025	142019	MICHIGAN STATE POLICE	MICHIGAN STATE POLICE	DRY GAS	140.00
11/20/2025	142020	NATIONAL PELRA	NATIONAL PELRA	MICHIGAN ACTIVE MEMBERSHIP NPELRA	61.67
11/20/2025	142021	OAKLAND ANIMAL HOSPITAL, P.C.	OAKLAND ANIMAL HOSPITAL, P.C.	VET SHOTS-LEO	52.59
11/20/2025	142022	OAKLAND COUNTY TREASURERS	OAKLAND COUNTY TREASURERS	FRMS COMPUTER PROGRAM SUPPORT	1,207.25
11/20/2025	142023	PEGASUS ENTERTAINMENT, INC	PEGASUS ENTERTAINMENT, INC	FESTIVAL OF TREES INVOICE #38363.1.5	1,450.00
			PEGASUS ENTERTAINMENT, INC	LAGNIAPPE INVOICE #38364.1.5	2,600.00
					<u>4,050.00</u>
11/20/2025	142024	PETTY CASH 1	PETTY CASH 1	PETTY CASH JULY 2025-NOV 2025	286.36
11/20/2025	142025	PHOEBE HOLMES	PHOEBE HOLMES	LAGNIAPPE PERFORMANCE	150.00
11/20/2025	142026	PREMIER TRUCK SALES & RENTALS	PREMIER TRUCK SALES & RENTALS	GARBAGE TRUCK RENTAL 11/10/2025 - 12	7,900.00
11/20/2025	142027	RETRO FITNESS-ROCHESTER	RETRO FITNESS-ROCHESTER	MEMBERSHIP FEES OCT 2025	119.92
11/20/2025	142028	ROCHESTER HILLS TIRE & SERVICE	ROCHESTER HILLS TIRE & SERVICE	DRIVE AXLE-67	1,620.47
			ROCHESTER HILLS TIRE & SERVICE	OIL CHANGE-56	78.90
					<u>1,699.37</u>
11/20/2025	142029	ROCHESTER PLUMBING & HEATING	ROCHESTER PLUMBING & HEATING	PARKS - WINTERIZE BIG BATHROOM, KIWA	1,303.00
11/20/2025	142030	SIGNS & MORE	SIGNS & MORE	PARK SIGNS- PATHWAY SURFACE CHANGES	260.00
11/20/2025	142031	SOUTH STREET SKATESHOP	SOUTH STREET SKATESHOP	REDEEMED GIFT CERTIFICATES	200.00
11/20/2025	142032	SUPERIOR LOCK & KEY, LLC	SUPERIOR LOCK & KEY, LLC	REPAIR	50.00
11/20/2025	142033	THE MEETING HOUSE	THE MEETING HOUSE	REDEEMED GIFT CERTIFICATES	650.00
11/20/2025	142034	THOMSON REUTERS-WEST	THOMSON REUTERS-WEST	CLEAR SUBSCRIPTION	136.71
11/20/2025	142035	TRI COUNTY GIFT BASKET	TRI COUNTY GIFT BASKET	REDEEMED GIFT CERTIFICATES	50.00
11/20/2025	142036	TROY DOUGLAS ARMSTRONG	TROY DOUGLAS ARMSTRONG	BD Bond Refund	1,500.00
11/20/2025	142037	TRUCK & TRAILER SPECIALTIES	TRUCK & TRAILER SPECIALTIES	CONTRACT WORK FOR NEW VEH# 646 -ADDI	3,358.00
			TRUCK & TRAILER SPECIALTIES	UPFITTING OF NEW 2026 FORD F250 REGU	9,392.00
			TRUCK & TRAILER SPECIALTIES	UPFITTING OF NEW 2026 FORD F250 REGU	5,944.00
					<u>18,694.00</u>
11/20/2025	142038	TRUE NORTH ASPHALT, INC.	TRUE NORTH ASPHALT, INC.	BD Bond Refund	1,500.00
11/21/2025	1316(A)	FIFTH THIRD BANK	FIFTH THIRD BANK	CREDIT CARD OCTOBER 2025	93,316.92
11/24/2025	1317(A)	NYE UNIFORM	NYE UNIFORM	UNIFORMS	135.00
			NYE UNIFORM	UNIFORM ALLOWANCE-BEAZLEY	134.00
			NYE UNIFORM	UNIFORM ALLOWANCE-CHISHOLM	262.50
			NYE UNIFORM	UNIFORM ALLOWANCE-HANKEY	191.00
			NYE UNIFORM	UNIFORM ALLOWANCE-HOGUE	49.50
			NYE UNIFORM	UNIFORM ALLOWANCE-KNIGHT	112.50
			NYE UNIFORM	UNIFORM ALLOWANCE-KNGHT	159.50
			NYE UNIFORM	UNIFORM ALLOWANCE-LUDD	44.50
			NYE UNIFORM	UNIFORM ALLOWANCE-PARKER	35.50
			NYE UNIFORM	UNIFORM ALLOWANCE-RIBLETT	653.00
			NYE UNIFORM	UNIFORM ALLOWANCE-SIMON	107.00
			NYE UNIFORM	UNIFORM ALLOWANCE-SKAGGS	39.50
			NYE UNIFORM	UNIFORM ALLOWANCE-SKAGGS	514.25
			NYE UNIFORM	SAFETY VEST-ROUHB	87.45
			NYE UNIFORM	PARKING UNIFORM-KOYL	106.50
					<u>2,631.70</u>
11/24/2025	1318(A)	NYE UNIFORM	NYE UNIFORM	PARKING UNIFORM-BIELECKI	363.50
11/24/2025	1319(A)	SUN LIFE FINANCIAL	SUN LIFE FINANCIAL	SUNLIFE POLICY# 934649 ACCT 0002 DEC	11,984.91

A1 TOTALS:

Total of 60 Checks:

185,262.97

11/24/2025 04:13 PM  
User: CMEYERS  
DB: Rochester

CHECK REGISTER FOR CITY OF ROCHESTER  
CHECK DATE FROM 11/20/2025 - 11/24/2025

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
Less 0 Void Checks:					0.00
Total of 60 Disbursements:					<u>185,262.97</u>

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
Bank A1 ACCOUNTS PAYABLE					
11/25/2025	142039	21ST CENTURY MEDIA - MICHIGAN	21ST CENTURY MEDIA - MICHIGAN	OAKLAND PRESS LEGAL AD OCTOBER 2025	506.94
11/25/2025	142040	BUMLER MECHANICAL, INC.	BUMLER MECHANICAL, INC.	BD Payment Refund	210.00
11/25/2025	142041	C & G NEWSPAPERS	C & G NEWSPAPERS	C&G NEWSPAPERS INV 0040964	148.80
			C & G NEWSPAPERS	C&G NEWSPAPERS INV 0040330	215.70
			C & G NEWSPAPERS	C&G NEWSPAPERS INV 0040068	542.90
					<u>907.40</u>
11/25/2025	142042	CONSUMERS ENERGY	CONSUMERS ENERGY	DECEMBER 2025	2,850.27
11/25/2025	142043	DTE ENERGY	DTE ENERGY	DTE 11.24.25	5,379.78
11/25/2025	142044	EMS MANAGEMENT & CONSULTANTS,	EMS MANAGEMENT & CONSULTANTS,	MEDICAL BILLING	2,114.43
11/25/2025	142045	FIRST CONGREGATIONAL CHURCH	FIRST CONGREGATIONAL CHURCH	2025 KKM - BELL RINGERS	250.00
11/25/2025	142046	GREAT AMERICA FINANCIAL SVCS	GREAT AMERICA FINANCIAL SVCS	(INV. 40593033 COPIER, PRINTING CON	1,500.20
11/25/2025	142047	GUARDIANS OF HARMONY BHS I-022	GUARDIANS OF HARMONY BHS I-022	25 KKM - GUARDIANS OF HARMONY	250.00
11/25/2025	142048	JANNAH GARBACK	JANNAH GARBACK	25 KKM - JANNAH GARBACK	250.00
11/25/2025	142049	PATRICIA KANE	PATRICIA KANE	REIMBURSEMENT FOR TREE SUPPLIES	260.06
11/25/2025	142050	PRINTING SYSTEMS INC.	PRINTING SYSTEMS INC.	BALLOTS NOV 2025 INV 14962	4,522.51
11/25/2025	142051	SARAH KARRAS	SARAH KARRAS	25 KKM - SARAH KARRAS	150.00
11/25/2025	142052	SPECTRUM PRINTERS, INC	SPECTRUM PRINTERS, INC	VOTETEST TESK DECKS 11052024 INV 872	133.48
11/25/2025	142053	STEVE SAGE	STEVE SAGE	REIMBURSEMENT FOR RECOGNITION SIGN F	56.65
11/25/2025	142054	WILLIAM PIETRZYK	WILLIAM PIETRZYK	REIMB-RHC PURCHASE AMERICA250 PROJEC	179.98
<b>A1 TOTALS:</b>					
Total of 16 Checks:					19,521.70
Less 0 Void Checks:					0.00
Total of 16 Disbursements:					<u>19,521.70</u>



## City of Rochester

---

400 Sixth Street  
Rochester, MI 48307  
P: (248) 651-9061  
F: (248) 651-2624  
[www.rochestermi.org](http://www.rochestermi.org)

---

### MEMORANDUM

---

Date: October 30, 2025

To: Nik Banda, City Manager

From: Jeffrey S. Kragt

Subject: Ordinance Amendments Sec 32-71 (Assault and Battery) and Sec 32-311 (Weapons)

Copies: Chief Rouhib, Jeremy Peckens, Holly Meyers, Megan Frazho

---

**Issue:** Consideration of Amendments to Sec 32-71 and Sec 32-311.

**Analysis:** On occasion, it becomes apparent that amendments are needed to the City's criminal ordinances, which are mostly found in Chapter 32 of the City Code. Most offenses that the Police Department encounters are written under the Rochester Code, but there are some offenses are only found in the State's criminal code. With 1 exception, the highest level of criminal case that can be prosecuted under local ordinance are those whose maximum possibility penalty is 93 days or less. Offenses greater than 93-day misdemeanors must be presented to and prosecuted by the Oakland County Prosecutors Office (OCPO).

There have been a couple of recent situations where cases were submitted to the OCPO for prosecution, but such cases were denied despite meeting the requirements and being fully supported by the facts and law. This leads to frustration and possible non-prosecution of individuals who otherwise should be prosecuted for their conduct.

Currently, the City Code does not have a specific ordinance for "domestic violence". All cases involving cases of domestic violence are referred to OCPO, but some have been declined. Chief Rouhib has requested that we add a local ordinance for such cases. Many jurisdictions have local ordinances for domestic violence, but Rochester does not. I have prepared an ordinance amendment to include a domestic violence situation in Sec 32-71. That Section currently provides for simple assault and assault/battery. The ordinance amendment would add language providing for a domestic violation in (b). The charges are similar, but the domestic violence adds a level of connection between the accused and the victim, typically a spousal or dating relationship, but it could be a general family or roommate situation as well. The language in (c) refers to the state statute provisions that allows the judge to place a

conviction in a “deferral” status under certain situations. This would allow the defendant the opportunity to “earn” a dismissal upon successful compliance on probation.

The second ordinance amendment involves adding a catchall for possession or use of weapons that are otherwise prohibited under state law but not currently prohibited under local code. A recent example is that an individual was found in possession of brass knuckles. Those are prohibited under state law as a felony. However, OCPO declined to issue the felony charge and suggested that the City prosecute the matter under some local ordinance, despite not having an ordinance directly on point. The City does have an ordinance covering knives and other sharp-edged instruments. This ordinance amendment would address situations like this and other weapons in the future.

The Police Department is requesting that Council add these 2 provisions into the City Code to allow it to issue charges under local ordinance rather than submitting them to OCPO, either because the likelihood of OCPO issuing charges is in question, or if OCPO specifically declines to issue charges where RPD believes that charges would be appropriate.

**Requested Action:** If City Council wishes to proceed with the ordinance amendment, the requested action would be to move it forward for first reading and introduction.

**Attachment:** Proposed Ordinance Amendment to Sec 32-71 and Sec. 32-311

**AN ORDINANCE TO AMEND CHAPTER 32, OFFENSES, ARTICLE III, OFFENSES AGAINST THE PERSON, OF THE CODE OF THE CITY OF ROCHESTER, TO ADD ADDITIONAL PROHIBITED ASSAULTIVE BEHAVIOR TO SEC 32-71.**

**THE CITY OF ROCHESTER ORDAINS:**

**Section 1. Chapter 32, Offenses, Article III, Offenses Against The Person, of the Rochester Code shall be amended as follows:**

***ARTICLE III. OFFENSES AGAINST THE PERSON***

**Sec. 32-71. Assault or assault and battery.**

~~It shall be unlawful for any person to commit an assault, or an assault and battery on any person.~~

~~(a) A person who assaults or assaults and batters an individual, is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$500.00, or both.~~

~~(b) A person who assaults or assaults and batters the person's spouse or former spouse, an individual with whom the individual has or has had a dating relationship, an individual with whom the individual has had a child in common, or a resident or former resident of the individual's household, is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$500.00, or both. As used in this Section, "dating relationship" means frequent, intimate associations primarily characterized by the expectation of affectional involvement. This term does not include a casual relationship or an ordinary fraternization between 2 individuals in a business or social context.~~

~~(c) When an individual who has not been convicted previously of an assaultive crime (as defined in MCL 769.4a(8)(a)) pleads guilty to, or is found guilty of, a violation of Sec. 32-71(b) the court, without entering a judgment of guilt and with the consent of the accused and of the prosecuting attorney in consultation with the victim, may defer further proceedings and place the accused on probation as provided for in MCL 769.4a.~~

**Section 2. SEVERABILITY**

If any section, subsection, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent portion of this Ordinance, and such holding shall not affect the validity of the remaining portions of this Ordinance.

**Section 3. REPEAL**

All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

**THIS ORDINANCE** shall become effective immediately upon publication.

A true copy of this ordinance may be purchased or inspected at the office of the City Clerk at the Rochester Municipal Building, 400 Sixth Street, Rochester, Michigan, 48307, during regular business hours, 8:00 a.m. to 5:00 p.m. daily, except weekends and holidays.

Made and passed by the City Council of the City of Rochester, State of Michigan, this \_\_\_\_ day of \_\_\_\_\_.

CITY OF ROCHESTER

A Michigan Municipal Corporation

By: \_\_\_\_\_  
Nancy Salvia, Mayor

By: \_\_\_\_\_  
Lee Ann O'Connor, Clerk



## City of Rochester

---

400 Sixth Street  
Rochester, MI 48307  
P: (248) 651-9061  
F: (248) 651-2624  
[www.rochestermi.org](http://www.rochestermi.org)

---

### MEMORANDUM

---

Date: October 30, 2025

To: Nik Banda, City Manager

From: Jeffrey S. Kragt

Subject: Ordinance Amendments Sec 32-71 (Assault and Battery) and Sec 32-311 (Weapons)

Copies: Chief Rouhib, Jeremy Peckens, Holly Meyers, Megan Frazho

---

**Issue:** Consideration of Amendments to Sec 32-71 and Sec 32-311.

**Analysis:** On occasion, it becomes apparent that amendments are needed to the City's criminal ordinances, which are mostly found in Chapter 32 of the City Code. Most offenses that the Police Department encounters are written under the Rochester Code, but there are some offenses are only found in the State's criminal code. With 1 exception, the highest level of criminal case that can be prosecuted under local ordinance are those whose maximum possibility penalty is 93 days or less. Offenses greater than 93-day misdemeanors must be presented to and prosecuted by the Oakland County Prosecutors Office (OCPO).

There have been a couple of recent situations where cases were submitted to the OCPO for prosecution, but such cases were denied despite meeting the requirements and being fully supported by the facts and law. This leads to frustration and possible non-prosecution of individuals who otherwise should be prosecuted for their conduct.

Currently, the City Code does not have a specific ordinance for "domestic violence". All cases involving cases of domestic violence are referred to OCPO, but some have been declined. Chief Rouhib has requested that we add a local ordinance for such cases. Many jurisdictions have local ordinances for domestic violence, but Rochester does not. I have prepared an ordinance amendment to include a domestic violence situation in Sec 32-71. That Section currently provides for simple assault and assault/battery. The ordinance amendment would add language providing for a domestic violation in (b). The charges are similar, but the domestic violence adds a level of connection between the accused and the victim, typically a spousal or dating relationship, but it could be a general family or roommate situation as well. The language in (c) refers to the state statute provisions that allows the judge to place a

conviction in a “deferral” status under certain situations. This would allow the defendant the opportunity to “earn” a dismissal upon successful compliance on probation.

The second ordinance amendment involves adding a catchall for possession or use of weapons that are otherwise prohibited under state law but not currently prohibited under local code. A recent example is that an individual was found in possession of brass knuckles. Those are prohibited under state law as a felony. However, OCPO declined to issue the felony charge and suggested that the City prosecute the matter under some local ordinance, despite not having an ordinance directly on point. The City does have an ordinance covering knives and other sharp-edged instruments. This ordinance amendment would address situations like this and other weapons in the future.

The Police Department is requesting that Council add these 2 provisions into the City Code to allow it to issue charges under local ordinance rather than submitting them to OCPO, either because the likelihood of OCPO issuing charges is in question, or if OCPO specifically declines to issue charges where RPD believes that charges would be appropriate.

**Requested Action:** If City Council wishes to proceed with the ordinance amendment, the requested action would be to move it forward for first reading and introduction.

**Attachment:** Proposed Ordinance Amendment to Sec 32-71 and Sec. 32-311

**AN ORDINANCE TO AMEND CHAPTER 32, OFFENSES, ARTICLE VI, OFFENSES AGAINST PUBLIC SAFETY, DIVISION 2, WEAPONS, OF THE CODE OF THE CITY OF ROCHESTER, TO ADD ADDITIONAL WEAPONS TO PROHIBITED WEAPONS LIST IN SEC 32-311.**

**THE CITY OF ROCHESTER ORDAINS:**

**Section 1. Chapter 32, Offenses, Article VI, Offenses Against Public Safety, of the Rochester Code shall be amended as follows:**

***ARTICLE VI. OFFENSES AGAINST PUBLIC SAFETY***

Division 2, Weapons

**Sec. 32-311. Possession of knives or other weapons, etc.**

(a) It shall be unlawful for any person to have in his possession or control, except within his own domicile, or carry or use in any manner any knife with a blade in excess of three inches, dagger, dirk, razor, stiletto or any other sharp-edged or pointed instrument; provided, however, that such person shall not be in violation of this section if:

- (1) His possession of such bladed weapons is necessary for his employment, trade or occupation;
- (2) He is engaged in or is proceeding to or returning from a place of hunting, trapping or fishing and whenever required, is also carrying a currently valid license issued to him by the state department of conservation;
- (3) Such person is a duly enrolled member of the Boy Scouts of America or a similar organization or society and such possession is necessary to participate in the activities of such organization or society; or
- (4) Such bladed weapon is required under circumstances that tend to establish that its possession is for a lawful purpose.

(b) It shall be unlawful for any person to have in his possession or control or carry or use in any manner any metallic knuckles, karate sticks, bludgeon, blackjack, taser or any weapon or device prohibited under state law.

**Section 2. SEVERABILITY**

If any section, subsection, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent portion of this Ordinance, and such holding shall not affect the validity of the remaining portions of this Ordinance.

**Section 3. REPEAL**

All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

**THIS ORDINANCE** shall become effective immediately upon publication.

A true copy of this ordinance may be purchased or inspected at the office of the City Clerk at the Rochester Municipal Building, 400 Sixth Street, Rochester, Michigan, 48307, during regular business hours, 8:00 a.m. to 5:00 p.m. daily, except weekends and holidays.

Made and passed by the City Council of the City of Rochester, State of Michigan, this \_\_\_\_ day of \_\_\_\_\_.

CITY OF ROCHESTER

A Michigan Municipal Corporation

By: \_\_\_\_\_  
Nancy Salvia, Mayor

By: \_\_\_\_\_  
Lee Ann O'Connor, Clerk



## City of Rochester

---

400 Sixth Street  
Rochester, MI 48307  
P: (248) 651-9061  
F: (248) 651-2624  
[www.rochestermi.org](http://www.rochestermi.org)

### MEMORANDUM

**DATE:** December 3, 2025

**TO:** Mayor and City Council

**FROM:** Marcy Moriwaki, Deputy Finance Director / Deputy Treasurer

**SUBJECT:** Request to Schedule Public Hearing for Jan 12<sup>th</sup> for the Trails at Paint Creek Proposed Brownfield Redevelopment Project at 704 Woodward

**INTRODUCTION:**

The Rochester Brownfield Redevelopment Authority (BRA) met to discuss the Trails at Paint Creek proposed redevelopment project on Tuesday, December 2<sup>nd</sup> at 4pm. The developer and Authority reviewed the plan. The Authority unanimously motioned to approve a recommendation to go to the city council for their review and approval. The requested January 12<sup>th</sup> public hearing will include the brownfield plan, project presentation from the developer, as well as feedback from the BRA members.

**SUGGESTED COUNCIL ACTION:**

Motion to schedule a public hearing for the January 12<sup>th</sup> city council meeting for the Trails at Paint Creek Proposed Brownfield Redevelopment Project.

## Memorandum

**TO:** Rochester City Council

**FROM:** Jenn Gelletly, Senior Project Manager of Economic Development Services, AKT Peerless

**DATE:** December 3, 2025

**SUBJECT:** Review of Proposed Brownfield Plan: The Trails at Paint Creek Redevelopment; 704 Woodward Avenue, Rochester, Michigan

### **MICHIGAN PA 381 OF 1996, AS AMENDED (“ACT 381”)**

The purpose of Michigan’s Brownfield Redevelopment Financing Act, Public Act 381 of 1996, as amended (“Act 381”), is to encourage the revitalization of environmentally distressed, blighted, and functionally obsolete properties by allowing local Brownfield Redevelopment Authorities to capture tax increment revenues to offset the costs of eligible environmental and redevelopment activities.

Under Act 381, a Brownfield Redevelopment Authority (BRA) may capture the increase in property taxes created by redevelopment under an approved brownfield plan. Taxes from the base value of the property continue to flow all taxing jurisdictions, while the tax increment from the higher redevelopment value is used to reimburse eligible brownfield costs and required BRA/State fees. Once all obligations are met, all tax revenue returns to the taxing jurisdictions.

On November 4, 2025, the Rochester Brownfield Redevelopment Authority reviewed and approved the proposed brownfield plan for the Trails at Paint Creek redevelopment.

### **PROPOSED BROWNFIELD PLAN**

#### **Project Overview**

The Trails at Paint Creek Brownfield Plan (the “Plan”) proposes redevelopment of a 3.54-acre former industrial site at 704 Woodward Avenue (“subject property”), into 45 new townhomes. Existing buildings will be demolished, existing contamination addressed, and new utilities, parking, stormwater systems, and trail connections constructed.

#### **Brownfield Eligibility**

The site qualifies as a Brownfield because it:

- Is contaminated under Part 201 and Act 381 (a “Facility”),
- Has historic industrial use, and
- Is located in a non-core community.

#### **Private Investment, Eligible Activities, and Reimbursement**

The Plan describes private investment of approximately \$27 million to redevelop the subject property, including costs to address existing contamination and site conditions.

The Brownfield Plan includes \$2,984,069 in eligible environmental and non-environmental activities, with reimbursement capped at \$2,798,735 under BRA policy. Reimbursement is subject to actual, documented eligible costs and must be approved by the BRA or its representatives.

Eligible activities include environmental assessments, due care planning, asbestos abatement, demolition, environmental response actions, and plan preparation/implementation.

Total estimated eligible costs over the life of the Plan—including BRA administrative fees and State Brownfield Redevelopment Fund (SBRF) fees—equal \$3,014,996.

### **Brownfield Tax Increment Revenue (TIR) Estimates**

The Plan establishes the base taxable value at its assessed 2025 value of \$522,960. When all site improvements are complete and units occupied, the taxable value is anticipated to reach \$13,771,000, representing an overall 2,533% increase from the base taxable value. Final determinations of taxable value remain subject to the City Assessor's office.

It is estimated that the BRA may capture the tax increment revenue generated by the redevelopment for up to eleven (11) years to repay eligible costs incurred, pay SBRF fees, and BRA administrative fees ("capture period"). Upon completion of the capture period, all tax revenue returns to taxing jurisdictions.

### **Environmental Review**

The property is a Part 201 "Facility" due to soil, groundwater, and soil gas contamination from historic industrial use, including petroleum VOCs, metals, vapor intrusion risks, and hazardous materials such as asbestos and lead paint, compounded by poor-quality fill and potential off-site migration. The Plan proposes remediation and due care measures—including vapor mitigation in new buildings, contaminated material removal, engineered barriers, soil and groundwater management, underground storage tank removal, demolition, asbestos and lead abatement, and post-development compliance reporting—to meet regulatory requirements and support safe residential reuse.

### **CONCLUSION AND RECOMMENDATION**

The Trails at Paint Creek Brownfield Plan aligns with the policies of the Rochester Brownfield Redevelopment Authority and is in accordance with Act 381. The Plan addresses documented contamination, removal of obsolete structures, and proposes due care and remediation measures to ensure long-term environmental safety and reuse.

The \$27 million private investment is projected to increase the subject property's taxable value by more than 2,500%, generating over \$3 million in total tax increment revenue to reimburse eligible costs. Of this, approximately \$2.8 million will reimburse the eligible activities, while the State will benefit from contributions to its SBRF and the BRA will recoup administration costs.

Completion of the redevelopment will revitalize an underutilized property, enhance the City's housing stock, increase the City's tax revenue, and provide a safer and cleaner environment for the site and surrounding areas.

It is recommended that the Rochester City Council schedule a public hearing to review the Brownfield Plan in accordance with Michigan Public Act 381 of 1996. Holding the public hearing will allow the City to formally consider the Plan, provide an opportunity for public comment, and meet statutory requirements for local review and approval to adopt a brownfield plan.

# (Letterhead of Agency)

## RESOLUTION

**(Name of City/Village/Township) RESOLUTION # \_\_\_\_\_**  
**(A resolution supporting the Fire Cadet/Explorer Program)**

**WHEREAS**, the (Name of City/Village/Township), recognizes the importance of a properly staffed professional fire department, for the well being of residents and visitors to our community, and

**WHEREAS**, it is further recognized, that a Cadet/Explorer Program will help to assure the availability of competent well-trained individuals to consider for future fire department vacancies, now

**THEREFORE**, be it resolved, that the (Name of City/Village/Township), hereby authorizes the fire chief to establish and maintain a Cadet/Explorer Program within the fire department, comprised of individuals from 16 through 17 years of age.

I (name), Clerk, certify that this is a true copy of the Resolution passed by the (Municipality name) on (date).

---

**Return adopted resolution to:**  
Bureau Of Fire Services  
Fire Fighter Training Division  
3101 Technology Blvd., Suite H  
Lansing MI 48910



## City of Rochester

---

400 Sixth Street  
Rochester, MI 48307  
P: (248) 651-9061  
F: (248) 651-2624  
[www.rochestermi.org](http://www.rochestermi.org)

### MEMORANDUM

Date: November 17, 2025  
To: Nik Banda, City Manager  
From: Marcy Moriwaki, Deputy Finance Director/Deputy Treasurer  
Subject: Budget & Finance Committee Recommendation Regarding FYE 2025 Surplus

**Issue:** At its meeting on November 14, 2025, the Budget & Finance Committee reviewed the City's preliminary, pre-audited financial results for the fiscal year ending June 30, 2025. Based on current figures, the General Fund is projected to close the year with an estimated surplus of just over \$1,000,000.

**Analysis:** This surplus is primarily the result of several revenue categories finishing stronger than anticipated. Permit revenue exceeded projections by approximately \$69,000; investment income outperformed by roughly \$325,000; and Local Community Stabilization funding came in \$288,000 above estimates. In addition, tax collection revenues collectively finished \$128,000 over budget. The City also received \$61,000 in election reimbursements, realized \$37,000 in higher-than-projected ALS revenue, and recorded an additional \$46,000 in sales of fixed assets. Together, these items contributed significantly to the favorable year-end position.

After discussion, the Committee is recommending that City Council consider allocating this surplus toward several priority items that support long-term financial stability, reduce future liabilities, and address community needs. The items reviewed by the committee are listed below:

- Kiwanis Playground Area Refurbishment: \$285,000
- Pay Down Vehicle Loans: ~\$350,000 (actual payoff amount to follow)
- Pay Off LED Lighting Contract: \$260,000 (actual payoff amount to follow)
- Shift Funds to Road Needs: \$350,000
- Heritage Days Budget Request: \$4,500

The total of these proposed allocations exceeds the projected surplus; however, the Committee felt it was important to present the full list of options for Council's consideration. Each of the items represents an opportunity to reinvest in City infrastructure, reduce ongoing obligations, or support community programming.

**Requested Motion:**

We are requesting that City Council review these recommendations and provide direction on whether to use the FY 2024–25 surplus to fund some or all of these initiatives.

**Attachment:** FYE 2026 Quarterly Report – Fund Balance Summary Page

FUND BALANCE GROUP		Updated	2023-24	2024-25	2025-26	2026-27	2027-28
		Fund Balance Policy	FINAL End Fund Balance	PRE-AUDIT End Fund Balance	PROPOSED End Fund Balance	PROPOSED End Fund Balance	PROPOSED End Fund Balance
Discretionary General	General Fund	5,330,000	8,356,539	10,346,224	10,253,592	10,250,259	10,237,256
	Capital Projects	40,000	72,086	81,301	81,301	81,301	81,301
	Facilities & Grounds	85,000	952,332	722,593	657,248	657,248	657,248
	Revolving Equipment	510,000	1,394,918	769,126	454,618	169,399	(247,752)
	Healthcare	100,000	(3,481)	(93,845)	(36,188)	26,272	90,607
	Discretionary General Subtotal	6,065,000	10,772,394	11,825,399	11,410,571	11,184,479	10,818,660
Restricted for Roads	Major Roads	50,000	2,086,438	2,009,878	1,541,601	1,005,902	454,132
	Local Roads	1,000,000	2,519,208	1,997,429	2,078,566	2,557,830	3,057,473
	Roads Subtotal *	1,050,000	4,605,646	4,007,307	3,620,167	3,563,732	3,511,605
Restricted for Water & Sewer	Water & Sewer Capital	2,130,000	4,279,176	5,047,794	5,079,500	4,136,994	703,399
	Water & Sewer Operating	1,550,000	3,283,008	4,131,347	3,772,521	3,448,987	3,118,149
	Water & Sewer Subtotal	3,680,000	7,562,184	9,179,141	8,852,021	7,585,981	3,821,548
Restricted for Parking	Auto Parking Fund	100,000	912,051	1,288,361	1,145,903	939,788	711,650
	Auto Parking Subtotal	100,000	912,051	1,288,361	1,145,903	939,788	711,650

as of 9/30/2025

\* Per Statutory Regulations of ACT 51, monies in Local Roads can be transferred without limitations providing greater budget flexibility.



## City of Rochester

---

400 Sixth Street  
Rochester, MI 48307  
P: (248) 651-9061  
F: (248) 651-2624  
[www.rochestermi.org](http://www.rochestermi.org)

### MEMORANDUM

Date: December 8, 2025  
To: Mayor Jones and Council Members  
From: Jason Warner, Director of Project Management  
Subject: BRIC Grant

Anticipated Budget Impact: \$15,625 up to \$62,500 GL #631-336-000-930-000

---

**Issue:** On January 27, 2025, council approved to accept the Building Resilient Infrastructure and Communities (BRIC) grant to complete engineering work for streambank erosion along the Paint Creek and storm drain and sewer flooding outside the Fire Station. Grant terms state that the subrecipient shall provide at least 25% matching funds from non-federal sources. Further, grant terms state that if there is a cost under-run for the project final reimbursement will be no greater than 75% of the total eligible costs.

**Analysis:** The project intent was to complete engineering work to become eligible to apply for a second phase of BRIC funding for construction activities. After the grant for engineering work was accepted, the BRIC grant was discontinued. At this point, previously awarded grants are being honored. The Michigan State Police who administer the grant are encouraging the city to proceed with the planned engineering work. However, there could still be a chance that the city is not reimbursed. Flooding at the fire station continues to be an issue during heavy rain events, and city staff would like to proceed with engineering work for storm drain and sewer flooding outside the Fire Station. Completing engineering is the first step and critical for future funding and applying for any future grant opportunities. City engineering firm AEW Inc. has provided a proposal for engineering for storm drain and sewer flooding outside the Fire Station in the amount of \$62,500.

**Requested Action:** Motion for AEW Inc. to proceed with engineering for storm drain and sewer flooding outside the Fire Station in the amount of \$62,500 including up to \$62,500 in city funding, and application for reimbursement of \$46,875 from the BRIC grant which would reduce city costs to \$15,625.

**Attachment(s):** (1) BRIC Agreement Approved Jan. 27, 2025  
(2) AEW Proposal



# Rochester Fire Department

---

---

**TO:** CITY MANAGER  
**FROM:** FIRE CHIEF, JOHN CIESLIK  
**SUBJECT:** BRICS GRANT  
**DATE:** JANUARY 17, 2025

---

---

It has been a year since we applied for the 2024 BRICS Grant requesting funds to conduct engineering for flood mitigation in parts of the city. We have worked with the State of Michigan Emergency Management multiple times during 2024 providing additional information to support our needs. We received official notification on Friday January 17 that our grant has been approved.

The cost of the engineering project is as follows.

Total Non-Federal Share Amount:	\$ 31,382.50
Total BRIC Federal Share Amount: <i>(funded by the grant)</i>	\$ 94,147.50
Total Approved Project Amount:	\$ 125,530.00

If the city accepts the grant, then determining the engineering and cost estimates as soon as possible is very important. If we can accomplish this before the 2025 BRICS Grant window closes, we will submit for the funds to implement the mitigation. Since we have received the engineering funds, we have an exceptionally good chance of the mitigation cost to also be covered by the next round of BRICS Grants. We will have a very tight window to get the engineering work and cost estimates together to meet the deadline.

Thank you for your consideration.

*John*

John Cieslik  
Fire Chief

**State of Michigan  
Hazard Mitigation Assistance  
Grant Agreement for Fiscal Year 2023 Building Resilient  
Infrastructure and Communities**

**Period of Performance Expires: September 22, 2027**

<b>CFDA Number: 97.047 Project Number: EMC-2023-BR-003-0010</b>
---

Fiscal Year (FY) 2023 Building Resilient Infrastructure and Communities (BRIC) grant agreement is hereby entered into between the Michigan Department of State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) (hereinafter called the Recipient), and

**CITY OF ROCHESTER**  
(hereinafter called the Subrecipient)

**I. Purpose**

The purpose of this grant agreement is to assist the Subrecipient in the implementation of EMC-2023-BR-003-0010 (hereinafter called the Project) -- a project to provide supplementary financial assistance for the implementation of cost-effective hazard mitigation measures that will permanently reduce or eliminate the long-term risk to human life and property from natural, technological, or human-caused disasters and their effects. Building Resilient Infrastructure and Communities (BRIC) funding is awarded by the Federal Emergency Management Agency (FEMA) and is administered by the Recipient.

**II. Objective**

The principal objective of this grant agreement is to provide financial assistance to the Subrecipient. The Subrecipient must complete the approved measures detailed in the attached FEMA GO formal application submitted by the Subrecipient, and summarized as follows:

This subgrant is for engineering and design work for a flood reduction project for streambank erosion occurring along Paint Creek near the Rochester Hills Public Library (42.68380, -83.13047) and for storm drain/sewer work near the city's Fire Station (42.67917, -83.13075). The streambank erosion project involves an analysis of FEMA Flood Insurance Rate Maps (FIRM), risk assessment, development of a hydraulic model including field surveys to create 4-5 cross sections of the stream and engaging the local community. The storm drain project involves an in-depth assessment of FEMA FIRMs, HEC RAS 1D/2D modeling, development of an independent hydraulic model, field surveys including geotechnical investigation, and community engagement. This review approves design work only; no construction activities are approved except for geotechnical boring. Failure to comply with this condition may jeopardize federal assistance, including funding. This project has been determined to be categorically excluded from the need to prepare either an Environmental Impact Statement or Environmental Assessment in accordance with Categorical Exclusion (CATEX) A4 and A7 as implemented under FEMA Instruction 108-1-1 and the Department of Homeland Security (DHS) Instruction 023-01-001-01, Rev. 1. Particular attention should be given to the project conditions before and during project implementation. Failure to comply with these conditions may jeopardize federal assistance including funding.

**No changes to the approved scope of work (approved measures) can be implemented without prior FEMA approval. Failure to obtain FEMA approval prior to implementing a modified scope of work may result in cancellation of the grant and repayment of federal funds.** Requests for changes to the scope of work must be made to FEMA through the Recipient and be supported by adequate justification to be processed. All expenses, including local match, must be reasonable and appropriately documented to be eligible for reimbursement. Expenses that are not related to the approved scope of work and budget are not eligible for reimbursement under the provisions of this grant agreement.

**III. Statutory Authority**

This grant agreement is made pursuant to Section 203 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), as amended (Pub. L. No. 93-288) (42 U.S.C. § 5133) as implemented by Hazard Mitigation Assistance (HMA): BRIC (FP:104-008-05).

The Subrecipient agrees to comply with all BRIC Grant Program requirements in accordance with the DHS Notice of Funding Opportunity (NOFO) FY 2023 BRIC, located at: [NOFO for FY 2023 BRIC Grant Program fact sheet](#). The Subrecipient also agrees to comply with regulations, including but not limited to the following, as applicable:

A. Administrative Requirements

1. 2 C.F.R., Part 200 of the Code of Federal Regulations (C.F.R.), *Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards* located at <http://www.ecfr.gov>.
2. Title 2 C.F.R., Part 170, Reporting Subaward and Executive Compensation – Appendix A to Part 170.

[The above referenced C.F.R. documents are online at <http://www.ecfr.gov>].

B. Audit Requirements and Other Assessments

1. Public Law 112-248, Improper Payments Elimination and Recovery Improvement Act of 2012.

**IV. Hazard Mitigation Grant Program (HMGP) Award Amount and Restrictions**

The FEMA has approved an obligated amount for this project in the amount of:	\$	94,147.50
Total Non-Federal Share Amount:	\$	31,382.50
Total BRIC Federal Share Amount:	\$	94,147.50
Total Approved Project Amount:	\$	125,530.00

The Subrecipient shall provide at least 25% matching funds from non-federal sources. Approval of in-kind match is at the sole discretion of the Recipient; the Recipient reserves the right to deny or adjust in-kind match, if necessary.

Federal assistance is made available within the limits of funds available from Congressional appropriations for such purposes in accordance with the Stafford Act, Executive Orders 12148 and 12873, appropriate regulations found in Title 44 of the C.F.R., as amended and currently applicable FEMA grant guidance. Federal funds provided under the Stafford Act for the BRIC Program are limited to a maximum of 75% of the total eligible costs. If there is a cost under-run for the project, final reimbursement for the federal share of the project costs will be adjusted based on actual costs of the project. **Subrecipient shall provide the required non-federal matching funds.**

The following types of post-award changes to approved budget (from the formal application submitted by the Subrecipient) will require the prior written approval of FEMA:

Non-construction projects

- Adjustments of more than ten percent in any direct cost categories for grants with a federal share that exceeds \$100,000.
- Any change that would result in the need for additional federal funding.

Construction projects

- Any changes to access contingency funds and rebudget to another direct cost category.
- Any change that would result in the need for additional federal funding.

Requests for a budget revision must be made to FEMA through the Recipient and supported by adequate justification in order to be processed. The federal share will not be increased.

Jurisdictions with FEMA-approved mitigation plans that have been formally adopted in accordance with FEMA regulations by the end of the period of performance (see section XII) are not subject to recoupment of funds.

The FEMA will recoup mitigation planning grant funds for grants that do not meet the deliverable criteria of an adopted, FEMA-approved mitigation plan by the end of the period of performance.

**The amount recouped will be based on the following guidelines:**

- Jurisdictions with plans that have been approved pending adoption by FEMA, but are not yet formally adopted (in accordance with FEMA regulations) by the end of the period of performance, must return a minimum of ten percent of the grant award;
- Jurisdictions with plans that have been reviewed by FEMA, but require changes in order to meet the minimum requirements, must return a minimum of 25% of the grant award if the required changes have not been made by the end of the period of performance; and
- Jurisdictions with plans that have not been submitted to FEMA for review by the end of the period of performance must return 100% of the grant award.

In an effort to avoid recoupment of funds, the Subrecipient must submit a draft version of the revised local hazard mitigation plan to the Recipient no later than six months prior to the end of the Period of Performance for this grant agreement. This allows for an adequate amount of time for review of the draft plan by Grantee planning staff, FEMA planning staff, completion of any necessary edits to meet FEMA requirements, and the formal adoption of the plan by the Subrecipient within the Period of Performance of this grant agreement.

**V. Responsibilities of the Subrecipient**

**The BRIC funds must supplement, not supplant, state or local funds.** Federal funds will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be carefully reviewed in the application review, in subsequent monitoring, and in the audit. The Subrecipient may be required to supply documentation certifying that it did not reduce non-federal funds because of receiving federal funds. Federal funds cannot be used to replace a reduction in non-federal funds or solve budget shortfalls in general fund programs.

The Subrecipient agrees to comply with all applicable federal and state regulations including, but not limited to, the following:

- A. In addition to this BRIC grant agreement, Subrecipients shall complete, sign, and submit to the Recipient the following documents, which are incorporated by reference into this grant agreement:
  1. Standard Assurances;
  2. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirement;
  3. State of Michigan Audit Certification (EMHSD-053);
  4. Request for Taxpayer Identification Number and Certification (W-9);
  5. Subrecipient Risk Assessment Certification (EMHSD-RA).
- B. The BRIC Grant covers eligible costs incurred only during the period of performance (see section XII). Allowable costs are only those specifically detailed in the attached BRIC formal application submitted by the Subrecipient. For costs incurred during the pre-award period, only those that are specifically identified in the grant application as “pre-award” costs are eligible for reimbursement.
- C. Make all purchases and/or procure services in accordance with 2 C.F.R., Part 200, grant guidance and local purchasing/procurement policies.
- D. The Subrecipient shall comply with all applicable codes, standards, and permitting requirements that pertain to this project and shall provide maintenance, as appropriate and required, for the life of the Project.
- E. The Subrecipient agrees to prepare the Request for Reimbursement of Mitigation Project Expenses form, and all required attached documentation, including all required authorized signatures, and submit these to the Recipient.
- F. Submit quarterly progress reports to the Recipient on the status of all approved projects. The due dates for quarterly progress reports are detailed in Section VII of this agreement.

- G. Comply with applicable financial and administrative requirements set forth in the current edition of 2 C.F.R., Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards located at <http://www.ecfr.gov>.
- H. Environmental and Historic Preservation Program (EHP): The federal government is required to consider the potential impacts on the human and natural environment of projects proposed for federal funding. The EHP engages in a review process to ensure that federally funded activities comply with various federal laws. The goal of these compliance requirements is to protect our nation's water, air, coastal, wildlife, agricultural, historical, and cultural resources, as well as to minimize potential adverse effects to children and low-income and minority populations. The Subrecipient shall not undertake any project having the potential to impact EHP resources without prior approval. Any activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for federal funding, and the entire grant amount may be forfeited. All necessary permits must be obtained for the project and are the responsibility of the Subrecipient. The project must be implemented in conformance with 44 C.F.R., Part 9, *Floodplain Management and Protection of Wetlands*, and the environmental conditions that have been identified through the *National Environmental Policy Act* review. These conditions can be found in one or more of the following FEMA documents:
  - Record of Environmental Consideration.
  - Categorical Exclusion ("CATEX") Letter/Memo.
  - Environmental Assessment.
  - Finding of No Significant Impact.

## VI. Responsibilities of Recipient

The Recipient, in accordance with the general purposes and objectives of this grant agreement, will:

- A. Administer BRIC in accordance with all applicable federal and state regulations and guidelines and provide quarterly reports to FEMA documenting this administration.
- B. Provide direction and technical assistance to the Subrecipient.
- C. Provide to the Subrecipient any special report forms and reporting formats (templates) required for operation of the program.
- D. Reimburse the Subrecipient, within the limits of funds available from Congressional appropriations for such purposes and in accordance with this grant agreement and **subject to legislative authorization**, for the federal share of allowable project expenses based upon the Project Application approved by FEMA and appropriate documentation submitted by the subrecipient.
- E. At its discretion, independently or in conjunction with FEMA, may conduct random on-site reviews with Subrecipient(s).

## VII. Reporting Procedures

Submit quarterly progress reports to the Recipient on the status of all funding using the HMA Quarterly Progress Report Microsoft Form link, which will be sent via email by EMHSD on a quarterly basis. Quarterly progress reports are required whether or not expenditures are incurred.

Failure by the Subrecipient to fulfill quarterly reporting requirements as required by the grant may result in the suspension of grant activities until reports are received.

Reporting periods and due dates for each year are as follows:

1 <sup>st</sup> Quarter:	October 1 <sup>st</sup> through December 31 <sup>st</sup>	Due January 15 <sup>th</sup>
2 <sup>nd</sup> Quarter:	January 1 <sup>st</sup> through March 31 <sup>st</sup>	Due April 15 <sup>th</sup>
3 <sup>rd</sup> Quarter:	April 1 <sup>st</sup> through June 30 <sup>th</sup>	Due July 15 <sup>th</sup>
4 <sup>th</sup> Quarter:	July 1 <sup>st</sup> through September 30 <sup>th</sup>	Due October 15 <sup>th</sup>

Quarterly progress reports are to be submitted by the 15<sup>th</sup> of the month following the end of each quarter. Quarterly progress reports should be submitted via the provided Microsoft Form link unless the Subrecipient is otherwise notified by the Recipient. Reimbursement requests are not required to be submitted with quarterly progress

reports. At the end of each fiscal year, the subrecipient will be required to report an estimate of grant expenses incurred in the ending fiscal year that will be reimbursed in the upcoming fiscal year.

### VIII. Payment Procedures

The Subrecipient agrees to prepare the *Request for Reimbursement of Mitigation Project Expenses* form (EMHSD-009) and all required attached documentation, including all required authorized signatures, and submit these to the Recipient. Completed reimbursement requests should be scanned and submitted via email (to: MSP-EMHSD-Hazard-Mitigation-Grants@Michigan.gov).

**The Recipient's timely receipt and verification of all required documentation is a condition of payment. The Recipient may pursue all available remedies for the recoupment of any advance payments that have been inadequately documented or determined by the Recipient to have been improperly made or expended for any reason.**

Subject to the exercise of Recipient's sole discretion, three types of payments may be made to the Subrecipient for this Project:

- A. If the Subrecipient provides the Recipient with a letter indicating the amount of reimbursement requested along with completed reimbursement request forms, as well as supporting documentation demonstrating the total expenditures to date for eligible Project activities, the Subrecipient may, at the Recipient's sole discretion, receive reimbursement of eligible expenditures of up to 90% of the **federal share** of the grant. The Recipient will review the expenditures and make payment of no more than 90% of total eligible expenditures to date. **Prior to Project completion, the Recipient will pay to the Subrecipient no more than a total (including all advance and reimbursement payments) of 90% of the federal share of the grant.**
- B. Upon the Subrecipient's completion of the Project, the Recipient will inspect the Project and review all expenditures for eligibility prior to making final payment to the Subrecipient. To receive final payment, the Subrecipient shall provide the Recipient with a letter indicating the project is complete. Along with the letter, the Subrecipient must provide completed reimbursement request forms that include the total expenditures for the project and separate documentation supporting each expenditure category.
- C. In rare circumstances only, if the Subrecipient provides the Recipient with a letter outlining the immediate need for an advance payment and the amount of the requested advance, the Subrecipient may (at the Recipient's sole discretion) receive an initial advance payment of up to 50% of the Subrecipient's federal share of the grant. Pursuant to federal regulations, the Subrecipient shall minimize the time between the receipt of advance funds and disbursement of those funds for eligible expenditures. Any interest earned over \$500 must promptly, but at least quarterly, be remitted to:

Michigan State Police,  
Emergency Management and Homeland Security Division  
Grants and Financial Management Section  
P.O. Box 30634  
Lansing, Michigan 48909

The Subrecipient may keep interest amounts up to \$500 per year for administrative expenses.

**No payment will be made unless all quarterly reports have been submitted and are up to date.**

## IX. Employment Matters

Subrecipient shall comply with Title VI of the *Civil Rights Act of 1964*, as amended; Title VIII of the *Civil Rights Act of 1968*; Title IX of the *Education Amendments of 1972 (Equal Opportunity in Education Act)*; the Age Discrimination Act of 1975; Titles I, II and III of the *Americans with Disabilities Act of 1990*; the Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*; the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state, and local fair employment practices and equal opportunity laws, and covenants. The Subrecipient shall not discriminate against any employee or applicant for employment, to be employed in the performance of this grant agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment; or any matter directly or indirectly related to employment because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, limited English proficiency, or handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. The Subrecipient agrees to include in every subcontract entered into for the performance of this grant agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of the grant agreement.

The Subrecipient shall ensure that no subcontractor, manufacturer, or supplier of the Subrecipient for projects related to this grant agreement appears on the Federal Excluded Parties List System located at <https://sam.gov>.

## X. Limitation of Liability

The Recipient and the Subrecipient to this grant agreement agree that each must seek its own legal representative and bear its own costs, including judgments, in any litigation that may arise from performance of this contract. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

*This is not to be construed as a waiver of governmental immunity for either party.*

## XI. Third Parties

This grant agreement is not intended to make any person or entity not a party to this grant agreement a third-party beneficiary hereof, or to confer on a third party any rights or obligations enforceable in their favor.

## XII. Grant Agreement Period

This grant agreement is in full force and effect from September 23, 2024, (date of application period opening) to September 22, 2027. No costs eligible under this grant agreement shall be incurred before the starting date of this grant agreement, except for those costs specifically identified in the grant application as eligible "pre-award" costs. This grant agreement consists of two identical sets, simultaneously executed; each is considered an original having identical legal effect. This grant agreement may be terminated by either party by giving 30 days written notice to the other party stating reasons for termination and the effective date, or upon the failure of either party to carry out the terms of the grant agreement. Upon any such termination, the Subrecipient agrees to return to the Recipient any funds not authorized for use, and the Recipient shall have no further obligation to reimburse the Subrecipient.

### Effective Dates:

- Period of Performance: September 23, 2024 to September 22, 2027.
- Eligibility period for pre-award costs: No Pre-Award costs expected.
- Eligibility period for regular grant costs: September 23, 2024 to September 22, 2027.
- End of Period of Performance: September 22, 2027.

## XIII. Entire Grant Agreement

This grant agreement is governed by the laws of the State of Michigan and supersedes all prior agreements, documents, and representations between Recipient and the Subrecipient, whether expressed, implied, or oral. This grant agreement constitutes the entire agreement between the parties and may not be amended except by written instrument executed by both parties prior to the termination date set forth in Section XII above. No party to this grant agreement may assign this grant agreement or any of his/her/its rights, interest, or obligations hereunder without the prior consent of the other party. The Subrecipient agrees to inform Recipient in writing immediately of any proposed changes of dates, budget, or services indicated in this grant agreement, as well as changes of

address or personnel affecting this grant agreement. Changes in dates, budget, or services are subject to prior written approval of Recipient. If any provision of this grant agreement shall be deemed void or unenforceable, the remainder of the grant agreement shall remain valid.

The Recipient may suspend or terminate subrecipient funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failure to expend funds in a timely manner consistent with the grant milestones, guidance and assurances.
- Failure to comply with the requirements or statutory objectives of federal or state law.
- Failure to make satisfactory progress toward the goals or objectives set forth in the subgrant application.
- Failure to follow grant agreement requirements or special conditions.
- Proposal or implementation by the Subrecipient of substantial plan changes to the extent that, if originally submitted, the project would not have been approved for funding.
- Failure to submit required reports.
- Filing of a false certification by the Subrecipient in the application or other report or document.
- Failure to adequately manage, monitor or direct the grant funding activities of their subrecipients.

Before taking action, the Recipient will provide the Subrecipient reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

#### **XIV. Business Integrity Clause**

The Recipient may immediately cancel the grant without further liability to the Recipient or its employees if the Subrecipient, an officer of the Subrecipient, or an owner of a 25% or greater share of the Subrecipient is convicted of a criminal offense incident to the application for or performance of a state, public, or private grant or subcontract; or convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under state or federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the Recipient, reflects on the Subrecipient's business integrity.

#### **XV. Freedom of Information Act**

Much of the information submitted in the course of applying for funding under this program, or provided in the course of grant management activities, may be considered law enforcement-sensitive or otherwise critical to national security interests. This may include threat, risk, and needs assessment information; and discussions of demographics, transportation, public works, and industrial and public health infrastructures. Therefore, each Subrecipient agency Freedom of Information Officer will need to determine what information is to be withheld on a case-by-case basis. The Subrecipient should be familiar with the regulations governing Protected Critical Infrastructure Information (6 C.F.R., Part 29) and Sensitive Security Information (49 C.F.R., Part 1520), as these designations may provide additional protection to certain classes of homeland security information.

**XVI. Official Certification**

**For the Subrecipient**

The individual or officer signing this grant agreement certifies by his or her signature that he or she is authorized to sign this grant agreement on behalf of the organization he or she represents. The Subrecipient agrees to complete all requirements specified in this grant agreement.

**City of Rochester**

\_\_\_\_\_  
Name of Subrecipient

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**For the Recipient**

**Michigan State Police, Emergency Management and Homeland Security Division**

**Capt. Kevin Sweeney**  
\_\_\_\_\_  
**Printed Name**

**Commander, Emergency Management  
and Homeland Security Division**  
\_\_\_\_\_  
**Title**



01/16/2025

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



**ANDERSON, ECKSTEIN & WESTRICK, INC.**

**CIVIL ENGINEERS - SURVEYORS - ARCHITECTS**

51301 Schoenherr Road, Shelby Township, MI 48315  
586.726.1234 | [www.aewinc.com](http://www.aewinc.com)

May 8, 2025

Nik Banda, City Manager and  
Economic Development Director  
City of Rochester  
400 Sixth Street  
Rochester, MI 48307

**Reference: Proposal for Professional Services**  
Fire Station Flooding Mitigation

Dear Mr. Banda:

We are pleased to submit our proposal to assist the City of Rochester with the Fire Station Flooding Mitigation. This proposal is to provide the necessary Design Engineering services for the proposed project.

### **Understanding of the Project / Scope of Services**

It is our understanding that the City of Rochester is seeking engineering design services for flood mitigation at the Fire Station, to prevent frequent and severe flooding around the facility and surrounding neighborhoods. During intense rain events, stormwater floods the streets to the north and west of the Fire Station, including the Fire Station parking lot and the street-level vehicle wash and storage bay area. This flooding can be detrimental to Fire Department equipment and, more importantly, to operations—particularly when the Department is needed to respond to emergencies throughout the City.

Larger rain events have become more frequent and severe due to the impacts of climate change on weather patterns. These extreme storms exceed the capacity of the existing storm sewer system. By expanding the stormwater infrastructure and creating opportunities for runoff to properly drain without ponding, future flooding can be mitigated—thereby reducing damage to infrastructure, homes, businesses, and the Fire Station.

Approval from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) will be required for this project.

### **Fee for Professional Services**

We propose to provide the referenced professional services in accordance with our design services agreement. Our services will be billed on a lump sum and hourly basis, as outlined in our current contract. Preliminary engineering and EGLE permit fees will be



Nik Banda  
5/8/2025  
Page 2

billed hourly, given the additional work and regulatory coordination required for the design phase.

For preliminary budgeting purposes, please find below a breakdown of the anticipated project budget based on a preliminary construction estimate of \$500,000.00. Further details are available in the attached estimate.

<u>Service</u>	<u>Fee Basis</u>	<u>Projected Budget</u>
Topographical Survey	Hourly	\$7,500.00
Preliminary Design	Hourly	\$5,000.00
Geotechnical Investigation (by others)	Lump Sum	\$10,000.00
Engineering Design	Lump Sum	\$33,000.00
EGLE Permit	Hourly	<u>\$7,000.00</u>
Total		\$62,500.00

Once the project is designed and bid we will provide a detailed As-Bid Estimate for all work associated with Construction of this project based on actual contractor bid prices for the various tasks.

Thank you for the opportunity to work with you on this project. If you require any further information, please contact us.

Sincerely,

Anderson, Eckstein and Westrick, Inc.

---

Aseel A. Putros, PE, CFM  
Senior Project Manager

M:\0999\0999-0852\2025\AAP\Fire Station Flooding Proposal.docx



## City of Rochester

---

400 Sixth Street  
Rochester, MI 48307  
P: (248) 733-3700  
F: (248) 733-3170  
[www.rochestermi.org](http://www.rochestermi.org)

### PLANNING COMMISSON REGULAR MEETING AGENDA

**Chair David Gassen**  
**Vice Chair & Council Member Christian Hauser**  
**Mayor Debbie Jones**  
**Members: Daniel Bachmann, David Hardin,**  
**Richard Kendziuk, Laura Murphy & Matthew Stone**

**\*See Attached Document for Virtual Meeting Instructions\***

<b>400 Sixth Street</b>	<b>December 1, 2025</b>	<b>7:00 PM</b>
-------------------------	-------------------------	----------------

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comment
4. Approval of the Minutes
  - A. Consideration of the Minutes of the Regular Meeting of Wednesday November 5th, 2025.
5. Public Hearings
  - A. Public Hearing Notice: Consideration of 329 S. Main: Request for Payment in Lieu of Parking.
6. Considerations:
  - A. Consideration of 134 S. Main: Site Plan Review & Request for Public Hearing.
  - B. Consideration of 139 Romeo: Site Plan Review & Request for Public Hearing.
  - C. Consideration of 265 E. Second: Site Plan Review & Request for Public Hearing.

- D. Consideration of 1129 N. Main: Site Plan Review & Request for Public Hearing.
- 7. Miscellaneous
  - A. 2026 Planning Commission Meeting Schedule
- 8. Public Comment
- 9. Adjourn

NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at 248-733-3700 forty-eight (48) hours prior to the meeting. Staff will be pleased to make the necessary arrangements to provide necessary reasonable accommodations, including auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting.



## City of Rochester

---

400 Sixth Street  
Rochester, MI 48307  
P: (248) 651-9061  
F: (248) 651-2624  
[www.rochestermi.org](http://www.rochestermi.org)

### **Agenda** **Brownfield Redevelopment Authority** **Municipal Building 2<sup>nd</sup> Floor Corner Conference Room**

*J. Christian Hauser, Jeffrey Franklin, Michael Plesche,  
Julie Quinlan-Dufrane, Scott Ronan, Jay Huh, and Tomas Delanoy*

400 Sixth Street	December 2, 2025	4:00 pm
------------------	------------------	---------

1. Roll Call
2. Reimbursement Agreement for 704 Woodward
3. Brownfield Revolving Fund for Future Projects
4. Next Meeting Date
5. Adjournment



## City of Rochester

---

400 Sixth Street  
Rochester, MI 48307  
P: (248) 651-9061  
F: (248) 651-2624  
[www.rochestermi.org](http://www.rochestermi.org)

### FINANCE & BUDGET COMMITTEE MEETING AGENDA

*Stuart Bikson, Marilyn Trent, Debbie Jones, Nik Banda,  
Anthony Moggio, Marcy Moriwaki*

**400 Sixth  
Street**

**Friday, December 5, 2025**

**8:00 am**

1. SWOT Discussion & Council Voting on Dec 8<sup>th</sup> City Council Meeting
2. Post Audit Surplus Discussion
3. Part-Time Employee Classification Proposal
4. Review: Budget Schedule
5. Other Business
6. Next Meeting: Friday, January 23, 2026



## **ROCHESTER AREA YOUTH ASSISTANCE BOARD OF DIRECTORS MEETING AGENDA**

**Tues, November 25, 2025**

**5:15 p.m.**

**Rochester Fire Station**

**Welcome** – Lindsay Wood

**October 28, 2025 Meeting Minutes Approval**

**Rochester Auburn Hills Community Coalition** – Shelly Najor & Cindy Schurman

**Caseworker's Report** – Amy Beth Sullivan

**Treasurer's Report** – Liang Fu

**Committee Reports:**

**Family Education** – Lindsay Wood

Nov 13– “Meet Me Where I’m At (Addressing the Impact of Trauma Across the Lifespan),” presented by Laura Azoni LMSW-Clinical

**Financial Assistance** – Jan Willhite-Iserman

**Public Relations**

**Youth Council** – Charlie Rewold

**Admin's Report** – Mihaela Becker

**Community Liaisons (RCS, PTA, Rochester, Rochester Hills, Police)**

**Upcoming dates:**

Dec. 5 – Oakland County Youth Assistance Breakfast

Dec. 5 – Kris Kringle fundraising opportunity

Jan. 17 – Spaghetti Dinner during Fire & Ice Festival

Jan. 27 – RAYA General Board Meeting

Jan. 29 – Table at RHPL screening of [Caregiving](#)



# City of Rochester

400 Sixth Street  
 Rochester, MI 48307  
 P: (248) 651-9061  
 F: (248) 651-2624  
[www.rochestermi.org](http://www.rochestermi.org)

TO: Nik Banda, City Manager  
 FROM: Marcy Moriwaki, Deputy Finance Director / Deputy Treasurer  
 DATE: November 11, 2025  
 RE: SWOT Review

One of our annual review items for Strategic Planning & Budgeting is updating the City’s Strengths, Weaknesses, Opportunities, and Threats (SWOT) matrix along with ranking of importance for each item.

The finalized SWOT will be incorporated into the City’s budget planning and project scorecard process.

SWOT encourages us to assess the changing environment and to respond proactively and it provides a mechanism to incorporate the Council’s strategic priorities in both the short- and long-term.

Attached you will find the proposed SWOT with all keywords and definitions for your review and development of the future FYE 2027 SWOT. **We are planning to vote on this year’s SWOT at the end of the Monday, December 8<sup>th</sup> City Council Meeting.** If you have any questions or would like to submit any topics for the matrix, please email [mmoriwaki@rochestermi.org](mailto:mmoriwaki@rochestermi.org). Thank you for your commitment and consideration of this process.

## FYE 2026 SWOT and Ranking (Last Year’s)

<p><b>STRENGTH</b></p> <p>Score</p> <ul style="list-style-type: none"> <li>0 S1- Public Services</li> <li>0 S2- Financial &amp; General Administration</li> <li>0 S3- Desirable Community</li> <li>0 S4- Vibrant Downtown</li> <li>0 S5- Family Friendly</li> <li>0 S6- Communication with Public</li> <li>0 S7- Parks / Recreational Opportunities</li> </ul>	<p><b>WEAKNESS</b></p> <p>Score</p> <ul style="list-style-type: none"> <li>0 W1- Staffing &amp; Succession Planning</li> <li>0 W2- Infrastructure &amp; Facilities</li> <li>0 W3- Housing Stock Mix</li> <li>0 W4- Appropriate Parking Fees</li> <li>0 W5- Traffic</li> <li>0 W6- Grant Funding/Earmarks</li> </ul>
<p><b>OPPORTUNITY</b></p> <p>Score</p> <ul style="list-style-type: none"> <li>0 O1- Tax Base</li> <li>0 O2- South Street &amp; New Corridors</li> <li>0 O3- Staffing &amp; Succession Planning</li> <li>0 O4- Community Connection/Region Partner</li> <li>0 O5- Grant Funding</li> <li>0 O6- Improve Recreation</li> <li>0 O7- Technology</li> </ul>	<p><b>THREAT</b></p> <p>Score</p> <ul style="list-style-type: none"> <li>0 T1- Library Funding</li> <li>0 T2- Financial Stability</li> <li>0 T3- Tax Base</li> <li>0 T4- Code Enforcement Standards</li> <li>0 T5- Changes to Built Environment</li> <li>0 T6- Legislative Threats</li> <li>0 T7- Regional Effect on Traffic</li> </ul>

Preliminary FYE2027 SWOT

STRENGTH		KEY WORDS FOR CONSIDERATION
S1	Public Services	Delivering excellent municipal services: Police, Fire, EMS, Public Works, Customer Service, Building Project Management, and Engineering.
S2	Financial & General Administration	Optimizing Financial Policies and Best Practices, Securing Grants, Stabilizing OPEB Funding, and Maximizing A.I. Capabilities.
S3	Desirable Community	We prioritize Quality of Life, Environmental Focus, Low Crime, High Property Values, and strong Community Interactions, including relationships with partners like the Chamber, PCT, CRT, PCCA, OPC, Dino Hill, and the Library.
S4	Vibrant Downtown	Maintaining high occupancy and diverse business offerings while enhancing Arts & Culture, building community connections, and ensuring functional, cost-neutral parking management.
S5	Family Friendly	Continue meeting regional needs by providing diverse activities as a premier event destination.
S6	Communication with Public	Enhancing communication via social media, digital signs, department videos, and 'Ready Rochester' real-time information sharing, while actively engaging all community partners (HOAs, Chamber, RARA, RAYA, OPC, DDA, PSD, etc.).
S7	Parks / Recreational Opportunities	Maintain and improve park assets while increasing recreation opportunities and programs in collaboration with RARA & other partners.

Preliminary FYE2027 SWOT

<b>WEAKNESS</b>		<b>KEY WORDS FOR CONSIDERATION</b>
<b>W1</b>	Succession Planning	Workforce retention challenges, lean municipal staffing and need for succession planning. Digital delivery systems lag behind peer communities. Competition for qualified municipal employees locally.
<b>W2</b>	Infrastructure & Facilities	Cost of Maintaining/Updating Systems & Facilities. Stormwater systems and increased flooding risks.
<b>W3</b>	Housing Stock Mix	Attainable Housing
<b>W4</b>	Appropriate Parking Fees	Continue to work with Downtown Business to address their parking challenges for employee and customer parking needs
<b>W5</b>	Millage Rate Constraints	Headlee Amendment and Prop A limit revenue growth below inflation
<b>W6</b>	Traffic	Regional Development & Growth Impacts Traffic- Lack of Local Control
<b>W7</b>	Grant Funding/Earmarks	Limited access to certain funding and grant opportunities due to not being an underserved or distressed community.

Preliminary FYE2027 SWOT

OPPORTUNITY		KEY WORDS FOR CONSIDERATION
O1	Tax Base	Apply Updated Master Plan to Identify Long-term Sustainability Options to Diversify and Encourage Mixed Use Development where appropriate & Grow Light Industrial/Commercial Diversification
O2	South Street & New Corridors	Identify Opportunities for South Street Development and Growth
O3	Staffing & Succession Planning	Recruit and retain quality employees at all levels while strengthening leadership stability.
O4	Community Connections / Regional Partnership	Enhance collaboration with neighboring communities, educational institutions, county agencies, regional organizations, and local partners to advance shared goals and resources.
O5	Other Funding	Federal/State/County/Private Partnerships/Previously Approved Dedicated Millages
O6	Improve Recreation	Enhance recreation meeting residents' needs, parks, expanded trails, and natural areas.
O7	Technology	Smart city technologies and digital services can improve efficiency and resident experience.
O8	Vacant Property	Underutilized properties offer potential for increased tax base fostering desirable community

Preliminary FYE2027 SWOT

<b>THREAT</b>		<b>KEY WORDS FOR CONSIDERATION</b>
<b>T1</b>	Infrastructure & City Asset Maintenance Funding	The high cost of infrastructure upkeep and constrained funding sources place increasing pressure on city staff to identify creative, cost-effective maintenance strategies
<b>T2</b>	Financial Sustainability	Balancing service levels amid changing state revenue, Headlee suppression, rising benefit costs, and no new local millages for library support.
<b>T3</b>	Tax Base	Constrained by Headlee rollback effects, economic conditions, and the increased small business exemption threshold. Economic downturn could reduce property values.
<b>T4</b>	Code Enforcement Standards	Council Expectations for Enforcement, Fee for Inspections (Business & Rentals)
<b>T5</b>	Changes to Built Environment	Encouraging Private Developers to Respect Commercial Historic Buildings & Landmarks
<b>T6</b>	Legislative Threats	External Entities Creating Ballot Measures, Water & Sewer increased cost, Proposed Initiatives Reducing Local Tax Revenue
<b>T7</b>	Cybersecurity Risks	Increasing sophistication of cyber threats to municipal systems & data.