



## REGULAR MEETING OF THE COUNCIL

April 8, 2025

### AGENDA

1. ROLL CALL
2. INVOCATION BY Pastor Albert LeBlanc of Hope Lutheran Church.
3. PLEDGE OF ALLEGIANCE
4. RESOLUTION BY COUNCILMEMBERS ENOS AND ABRAHAM – Acknowledging Wayne Metro Liaisons Ali Khashab and Mohamed Othman for their continued residential support and assistance and requesting immediate effect.
5. RESOLUTION BY COUNCILMEMBERS SAREINI AND HERRICK – Proclaiming April 2025 to be National Arab American Heritage Month in the City of Dearborn and encouraging our entire community to commemorate this special observance.
6. RESOLUTION BY COUNCILMEMBERS SAREINI AND HAMMOUD – Recognizing April 2025 as National Autism Awareness Month in the City of Dearborn and calling this observance to the attention of all of our employees, residents, and members of the business community.
7. RESOLUTION BY COUNCILMEMBERS SAREINI AND PARIS – Proclaiming the month of April 2025 as National Social Work Month in celebration and support of the Social Work Profession.
8. RESOLUTION BY COUNCILMEMBERS SAREINI AND HERRICK – Declaring April 28, 2025 as Worker's Memorial Day in the City of Dearborn and requesting immediate effect.

9. PUBLIC COMMENT
10. RESOLUTION IN NEED OF OFFER AND SUPPORT – Approving all items on the Consent Agenda and requesting immediate effect.

## CONSENT AGENDA

---

11. RESOLUTION BY COUNCILMEMBERS HERRICK AND ENOS – Authorizing to participate in the State of Michigan Road Salt Solicitation for the 2025-2026 winter season and commit to purchasing 3,000 tons of road salt for “early delivery” and 3,000 tons of road salt for “seasonal back-up” through the MiDeal Cooperative program and requesting immediate effect.
12. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND HERRICK – Awarding a three-year contract, with one (1) three-year renewal option available to Nickel & Saph, Inc. (broker), through Midwest Employers Casualty Company (carrier) (C.R. 3-91-24) in the annual amount of \$86,571 for the first year of Excess Worker’s Compensation Coverage, resulting in a new term valid July 1, 2025 through June 30, 2028.
13. RESOLUTION BY COUNCILMEMBERS HERRICK AND ENOS – Authorizing to extend the contract with Brantley Development for a term of one-year, with four (4) one-year renewal options available in an annual amount not to exceed \$160,859 for City-owned Vacant Lot Maintenance and requesting immediate effect.
14. RESOLUTION BY COUNCILMEMBERS SAREINI AND ENOS – Adopting the proposed Council Rules of Order by amending Sections 7.3, 8.1, and 8.12 and requesting immediate effect.
15. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND HERRICK – Authorizing to amend Council Resolution 3-118-25 by revising the fiscal years for CDBG resources for the Lapeer Park Playscape project from FY2022-23 (B-22-MC-26) to FY2023-24 (B-23-MC-26) unexpended and unprogrammed CDBG funding, and the Wyoming Commercial Demolition project funding from FY2023-24 (B-23-MC-26) to FY2024-25 (B-24-MC-26) unexpended and unprogrammed CDBG funding and requesting immediate effect.

## END OF CONSENT AGENDA

---

16. RESOLUTION BY COUNCILMEMBERS ENOS AND HERRICK – Approving the minutes of the previous regular meeting of March 18, 2025.
17. ORDINANCE NO. 25-1839 – INTRODUCED BY COUNCIL PRESIDENT PRO TEM HERRICK.  
SYNOPSIS – “An Ordinance to Amend the Zoning Ordinance of the City of Dearborn by amending Article 1.00, Entitled ‘Short Title, Rules of Construction and Definitions’, Article 4.00, Entitled ‘Off-Street Parking and Loading Requirements’, Article 7.00, Entitled ‘Site Development Standards Applicable to Specific Uses’, Article 16.00, Entitled ‘BC, General Business District’, and Article 18, Entitled ‘I-A, Light Industrial District’.”  
RESOLUTION BY COUNCILMEMBERS PARIS AND HAMMOUD – To table the Ordinance.
18. ORDINANCE NO. 25-1840 – INTRODUCED BY COUNCIL PRESIDENT PRO TEM HERRICK.  
SYNOPSIS – “An Ordinance to Amend the Licenses and Business Regulations Chapter (Chapter 12) of the Code of Ordinances of the City of Dearborn by amending Article VII, Entitled ‘Street Vendors’.”  
RESOLUTION BY COUNCILMEMBERS ENOS AND ABRAHAM – To table the Ordinance.
19. RESOLUTION BY COUNCILMEMBERS HERRICK AND PARIS – Awarding a one-year contract, with up to four (4) one-year renewal options available, to Brantley Development, LLC and Ground Control Property Services, most responsive and responsible proposals, in an amount not to exceed \$160,000 for Immediate Abatement Services and requesting immediate effect.
20. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND HERRICK – Awarding a contract, with (4) one-year renewal options available, to University Lithoprinters, Inc. in an amount not to exceed \$76,835 for the Design, Print, and Mailing of the City of Dearborn Fall 2025/Winter 2026 City Magazine and requesting immediate effect.

21. RESOLUTION BY COUNCILMEMBERS HERRICK AND PARIS – Authorizing to accept the Michigan Department of Labor and Economic Opportunity (LEO) Grant for Fire Department Facility Projects and Improvements in the amount of \$5,000,000, with no local match required; also authorizing the Finance Director or designee to recognize and appropriate the Grant funding in the amount of \$5,000,000 for Fire Department Facility Projects and Improvements.
22. RESOLUTION BY COUNCILMEMBERS ENOS AND HERRICK – Authorizing on and off-duty members of the Fire Department to conduct a “Stuff the Boot” fundraiser drive from May 2, 2025 through May 11, 2025 throughout the City for the Neighbors United Charitable Organization.
23. RESOLUTION BY COUNCILMEMBERS HERRICK AND ABRAHAM – Granting the request of Green Brain Comics to conduct their 24th Annual "Free Comic Book Day" event in the City-owned alley located north of Michigan Ave. between Middlesex and Horger St. from 4:00 PM on Friday, May 2, 2025 to 3:00 P.M. on Sunday, May 4, 2025; also granting permission to erect a non-staked 20' x 40' tent in the City owned alley, for 6 barricades to be delivered and picked up by the Department of Public Works, and authorizing a Noise Ordinance waiver for the duration of the event and requesting immediate effect.
24. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND HAMMOUD – Authorizing Corporation Counsel to amend the Guidelines Regarding Side Yard Sales to create consistency with the Land Sales Guidelines for new single-family home construction and requesting immediate effect.
25. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ENOS – Concurring in the appointment of Alawi Saleh to the Traffic Commission with a term ending June 30, 2026 and requesting immediate effect.
26. RESOLUTION BY COUNCILMEMBERS PARIS AND HAMMOUD – Concurring in the appointment of Amie Kerek to the Dix–Vernor Business District Improvement Authority with a term ending June 30, 2025 and requesting immediate effect.

PUBLIC COMMENT WILL FOLLOW ANY WALK-ON ITEMS

WALK ON SUPPLEMENTAL AGENDA

27. RESOLUTION BY COUNCIL PRESIDENT PRO TEM HERRICK SUPPORTED  
UNANIMOUSLY – Offering condolences to the family of Helen J.  
Bandyke and requesting immediate effect.
  
28. RESOLUTION BY COUNCIL PRESIDENT SAREINI SUPPORTED  
UNANIMOUSLY – Offering condolences to the family of Sandra  
Ann Elliott and requesting immediate effect.

---

## OFFICE OF THE 34<sup>TH</sup> CITY COUNCIL

---



### **IMMEDIATE EFFECT**

**To:** City Clerk

**From:** City Council

**Date:** March 28, 2025

**Subject:** Council Acknowledgment-Ali Khashab & Mohamed Othman

---

The 34<sup>th</sup> City Council wishes to recognize Wayne Metro Liaisons Ali Khashab and Mohamed Othman for their continued residential support and assistance, with a Council Citation supported unanimously. This item shall be given immediate effect.

A handwritten signature in blue ink, appearing to read "Kamal M. Alsawafy", is written above the printed name.

**Kamal M. Alsawafy**  
**Councilman**

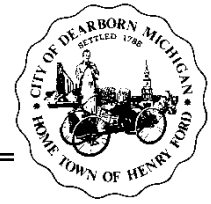
---

---

## OFFICE OF THE 34<sup>TH</sup> CITY COUNCIL

---

---



To: City Clerk

From: City Council

Date: April 4, 2025

Subject: Sympathy Resolution

---

By Council President Pro Tem Herrick supported unanimously.

WHEREAS: The Council has learned with sorrow of the passing of Helen J. Bandyke and;

WHEREAS: This departure at the dictation of Divine Providence constitutes an irreplaceable loss to the beloved family and numerous friends and neighbors: be it

RESOLVED: That the members of the 34th Council of the City of Dearborn here assembled, hereby sincerely extend and offer in this sad hour of bereavement, heartfelt sympathy and condolences to the family of the deceased.

Next of kin:

Sylvia Bandyke

1844 N. Elizabeth St.

Dearborn, MI 48124

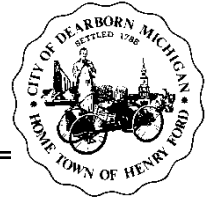
---

---

## OFFICE OF THE 34<sup>TH</sup> CITY COUNCIL

---

---



To: City Clerk

From: City Council

Date: April 8, 2025

Subject: Sympathy Resolution

---

By Council President Sareini supported unanimously.

WHEREAS: The Council has learned with sorrow of the passing of Sandra Ann Elliott and;

WHEREAS: This departure at the dictation of Divine Providence constitutes an irreplaceable loss to the beloved family and numerous friends and neighbors: be it

RESOLVED: That the members of the 34th Council of the City of Dearborn here assembled, hereby sincerely extend and offer in this sad hour of bereavement, heartfelt sympathy and condolences to the family of the deceased.

Next of kin:

Nancy Siwik

2425 Banner St

Dearborn, MI 48124



---

## OFFICE OF THE 34<sup>TH</sup> CITY COUNCIL

---



**IMMEDIATE EFFECT**

**To: City Clerk**

**From: 34<sup>th</sup> Dearborn City Council**

**Date: March 24, 2025**

**Subject: Amendments to the Council Rules of Order- Sections 7.3, 8.12 and 8.1**

---

The Council President has proposed a change that specifies the order of procedure for a roll-call vote. The amendment can be found in section 8.12 of the Council Rules of Order.

Additionally, the Council President is proposing to move the City Council Condolences to the front of the agenda with the Council Acknowledgements. This change will result in fewer rule suspensions, and is located in Rules 7.3 and 8.1.

**Prepared by**

---

**Michael T. Sareini**  
**Council President**

---

## OFFICE OF THE 34<sup>TH</sup> CITY COUNCIL

---



### **NATIONAL ARAB AMERICAN HERITAGE MONTH 2025 RESOLUTION:**

WHEREAS: In 2017, the nonprofit media and education organization, Arab America Foundation and Arab America, began the initiative for the month of April to be designated as National Arab American Heritage Month; and

WHEREAS: In 2019, Governor Gretchen Whitmer proclaimed the month of April as National Arab American Heritage Month in the State of Michigan; and

WHEREAS: By 2021, it was recognized nationally by U.S. President Joseph R. Biden Jr. with the U.S. Department of State, some members of Congress and 37 governors issuing proclamations supporting the month; and

WHEREAS: The month of April serves to celebrate the rich and diverse culture and contributions of Arab Americans in our country. From Farouk El-Baz who served as NASA's lead geologist for the Apollo space program from 1967 to 1972, to Ahmed Zewail who served on the President's Council of Advisors on Science and Technology and won the Nobel Prize in Chemistry in 1999, and to Donna Shalala who is the first Lebanese American to serve in a U.S. government Cabinet post, these individuals work, along with a countless number of others have not gone unnoticed; and

WHEREAS: We not only recognize those who have made their mark in various fields of study, but we also recognize those who live within our community. Known as the hometown of Henry Ford, the City of Dearborn also boasts the largest and most diverse Arab community across the entire nation; and

WHEREAS: The considerable participation of Arab Americans in Dearborn has enriched the life and tapestry of our city; and

WHEREAS: We are committed to making sure these contributions to our country and community are promoted and celebrated so that they are more widely understood and appreciated locally and across our nation; be it therefore

RESOLVED: That the 34<sup>th</sup> Dearborn City Council, proclaim April 2025 to be National Arab American Heritage Month in the City of Dearborn and encourage our entire community to commemorate this special observance, signed this day of April 8, 2025.

Michael T. Sareini  
Council President

---

---

## OFFICE OF THE 34<sup>TH</sup> CITY COUNCIL

---

---



### **SOCIAL WORK MONTH 2025 RESOLUTION: SOCIAL WORK BREAKS BARRIERS**

WHEREAS: Social Workers enter the profession because they have a strong desire to help empower individuals, families, communities, and our nation overcome issues that prevent them from reaching their full potential; be it further

WHEREAS: Social Workers have worked for more than a century to improve the human well-being and enhance the basic needs of all people; be it further

WHEREAS: Social Workers follow a Code of Ethics that call on them to fight social injustice and respect the dignity and worth of all people; be it further

WHEREAS: Social Workers positively touch the lives of millions of Americans each day and in a variety of places, including schools, hospitals, the military, child welfare agencies, community centers, and in federal, state and local government; be it further

WHEREAS: The 2025 Social Work Month theme, "Social Work: Compassion + Action." In the weeks and months ahead, social workers will be called to turn their compassion into action to help our nation address a variety of societal challenges, including the prospect there could be mass deportations of migrants and continued attacks on the people who are LGBTQIA2+, reproductive rights, and diversity, equity, and inclusion programs; be it further

WHEREAS: Social Workers are the largest group of mental health care providers in the United States, working daily to help thousands of Americans overcome mental illnesses such as depression and anxiety; be it further

WHEREAS: Social Workers are on the frontlines of the nation's opioid addiction crisis, helping people get the treatment they need and overcome substance use disorders; be it further

WHEREAS: Social Workers have helped people cope with death and grief and communities recover from natural disasters that are increasingly fueled by our warming climate, including hurricanes, drought and flooding; be it further

WHEREAS: Social Workers have helped this nation live up to its values by advocating for equal rights for all, including people of color, people who are Indigenous, people who LBGTQIA2S+, and people who follow various faiths; be it further

WHEREAS: Social Workers have continued to push for changes that have made our society a better place to live, including a livable wage, improved workplace safety, and social safety net programs that help ameliorate poverty, hunger, and homelessness; be it further

WHEREAS: Social Workers endeavor to work throughout our society to meet people where they are and help empower people and our society to reach the goals they wish to attain; therefore, be it

RESOLVED: In recognition of the numerous contributions made by America's Social Workers, the 34<sup>th</sup> City Council proclaims the month of April 2025 as National Social Work Month in celebration and support of the Social Work Profession.

A handwritten signature in dark ink, appearing to read 'Michael T. Sareini', with a stylized, overlapping loop at the end.

Michael T. Sareini  
Council President



---

## OFFICE OF THE 34<sup>TH</sup> CITY COUNCIL

---



### **Workers Memorial Day Resolution 2025:**

WHEREAS: Every year on April 28<sup>th</sup> the nation recognizes Workers Memorial Day, and

WHEREAS: This is the day we pay our respects to those who lost their lives on the job and recognize the impact these losses have on families, co-workers, and communities, and

WHEREAS: The U.S. Bureau of Labor Statistics estimated that there were 4,764 fatal work injuries in the United States in 2020-an equivalent of one worker dying every 111 minutes from a work-related injury, and

WHEREAS: In 2020, 131 workers were lost through fatal workplace accidents in Michigan; and

WHEREAS: It is appropriate to honor the memory of the courageous and dedicated members of Michigan's workforce who have been injured, disabled, or who have died as a result of workplace accidents, and

WHEREAS: We remember those who have died in workplace accidents, suffered occupational-related diseases, or have been injured due to dangerous conditions, and

WHEREAS: Recognition of Michigan's workforce and its achievements on behalf of the economic growth of our state is necessary, therefore be it

RESOLVED: That this City Council wishes to honor the workers who have died or who have been injured or disabled in workplace accidents, be it further

RESOLVED: That the members of the 34<sup>th</sup> City Council renews its efforts in seeking stronger workplace safety and health protections, better standards and enforcement, and fair and just compensation by rededicating ourselves to improving safety and health in our workplace, be it further

RESOVLED: That this City Council declares April 28, 2025 as Workers Memorial Day, be it further

RESOLVED: That this resolution be given immediate effect.

Michael T. Sareini  
Council President



### Immediate Effect requested

**REQUEST:** Award of contract for the City of Dearborn Magazine

**DEPARTMENT:** Communications, in conjunction with Purchasing

**BRIEF DESCRIPTION:** Communications, in conjunction with Purchasing, recommends the award of a contract for the design, print, and mailing of the City of Dearborn Fall 2025/Winter 2026 City Magazine.

---

**PRIOR COUNCIL ACTION:** None.

---

**BACKGROUND:** The Communications Department is seeking to create a biannual City of Dearborn magazine to be mailed to all Dearborn residents. The magazine will address the topics covered in the seasonal Parks & Recreation Activity Guide in addition to listing free events, family activities, and important meetings/dates hosted by City departments. Furthermore, the magazine will provide seasonally specific information (i.e.: property maintenance guidance, tax season information, snow emergency instructions, etc.).

The full-color, multilingual 40-page magazine will be designed, printed, and mailed to all Dearborn residents by the selected vendor. A PDF copy will be provided on the City's website.

---

**FISCAL IMPACT:** The Communications Department has budgeted \$76,835.00 for this project (\$66,835 for design and print, \$10,000 for postage and mailing).

---

**COMMUNITY IMPACT:** The City magazine will provide seasonal information and updates in an accessible format to all Dearborn residents. This will make it easier for residents to learn about City activities and engage in programs and events.

---

**IMPLEMENTATION TIMELINE:** Communications will meet with the awarded vendor immediately following Council approval, in preparation for the first issue to be distributed to residents in August of 2025.

---

### COMPLIANCE/PERFORMANCE METRICS:

The Communications Department will oversee this contracted service.



**TO:** City Council  
**FROM:** City Administration  
**VIA:** Mayor Abdullah H. Hammoud  
**SUBJECT:** Award of Contract for the City of Dearborn Magazine  
**DATE:** March 24<sup>th</sup>, 2025

---

**Budget Information**

Adopted Budget: \$76,835  
Amended Budget: \$76,835  
Requested Amount: \$76,835  
Funding Source: General Fund, Communications, Admin, Research & Information, Printing Binding  
Supplemental Budget: n/a

**Summary of Request**

Communications, in conjunction with the Purchasing Department, recommends the competitive award of the design, printing, and mailing of the City of Dearborn magazine to University Lithoprinters, Inc for \$76,835.00. The contract will be for 2025, which will encompass the first issue of the magazine, with 4 one-year renewals at the same pricing and terms, for an amount not to exceed \$76,835.00.

It is respectfully requested that Council authorize the contract and renewals. The resulting contract shall not be binding until fully executed. Immediate effect is requested to facilitate immediate work on the project.

**Background and Justification**

The Communications Department is seeking to create a biannual City of Dearborn magazine to be mailed to all Dearborn residents. The magazine will address the topics covered in the seasonal Parks & Recreation Activity Guide in addition to listing free events, family activities, and important meetings/dates hosted by City departments. Furthermore, the magazine will provide seasonally specific information (i.e.: property maintenance guidance, tax season information, snow emergency instructions, etc.).

The full-color, multilingual 40-page magazine will be designed, printed, and mailed to all Dearborn residents by the selected vendor. A PDF copy will be provided on the City's website.

The City magazine will provide seasonal information and updates in an accessible format to all Dearborn residents. This will make it easier for residents to learn about City activities and engage in programs and events.



**Procurement Process****Purchasing solicited bids with process details as follows:**

Process: Request for Proposal  
Issue Date: February 13<sup>th</sup>, 2025  
Deadline Date: February 25<sup>th</sup>, 2025  
Vendors Solicited: 158  
Solicitations Obtained: 38  
Bids Received: 5

Vendor	Score
University Lithoprinters Inc	87
Accuform Printing & Graphics Inc	86
Hour Media LLC	81
Printwell	77
Image Printing Co Inc	69

The above scores were based on four categories: 1. Experience/Qualifications of the printer and designer, 2. References for printing, designing and mailing, 3. Quality of printing and designing based on submissions (hard copies), and finally, 4. Cost.

University Lithoprinters, Inc received the highest scores of the 5 bidders. The procurement process was in accordance with Section 2-568 (6)a, of the Procurement Ordinance, and all internal policies and procedures. The Purchasing Division requests approval to proceed with the procurement.

**Signature Page****Prepared By:**

Signed by:  
*Jason Pich*  
7D2E1C2C4D89410...  
Jason Pich, Buyer

**Department Approval:**

Signed by:  
*Katie Doyal-Rabhi*  
D6863E125D604EC...  
Katie Doyal-Rabhi, Dir. of Communications

**Budget Approval:**

DocuSigned by:  
*Michael Kennedy*  
F77919D1421447E...  
Michael Kennedy, Finance Director/Treasurer

DS  
MHA

**Corporation Counsel Approval:**

DocuSigned by:  
*Jeremy Romer*  
E7A573BA25E3466...  
Jeremy Romer, Corporation Counsel

**REVISED****ECONOMIC  
DEVELOPMENT****EXECUTIVE SUMMARY AND MEMORANDUM**

**REQUEST:** Approval of this newly updated executive summary and memorandum identifying the corrected fiscal years listed for the CDBG resources. This action is being taken to address the previously adopted council resolution # 3-118-25, which specified the incorrect fiscal years for the CDBG resources.

Proposing to amend its FY 2024-25 Housing and Community Development Action Plan (B-24-MC-26) by:

Transferring a total of \$1,000,000 of its FY 2023-24 and \$800,000 of its FY 2024-25 prior year's unexpended and unprogrammed CDBG funding to support and fund the proposed Lapeer Park Inclusive Playscape and Wyoming Commercial Demolition projects.

**It is also requested the Finance Director is hereby authorized to recognize and appropriate the grant award and to receive, direct, and disperse those award funds within the Community Development Fund (283) or other funds as supported through the annual schedule of supported resources which could include the General Fund (101) or Facilities Fund (634). Also, the Finance Department is hereby authorized to recognize, appropriate, receive and disburse funds as authorized under this resolution.**

**DEPARTMENT:** Economic Development

**BRIEF DESCRIPTION:** The Department is requesting to utilize prior year unexpended and unprogrammed CDBG funds toward the following projects:

**Lapeer Park Inclusive Playscape Equipment Project:** Consist of the removal of old playground equipment and installing playscape equipment which foster physical activity, social connections, risk-taking, and discovery while helping children connect with and care for the environment at Lapeer Park. Unlike traditional playgrounds, playscapes create space for unstructured play without adult-imposed boundaries.

**Wyoming Commercial Demolitions:** This project consists of the demolition of two large commercial buildings located at 5021 and 5063 Wyoming. The purpose of this project is to remove blight. The lots will remain vacant for the foreseeable future until plans are decided for the space.

---

**PRIOR COUNCIL ACTION:**

CR# 7-353-24 AND CR# 3-118-25

---

**BACKGROUND:**

The City of Dearborn is proposing to amend its current FY 2024-25 Housing and Community Development Action Plan (B-24-MC-26) by:

**Transferring** a total of \$1,000,000 of its FY 2023-24 (B-23-MC-26) unexpended and unprogrammed CDBG funding. **Increase** the FY 2024-25 CDBG budget in the amount of \$1,000,000 for the proposed Lapeer Park Inclusive Playscape Equipment Installation Project. Total project costs were estimated at \$1,000,000.

**Transferring** a total of \$800,000 of its FY 2024-25 (B-24-MC-26) unexpended and unprogrammed CDBG funding. **Increase** the FY 2024-25 CDBG budget in the amount of \$800,000 for the proposed Wyoming Commercial Demolition Project.



# EXECUTIVE SUMMARY AND MEMORANDUM

CDBG Resources	CDBG Proposed Project	Funded Amount
FY 2023-24 Unexpended Prior Year Funds	FY 2024-25 Lapeer Park Playscape	\$1,000,000.00
FY 2024-25 Unexpended Prior Year Funds	FY 2024-25 Wyoming Commercial Demolitions	\$800,000.00
<b>Total Resources Available</b>		<b>\$1,800,000.00</b>

## Recommendation

The Economic Development Department recommends City Council approve to amend the current FY 2024-25 Housing and Community Development Action Plan (B-24-MC-26) by:

**Transferring** a total of \$1,000,000 of its FY 2023-24 (B-23-MC-26) unexpended and unprogrammed CDBG funding for the proposed Lapeer Park Playscape project.

**Transferring** a total of \$800,000 of its FY 2024-25 (B-24-MC-26) unexpended and unprogrammed CDBG funding for the proposed Wyoming Commercial Demolition project.

---

## **FISCAL IMPACT:**

FY 2024-25 CDBG Award in the amount of \$1,000,000.

FY 2024-25 CDBG Award in the amount of \$800,000.

---

## **COMMUNITY IMPACT:**

Replacement of old outdated playground equipment that was installed in the 1990's.

Upgrade of new playscape playground equipment at Lapeer Park which foster physical activity, social connections, risk-taking, and discovery while helping children connect with and care for the environment.

Removal of blight in the Wyoming commercial area.

---

## **IMPLEMENTATION TIMELINE:**

Implementation of the Lapeer Park Playscape and Wyoming Demolition projects will take immediate effect.

---

## **COMPLIANCE/PERFORMANCE METRICS:**

Contract for the Lapeer Park Playscape project will be monitored by the Parks and Recreation Project Team.

Contract for the Wyoming Commercial Demolition project will be monitored by the Commercial Services Division.

**EXECUTIVE SUMMARY AND MEMORANDUM**

**TO:** City Council

**FROM:** Jordan Twardy, Director of Economic Development

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Updated Proposal to amend the FY 2024-25 Housing and Community Development Action Plan

**DATE:** April 8, 2025 (COW – April 3, 2025)

**Budget Information**

CDBG Resources	CDBG Proposed Project	Funded Amount
FY 2023-24 Unexpended Prior Year Funds	FY2024-25 Lapeer Park Playscape	\$1,000,000.00
FY 2024-25 Unexpended Prior Year Funds	FY2024-25 Wyoming Commercial Demolition	\$800,000.00
<b>Total Resources Reprogrammed</b>		<b>\$1,800,000.00</b>

**Summary of Request**

Approval of this newly updated executive summary and memorandum identifying the corrected fiscal years listed for the CDBG resources. This action is being taken to address the previously adopted council resolution # 3-118-25.

The Department is requesting to utilize prior year unexpended and unprogrammed CDBG funds toward the following projects:

**Lapeer Park Playscape Equipment Project:** Consist of the removal of old playground equipment and installing playscape equipment which foster physical activity, social connections, risk-taking, and discovery while helping children connect with and care for the environment at Lapeer Park. Unlike traditional playgrounds, playscapes create space for unstructured play without adult-imposed boundaries.

**Wyoming Commercial Demolitions:** This project consists of the demolition of two large commercial buildings located at 5021 and 5063 Wyoming. The purpose of this project is to remove blight. The lots will remain vacant for the foreseeable future until plans are decided for the space.

**It is also requested the Finance Director is hereby authorized to recognize and appropriate the grant award and to receive, direct, and disperse those award funds within the Community Development Fund (283) or other funds as supported through the annual schedule of supported resources which could include the General Fund (101) or Facilities Fund (634). Also, the Finance Department is hereby authorized to recognize, appropriate, receive and disburse funds as authorized under this resolution.**

Immediate effect is requested.



# EXECUTIVE SUMMARY AND MEMORANDUM

## Background and Justification

The City of Dearborn is proposing to amend its current FY 2024-25 Housing and Community Development Action Plan (B-24-MC-26) by:

**Transferring** a total of \$1,000,000 of its FY 2023-24 (B-23-MC-26) unexpended and unprogrammed CDBG funding.

**Increase** the budget in the amount of \$1,000,000 for the proposed Lapeer Park Inclusive Playground Equipment Installation Project. Total project costs were estimated at \$1,000,000. CDBG funding will be \$1,000,000.

**Transferring** a total of \$800,000 of its FY 2024-25 (B-24-MC-26) unexpended and unprogrammed CDBG funding.

**Increase** the budget in the amount of \$800,000 for the proposed Wyoming Commercial Demolition Project

## Recommendation

The Economic Development Department recommends City Council approve to amend the current FY 2024-25 Housing and Community Development Action Plan (B-24-MC-26) by:

**Transferring** a total of \$1,000,000 of its FY 2023-24 (B-23-MC-26) unexpended and unprogrammed CDBG funding for the proposed Lapeer Park Playscape project.

**Transferring** a total of \$800,000 of its FY 2024-25 (B-24-MC-26) unexpended and unprogrammed CDBG funding for the proposed Wyoming Commercial Demolition project.

## Signature Page

Prepared By:

*Regina Sistrunk*

Name: Regina Sistrunk

Title: Community Development Compliance Officer

Signed by:  
  
1C7ADC7466A843C...

Jordan Twardy  
Economic Development Director

DocuSigned by:  
  
E7A573BA25E3460...

Jeremy Romer  
Corporation Counsel

DocuSigned by:  
  
F77919D1421447F...

Michael Kennedy  
Finance Director/Treasurer

**EXECUTIVE SUMMARY AND MEMORANDUM****REVISED COUNCIL RESOLUTION**

**WHEREAS:** This action which include this revised council resolution is being taken to address the previously adopted council resolution # 3-118-25, which specified the incorrect fiscal years for the CDBG resources, and

**WHEREAS:** The City of Dearborn is Proposing to amend its FY2024-25 Housing and Community Development Action Plan (B-24-MC-26) by:

Transferring a total of \$1,000,000 of its FY 2023-24 and \$800,000 of its FY 2024-25 prior year's unexpended and unprogrammed CDBG funding to support and fund the proposed Lapeer Park Inclusive Playscape and Wyoming Commercial Demolition projects. and

**WHEREAS:** The Department is requesting to utilize prior year unexpended and unprogrammed CDBG funds toward the following projects:

**Lapeer Park Playscape Equipment Project:** Consist of the removal of old playground equipment and installing playscape equipment which foster physical activity, social connections, risk-taking, and discovery while helping children connect with and care for the environment at Lapeer Park. Unlike traditional playgrounds, playscapes create space for unstructured play without adult-imposed boundaries.

**Wyoming Commercial Demolition Project:** This project consists of the demolition of two large commercial buildings located at 5021 and 5063 Wyoming. The purpose of this project is to remove blight. The lots will remain vacant for the foreseeable future until plans are decided for the space, and

**WHEREAS:** It is also requested the Finance Director is hereby authorized to recognize and appropriate the grant award and to receive, direct, and disperse those award funds within the Community Development Fund (283) or other funds as supported through the annual schedule of supported resources which could include the General Fund (101) or Facilities Fund (634). Also, the Finance Department is hereby authorized to recognize, appropriate, receive and disburse funds as authorized under this resolution, and

**RESOLVED:** The Economic Development Department recommends City Council approve to amend the current FY 2024-25 Housing and Community Development Action Plan (B-24-MC-26) by:

**Transferring** a total of \$1,000,000 of its FY2023-24 (B-23-MC-26) unexpended and unprogrammed CDBG funding for the proposed Lapeer Park Playscape project.

**Transferring** a total of \$800,000 of its FY2024-25 (B-24-MC-26) unexpended and unprogrammed CDBG funding for the proposed Wyoming Commercial Demolition project.



## **EXECUTIVE SUMMARY AND MEMORANDUM**

**RESOLVED:** That the Mayor and Corporation Counsel, or his designee, be and are hereby authorized to execute documents necessary to effectuate the sale; be it further

**RESOLVED:** That this resolution be given immediate effect.



## FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

---

### Immediate Effect Requested

**REQUEST:** Award for Extension of Contract for City-Owned Vacant Lot Maintenance.

**DEPARTMENT:** Department of Economic Development, in conjunction with Purchasing.

**BRIEF DESCRIPTION:** Department of Economic Development, in conjunction with Purchasing, recommends the award of an extension to contract for City-Owned Vacant Lot Maintenance, to Brantley Development.

---

**PRIOR COUNCIL ACTION:** CR- 11-500-19

---

**BACKGROUND:** This service is now managed by Economic Development as it was previously managed by Public Works. This vendor is very dependable and is knowledgeable about where City lots are and how to maintain them to City of Dearborn standards. This vendor also has done immediate abatement (with photographs) and large abatements as well. He is very familiar with our procedures and protocols.

---

**FISCAL IMPACT:** Budget for FY26 - \$155,000 account 101-2914-663.34-94

---

**COMMUNITY IMPACT:** Maintaining our own public spaces/ lots is essential to keeping the city clean and safe.

---

**IMPLEMENTATION TIMELINE:** Vacant lots are maintained year-round. Grass Season is from April-October. Snow season is based on need during winter months. We also have one fall clean up (leaves) and a spring clean-up (litter, debris, garbage). Vacant lots are grass cut on a 2-week basis.

---

**COMPLIANCE/PERFORMANCE METRICS:** Economic Development, Neighborhood Services will oversee the contract



**FINANCE****EXECUTIVE SUMMARY AND MEMORANDUM**

---

**TO:** City Council  
**FROM:** City Administration  
**VIA:** Mayor Abdullah H. Hammoud  
**SUBJECT:** Award for Extension of Contract for City-Owned Vacant Lot Maintenance  
**DATE:** March 21, 2025

---

**Budget Information**

Adopted Budget: FY25 \$153,936  
Amended Budget: FY25 \$153,936  
Requested Amount: Not-to-exceed \$160,859 annually  
Funding Source: General Fund, Property Maintenance & Development Services, Neighborhood Services, Contractual Services, Vacant Lot Maintenance  
Supplemental Budget: FY26 Proposed \$155,000

**Summary of Request**

Department of Economic Development, Neighborhood Services Division, in conjunction with Purchasing, recommends the award extension for City-Owned Vacant Lot Maintenance to Brantley Development. The value of the contract is not-to-exceed \$160,859 annually. The contract shall be for a term of one year with four, one-year renewal options at the contract's original pricing, terms and conditions.

It is respectfully requested that Council authorize the award of extension, pending satisfactory performance. Immediate effect is requested, although the resulting contract shall not be binding until fully executed.

**Background and Justification**

The City of Dearborn currently owns and maintains 453 vacant lots and easements, which are located in highly visible residential areas. This contract establishes maintenance standards in order to beautify neighborhoods, upkeep cleanliness, reduce vector harborage, and keep pedestrian pathways free and clear of snow and ice. To achieve these goals, the scope of this contract includes grass cutting and trimming, litter removal, snow removal, and notification of issues such as illegal dumping or use of the property. The maintenance of City properties works in tandem with enforcement efforts carried out by Neighborhood Services by demonstrating the City's commitment to maintaining its property.



# FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

### Procurement Process

The procurement process was in accordance with Section 2-568 (6)e, Continuity of Professional Services, of the Procurement Ordinance, and all internal policies and procedures. The Purchasing Division requests approval to proceed with the procurement.

#### Prepared By:

DS  
MR

Rosette Fisher, Buyer

#### Department Approval:

Signed by:  
[Signature]

Jordan Twardy, Director of Economic Development

#### Budget Approval:

DocuSigned by:  
Michael Kennedy

Michael Kennedy, Finance Director/ Treasurer

Initial  
ack

#### Corporation Counsel Approval:

DocuSigned by:  
Jeremy Romer

Jeremy J Romer, Corporation Counsel

**ECONOMIC  
DEVELOPMENT**

## EXECUTIVE SUMMARY AND MEMORANDUM

---

**REQUEST:** Zoning Language Amendment: Food Truck Parks – Amending Articles 1.00, 4.00 7.00, 16.00, & 18.00.

**DEPARTMENT:** Economic Development

**BRIEF DESCRIPTION:**

- The existing Zoning Ordinance effectively prohibits food trucks from operating on private property unless it receives approval from City Council as a temporary use or special event.
  - Proposed amendment would permit food truck parks in the BC & IA zoning districts subject to Special Land Use approval. Food trucks would not be permitted in city's four business districts.
  - Specific site development standards are also proposed to help ensure this type of use operates safely and efficiently, and does not create negative externalities on adjacent properties or generate public nuisances.
  - The Planning Commission recommended approval at the March 10<sup>th</sup>, 2025 meeting.
  - The Planning & Zoning Division recommended approval to the Planning Commission.
- 

**PRIOR COUNCIL ACTION:** N/A

---

**BACKGROUND:**

- City Council would still reserve the right to permit food trucks on a temporary basis or for a special event anywhere in the city per Sec. 2.07 A4.
  - The existing licensing regulations create an opportunity to help activate our public spaces and create a walkable destination for residents by allowing them in major parks throughout the city.
- 

**FISCAL IMPACT:** N/A

---

**COMMUNITY IMPACT:**

The proposed ordinance creates an approval pathway for food trucks in zoning that embraces the great placemaking and business startup opportunity that they bring while balancing other land use goals for the city.

---

**IMPLEMENTATION TIMELINE:**

Requires two readings by City Council.

---

**COMPLIANCE/PERFORMANCE METRICS:** N/A

**ECONOMIC  
DEVELOPMENT**

## EXECUTIVE SUMMARY AND MEMORANDUM

---

**TO:** City Council

**FROM:** Planning Commission

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Zoning Language Amendment: Food Truck Parks

**DATE:** April 3<sup>rd</sup>, 2025 (COW)

### **Background:**

Mobile food establishments (aka food trucks) are a unique land use from a zoning perspective. They are a temporary structure and use that is designed to be mobile, while zoning is typically reserved for permanent land use approvals. In addition, outdoor operations are often limited and strictly regulated in zoning due to the negative externalities that can result from how they function.

While Dearborn has had licensing regulations for food trucks since 2018, the existing Zoning Ordinance effectively prohibits food trucks from operating on private property unless it receives approval from City Council as a temporary use or special event.

After significant review and consideration of emerging policy trends, the recommendation is to create a pathway for food trucks that embraces the great placemaking and business startup opportunity that they bring while balancing other land use goals for the city.

### **Summary of Changes**

- Permit food truck parks in the BC & IA zoning district subject to Special Land Use approval.
  - They are not permitted in the city's four business districts (East Downtown, West Downtown, Dix-Vernor, & Warren). This is to support existing brick and mortar restaurants as well as future development within each of the tax increment financing areas. See *Exhibit A*.
- Food truck parks are only permitted as the primary use of a property. For example: you are not permitted to have a food truck park co-located on the same property as a gas station.
- Require a permanent building on the property that operates as the licensed mobile food establishment commissary and provides washroom facilities for patrons. This is to ensure the use operates efficiently and is consistent with health code regulations.
- Prohibit the use of generators in food truck parks. Electrical access must be provided for each individual food truck.
- Upon recommendation from the Planning Commission, staff has also revised the ordinance to explicitly require an exterior gravity grease interceptor. This is to ensure the plumbing



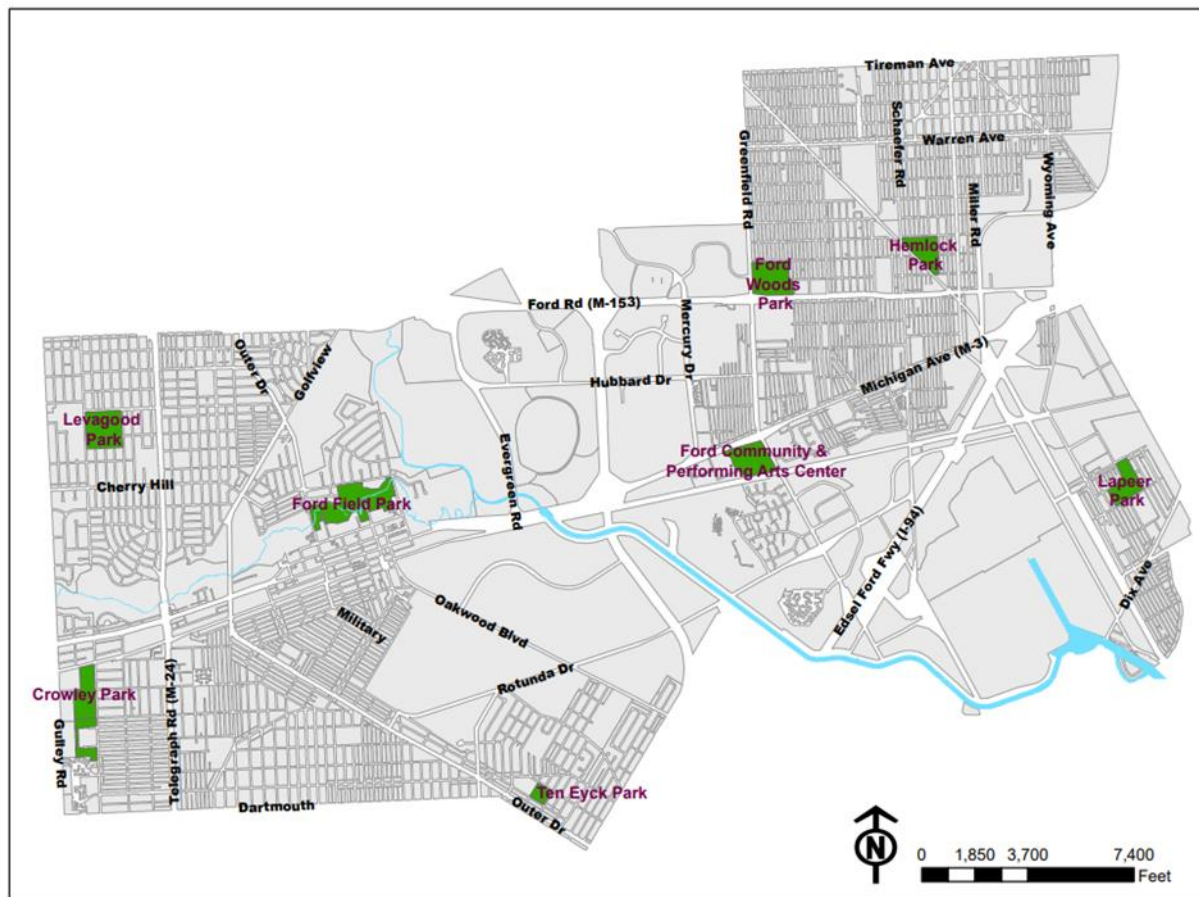
## EXECUTIVE SUMMARY AND MEMORANDUM

system can adequately support activities within the site without creating plumbing code issues.

- Permit commissary kitchens as a permitted land use in IA district. These types of facilities are not open to the public for food service, but are focused on offering areas for prep & storage of food.

### Additional Notes

- The proposed regulations are constructed to help ensure that the way these sites operate do not create public nuisances or negatively impact adjacent properties. Frequent violations have included dumping of grease into the city's stormwater system, storage of food and inventory outside, and illegal electrical hookups.
- City Council would still reserve the right to permit food trucks on a temporary basis or for a special event anywhere in the city per Sec. 2.07 A4.
- The existing licensing regulations create an opportunity to help activate our public spaces and create a walkable destination for residents by allowing them in major parks throughout the city (see picture below).





ECONOMIC  
DEVELOPMENT

## EXECUTIVE SUMMARY AND MEMORANDUM

### Recommendation:

After due consideration and a public hearing on March 10<sup>th</sup>, 2025 the following recommendation was made by the Planning Commission:

A motion was made by Commissioner Saymuah, supported by Commissioner Abdallah to approve the ordinance amendment for Section 18.00, with the addition of a requirement for grease interception on site for food truck parks. Upon roll call the following vote was taken: Ayes: (7) (Commissioners Abdallah, Easterly, Kadouh, King, Mohamed, Phillips, and Saymuah). Absent: (2) (Commissioner Abdulla & Fadlallah). The motion was adopted.

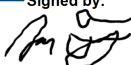
### Signature Page

**Prepared by:**

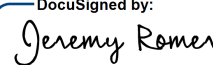
*Kaileigh Bianchini*

KAILEIGH BIANCHINI, AICP  
Planning and Zoning Manager

**Approved:**

Signed by:  
  
1C7ADC7466A843C...








JORDAN TWARDY  
Economic Development Director

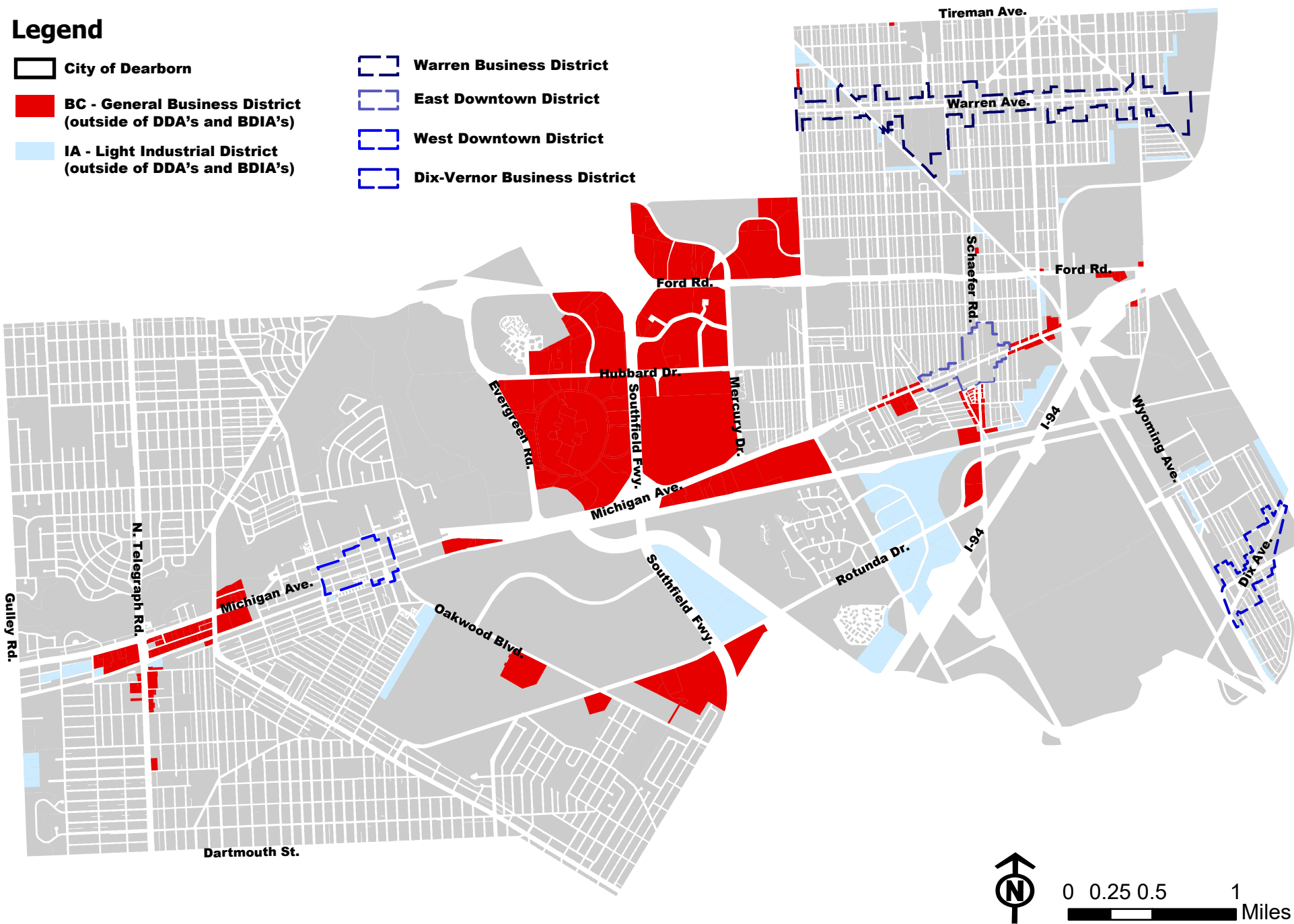
DocuSigned by:  
  
E7A573BA25E3460...

JEREMY ROMER  
Corporation Counsel

# Zoning Language Amendment - BC & IA Zoned Properties

## Legend

-  **City of Dearborn**
-  **BC - General Business District  
(outside of DDA's and BDIA's)**
-  **IA - Light Industrial District  
(outside of DDA's and BDIA's)**
-  **Warren Business District**
-  **East Downtown District**
-  **West Downtown District**
-  **Dix-Vernor Business District**



0 0.25 0.5 1 Miles



**ORDINANCE NO. xx-xx**  
**AN ORDINANCE TO AMEND THE ZONING ORDINANCE**  
**OF THE CITY OF DEARBORN BY AMENDING**  
**ARTICLE 1.00, ENTITLED**  
**“SHORT TITLE, RULES OF CONSTRUCTION AND DEFINITIONS”**

**THE CITY OF DEARBORN ORDAINS TO:**

**Amend Article 1.00 of the Zoning Ordinance of the City of Dearborn to include the following:**

**ARTICLE 1.00: Short Title, Rules of Construction and Definitions**

**Sec. 1.03. - Definitions**

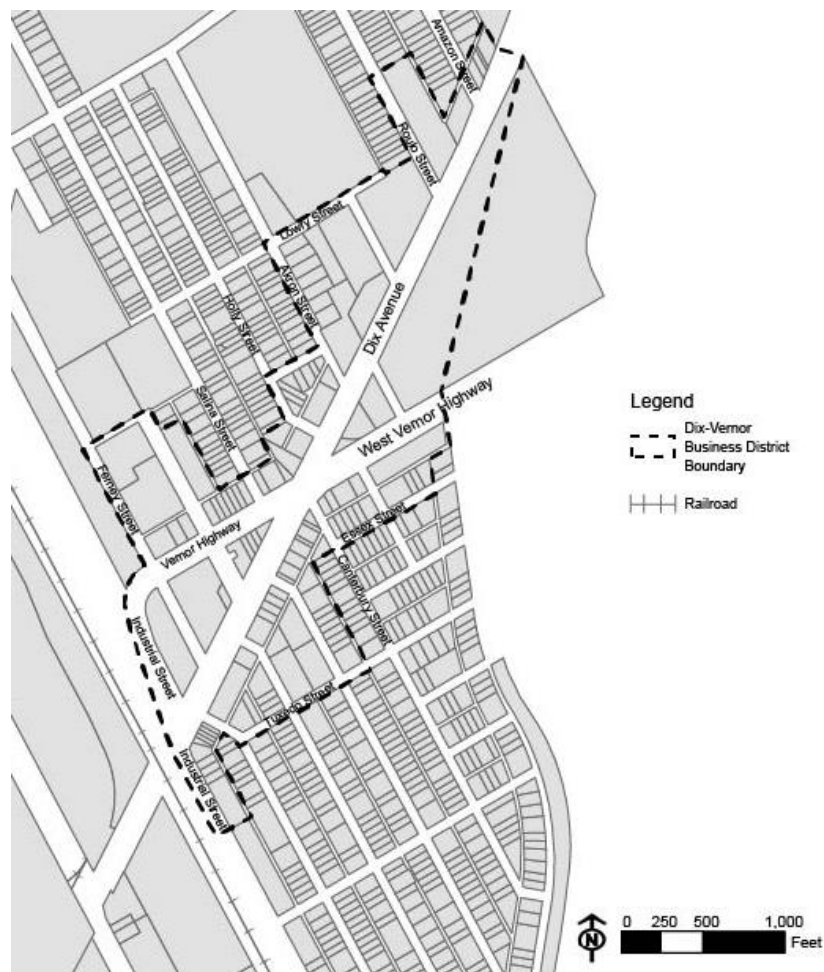
**Commissary kitchen.** A commercial kitchen that food businesses can rent to prepare, store, and cook food.

**Food trucks.** A business serving or offering for sale food and/or beverages from a mobile food unit which shall mean a fully enclosed vehicle or trailer that is also licensed by the state as a mobile food service establishment or special transitory food unit.

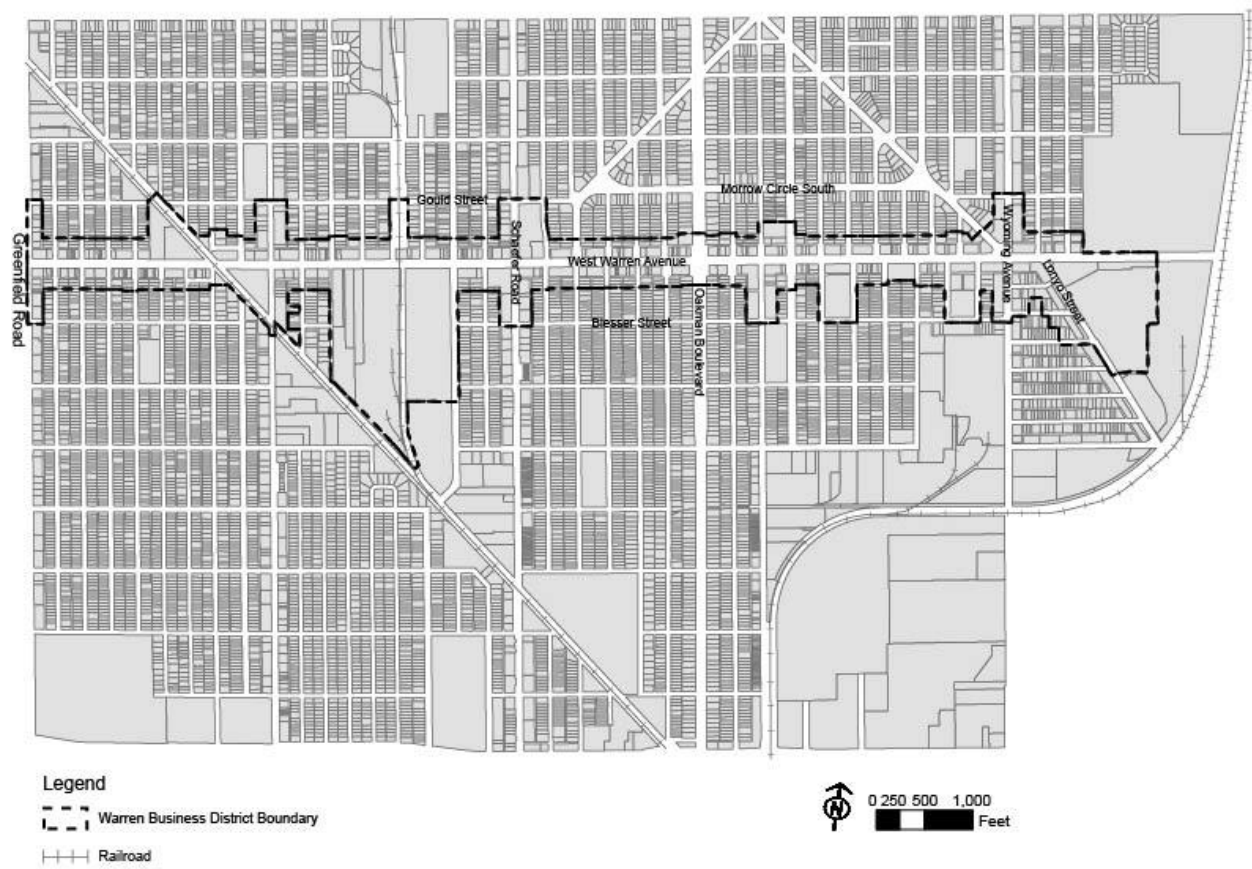
**Food truck park.** A parcel of land where one or more food trucks congregate to sell food or beverages to the general public.

**Dix-Vernor Business District Improvement Authority.** This district is located in the south east portion of Dearborn and generally includes properties fronting the intersection of Dix and Vernor and extending toward Industrial to the west and Amazon to the east as shown in the map below. The full legal description of this business district can be found in the “Development Plan and Tax increment Financing Plan” as approved by City Council Resolution No. 12-674-15., along with any subsequent amendments as approved by City Council.





**Warren Business District Improvement Authority.** This district is located in the north east portion of Dearborn and generally includes properties fronting Warren Avenue from Greenfield to Wyoming, with additional properties in close proximity to Warren Avenue along certain side streets as shown in the map below. The full legal description of this business district can be found in the “Development Plan and Tax increment Financing Plan” as approved by City Council Resolution No. 12-675-15., along with any subsequent amendments as approved by City Council.



**ORDINANCE NO. xx-xx  
AN ORDINANCE TO AMEND THE ZONING ORDINANCE  
OF THE CITY OF DEARBORN BY AMENDING  
ARTICLE 7.00, ENTITLED  
“SITE DEVELOPMENT STANDARDS APPLICABLE TO SPECIFIC USES”**

**THE CITY OF DEARBORN ORDAINS TO:**

**Amend Article 7.00 of the Zoning Ordinance of the City of Dearborn to include the following:**

**ARTICLE 7.00: Site Development Standards Applicable to Specific Uses**

**Sec. 7.02. - Site development standards for nonresidential uses.**

**BB. Food truck park**

- 1. Use restrictions.** The principal and sole use of the property must be a food truck park.
- 2. Food truck requirements.** Food trucks on the site must have a valid food truck license. All food trucks must remain moveable and operational at all times.
- 3. Building requirements.** A food truck park must include a permanent building on the property which provides essential services to ensure the use operates efficiently and consistent with health code standards. The building must contain the following:
  - A. A facility which operates as the food truck park’s licensed mobile food establishment commissary.
  - B. Access to washroom facilities for patrons based upon occupant load. At a minimum, two-bathrooms must be provided.
- 4. Site layout.** Any areas on the property where food trucks are proposed to be in use or parked must be identified on the approved site plan. Food trucks must remain on paved areas at all times.

- 3. Outdoor storage prohibited.** There shall be no outside storage of any goods, inventory, or equipment.
- 4. Sanitation.** A dumpster enclosure is required on the property per Sec. 2.14. A. Installation of an exterior gravity grease interceptor, or other alternative treatment technology, is required, and is subject to all applicable requirements under the law, including but not limited to the Michigan Plumbing Code and applicable plumbing and sanitation requirements found in the City's Code of Ordinances. External waste grease storage is prohibited.
- 5. Electrical requirements.** Permanent electrical outlets must be provided for each individual food truck. Use of generators is prohibited.
- 6. Outdoor dining.** Outdoor dining is considered a permitted accessory use subject to the following regulations:
  - A. The occupant load of the outdoor dining area shall not exceed fifty (50) percent of the interior customer/patron occupant load of the building (occupant load to be determined per the Building Code).
  - B. The hours of operations are limited to 7:00 a.m. and 12:00 a.m. or the operating hours of the building, whichever is more restrictive.
  - C. All outdoor dining areas must be buffered and protected from vehicles. Appropriate measures include but are not limited to fencing, landscaping, and planter boxes.

**ORDINANCE NO. xx-xx**  
**AN ORDINANCE TO AMEND THE ZONING ORDINANCE**  
**OF THE CITY OF DEARBORN BY AMENDING**  
**ARTICLE 16.00, ENTITLED**  
**“BC, GENERAL BUSINESS DISTRICT”**

**THE CITY OF DEARBORN ORDAINS TO:**

**Amend Article 16.00 of the Zoning Ordinance of the City of Dearborn to include the following:**

**ARTICLE 16.00: BC, General Business District**

**Sec. 16.02. - Permitted uses and structures.**

A. **Principal uses and structures.** In all areas zoned B-C, General Business District, no building shall be erected, used, or structurally altered, nor shall the land or premises be used in whole or in part, except for one (1) or more of the following principal permitted uses:

1. All uses permitted in a B-B District.
2. Service establishments including, but not limited to, a workshop maintained by electricians, plumbers, painters, upholsterers, printers, when in conjunction with retail establishments that offer merchandise of a related nature.
3. Greenhouses or nurseries.
4. Public utility buildings, telephone exchange buildings, electric transformer stations and substations, gas regulator stations with service yards but without storage yards, and water and sewage pumping stations.
5. Automobile dealerships selling new and used automobiles.
6. Fast food and carry-out restaurants.
7. Other uses not specifically listed in this ordinance, after determination by the director of building and safety that such use is similar to other permitted uses in this district.
8. Accessory structures and uses customarily incidental to the above permitted use.
9. Automobile filling and/or repair stations which may also provide retail sales of prepackaged food products for consumption off premises, and other small consumer convenience items.
10. Arcades and pool or billiard halls.
11. Hospitals.

B. **Special land uses.** The following uses may be permitted, subject to the conditions specified for each use, review and approval of the site plan, any special conditions imposed during the course of review, and the provisions set forth in [Article 7.00](#) and [Article 32.00](#).

1. All special land uses permitted in the B-B Community Business District as stated in Section [15.02B](#).

2. Multiple-family dwellings to include rental apartments and condominium units.

3. Sale of used automobiles only.

4. Car wash establishments.

5. Bus terminals, cab stands, and other transit facilities.

6. Drive-in movie establishments.

7. Indoor motion picture theaters and rental halls.

8. Open air businesses.

9. Recreation facilities, indoor and outdoor.

10. Alternative financial establishments.

11. Day laborer agencies.

12. Regulated uses as set forth in Section [7.05](#).

13. Motels or hotels, subject to the provisions in Section [7.02](#).

**14. Food truck parks, subject to the provisions in Section 7.02 BB, but prohibited within the West Downtown District, as defined in Article 27.00, the BD- Downtown Business District, as defined in Article 17.00, and the Dix-Vernor & Warren Business District Improvement Authorities, as defined in Article 1.00.**

**ORDINANCE NO. xx-xx**  
**AN ORDINANCE TO AMEND THE ZONING ORDINANCE**  
**OF THE CITY OF DEARBORN BY AMENDING**  
**ARTICLE 18.00, ENTITLED**  
**“I-A, LIGHT INDUSTRIAL DISTRICT”**

**THE CITY OF DEARBORN ORDAINS TO:**

**Amend Article 18.00 of the Zoning Ordinance of the City of Dearborn to include the following:**

**ARTICLE 18.00: IA, Light Industrial District**

**Sec. 18.02. - Permitted uses and structures.**

**A. Principal uses and structures.** In all areas zoned I-A, Light Industrial District, no building shall be erected, used, or structurally altered, nor shall the land or premises be used in whole or in part, except for one (1) or more of the following principal permitted uses:

1. Any use charged with the principal function of basic research, design and pilot or experimental product development when conducted within a completely enclosed building. The growing of any vegetation requisite to the conducting of basic research shall be excluded from the requirement of enclosure.

2. Any use as permitted and regulated in the T-R, Technology and Research District and O-S, Business Office District as long as it primarily services the employees of the principal I-A use.

3. Research and office uses related to permitted industrial operations.

4. Any of the following uses when conducted wholly within a completely enclosed building:

(a) Warehousing and wholesale establishments, tool, die, gauge and machine shops.

(b) The manufacture, compounding, processing, packaging or treatment of such products as: cosmetics, pharmaceutical, toiletries, food products, hardware and household supplies.

(c) The manufacture, compounding, assembling or treatment of articles or merchandise from the following previously prepared materials: bone, canvas, cellophane, cloth, cork, feathers, felt, fiber, fur, glass, hair, horn, leather, paper, plastics, precious or semi-precious metals or stones, sheet metal (excluding large stampings such as automobile fenders or bodies), ferrous and nonferrous metals (excluding large castings and fabrications), shell, textiles, tobacco, wax, wire, wood (excluding saw and planing mills), and yams.

(d) The manufacture of pottery and figures or other similar ceramic products using only previously pulverized clay and kilns fired only by electricity or gas.

(e) Manufacture of musical instruments, toys, novelties, and metal or rubber stamps or other small molded rubber products (not including pneumatic tires).

(f) Manufacture or assembly of electrical appliances, electronic instruments and devices, radios and phonographs.

(g) Laboratories—Experimental, film or testing.

(h) Mini-warehouses subject to the provisions in Section [7.02K](#).

(i) Labs.

(j) Data processing.

5. Warehouse, storage and transfer uses and electric and gas service buildings, public utility buildings, telephone exchange buildings, electrical transformer stations and substations and gas regulator stations, provided that outside storage is not permitted for any of these uses.

6. The parking of trucks and truck trailers incidental to any of the above permitted uses, not to exceed seven (7) continuous days.

7. Commercial kennels subject to the provisions in Section [7.02J](#).

8. Uses and structures accessory to the above, subject to the provisions in Section [2.03](#). Accessory office and sales operations may be permitted where such activities are clearly incidental to the principal industrial use, subject to the provisions in Section [7.04](#).

9. Regional newspaper distribution centers, provided that loading and unloading area is provided on the site.

10. Tree trimming services.

### **11. Commissary kitchens.**

**B. Uses prohibited.** Manufacturing development which creates unusual danger from fire, explosions, toxic and noxious matter, radiation and other hazards and which cause noxious, offensive, unhealthful and harmful odors, fumes, dust, smoke, light, waste, noise or vibration is prohibited.

**C. Special land uses.** The following uses may be permitted subject to the conditions specified for each use, review and approval of the site plan, any special conditions imposed during the course of review, and the provisions set forth in [Article 32.00](#).

1. Automobile repair garages, including minor and major repair, subject to the provisions in Section [7.02B](#)., and provided that all operations are carried on within a completely enclosed building.

2. Radio and television transmitting and receiving towers, subject to the provisions in Section [7.02P](#).



3. Metal plating, buffing, and polishing operations.
4. Construction equipment and related equipment sales, leasing, and storage, subject to the following conditions:
  - (a) Where feasible, equipment shall be stored inside. Open storage structures may be permitted by the plan commission, provided that such structures are enclosed on three (3) sides and have a roof.
  - (b) Storage yards shall be screened from any abutting public or private road in accordance with Section [5.02E](#).
5. Contractor's storage yards, provided that such yards are completely enclosed within an eight (8) foot masonry wall or screening, in accordance with Section [5.02\(E\)](#).
6. Millwork, lumber, and planing mills when completely enclosed and located on the interior of the district so that no property line forms the exterior boundary of the I-A District.
7. Retail sales, gun ranges, commercial service, storage, or repair of any firearms, handguns, long guns, rifles, shotguns, ammunition, gun powder, explosives or blasting agents as partial or sole use of an individual structure or building subject to not being located closer than a seven-hundred-(700)-foot radius distance to the nearest residential zoning district, residential land use, church or place of worship, and public or private school.
8. Day laborer agencies.
9. Accessory retail or service uses that are intended to serve the occupants and patrons of the principal use, provided that any such use shall be an incidental use occupying no more than five percent (5%) of a building that accommodates a principal permitted use. Permitted accessory retail and service uses shall be limited to the following:
  - (a) Retail establishments that deal directly with the consumer and generally serve the convenience shopping needs of workers and visitors, such as convenience stores, drug stores, uniform supply stores, or similar retail businesses.
  - (b) Personal service establishments which are intended to serve workers or visitors in the district, such as dry cleaning establishments, travel agencies, tailor shops, or similar service establishments.
  - (c) Restaurants, cafeterias, or other places serving food and beverages for consumption within the building.
  - (d) Financial institutions, including banks, credit unions, and savings and loan associations.
10. Indoor Recreation Facilities, in the IA District only, subject to the provisions in Section 7.02 Q(2).

**11. Food truck courts, in the IA District only, subject to the provisions in Section 7.02 BB, but prohibited within the West Downtown District, as defined in Article 27.00, the BD- Downtown Business District, as defined in Article 17.00, and the Dix-Vernor & Warren Business District Improvement Authorities, as defined in Article 1.00.**

**ORDINANCE NO. xx-xx**  
**AN ORDINANCE TO AMEND THE ZONING ORDINANCE**  
**OF THE CITY OF DEARBORN BY AMENDING**  
**ARTICLE 4.00, ENTITLED**  
**“OFF-STREET PARKING AND LOADING REQUIREMENTS”**

**THE CITY OF DEARBORN ORDAINS TO:**

**Amend Article 4.00 of the Zoning Ordinance of the City of Dearborn to include the following:**

**ARTICLE 4.00: Short Title, Rules of Construction and Definitions**

Sec. 4.01 C. Minimum number of spaces required.

**11. SCHEDULE OF OFF-STREET PARKING**

(C)	BUSINESS AND COMMERCIAL USES		
(30)	<b>Food Truck Park</b>	<b>1.0</b>	<b>180 sq. ft. of dining areas</b>
(E)	INDUSTRIAL USES		
(1)	Contractor or Construction Use	3.0	Employee
(2)	Manufacturing Establishments, <b>Commissary Kitchens</b> or Establishments for Industrial production, Processing, Assembly, Research, Compounding, Preparation, Cleaning, Servicing, Testing, Repair, plus Accessory Business Offices and Storage Facilities	1.0 0.5	750 sq. ft. of gross floor area, or per employee, whichever is greater



# FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

### Immediate Effect Requested

**REQUEST:** Award of Contract for Excess Workers' Compensation Insurance with Nickel & Saph, Inc. (broker) through Midwest Employers Casualty Company (carrier).

**DEPARTMENT:** Purchasing, on behalf of the Legal Department.

**BRIEF DESCRIPTION:** Purchasing, on behalf of the Legal Department, recommends the competitive purchase of Excess Workers' Compensation Insurance from Nickel & Saph, Inc. (broker) through Midwest Employers Casualty Company (carrier). The contract shall be for a three-year term with one (1) three-year renewal option.

**PRIOR COUNCIL ACTION:** CR 3-97-20 awarded a one-year contract with up to (4) one-year renewal options to Nickel & Saph, Inc. (broker) through Midwest Employers Casualty Company (carrier), pending satisfactory performance by the vendor. CR 3-91-24 awarded the fourth and final renewal of the contract for the period from April 7, 2024 through April 6, 2025.

**BACKGROUND:** The City's existing Excess Workers' Compensation Insurance will expire on July 1, 2025. The coverage was obtained under a short-term extension of the City's contract with Nickel & Saph, Inc. (broker) through Midwest Employers Casualty Company (carrier) that was valid from April 7, 2024 through April 6, 2025 with an annual premium of \$97,942. The short-term extension, valid from April 7, 2025 through July 1, 2025, was obtained at a cost of \$22,808 in order to allow time to complete the procurement process to award a new contract.

During the procurement process, one viable bid was received for the new contract. Through the new contract, Nickel & Saph, Inc. (broker) through Midwest Employers Casualty Company (carrier) will provide the same coverage that the City currently secures at a fixed, annual premium of \$86,571 for the first year. The self-insured retention amounts of \$600,000 for general employee claims and \$750,00 for Police and Fire employee claims will remain the same as under the expiring contract. The new three-year contract will commence on July 1, 2025 and expire on June 30, 2028.

**FISCAL IMPACT:** Obtain Excess Workers' Compensation Insurance for \$86,571 for the first year.

**COMMUNITY IMPACT:** N/A

**IMPLEMENTATION TIMELINE:** The resulting contract shall be binding upon execution and shall be valid from July 1, 2025 through June 30, 2028.

**COMPLIANCE/PERFORMANCE METRICS:** Purchasing and Legal will ensure contract execution.

**FINANCE****EXECUTIVE SUMMARY AND MEMORANDUM**

---

**TO:** City Council  
**FROM:** City Administration  
**VIA:** Mayor Abdullah H. Hammoud  
**SUBJECT:** Award of Contract for Excess Workers' Compensation Insurance  
**DATE:** March 25, 2025

---

**Budget Information**

Adopted Budget: \$97,000  
Amended Budget: \$97,000  
Requested Amount: \$86,571 Future FY contingent upon adoption of the respective fiscal year budgets  
Funding Source: Workers' Compensation Fund, Law Department, Insurance and Bonds  
Supplemental Budget: N/A

**Summary of Request**

Purchasing, on behalf of the Legal Department, recommends the competitive purchase of Excess Workers' Compensation coverage from Nickel & Saph, Inc. (broker) through Midwest Employers Casualty Company (carrier). The contract shall be for a three-year term with one (1) three-year renewal option. Nickel & Saph, Inc. was able to provide a fixed, annual premium for the initial year of the contract (\$86,571 per year) for the specified coverage.

It is respectfully requested that Council authorize the award with immediate effect in order to avoid gaps in coverage and maintain coverage at the fixed annual premium. The resulting contract shall not be binding until fully executed. The renewals will be presented to Council for authorization when premiums for additional contract years can be determined.

**Background and Justification**

The City's existing Excess Workers' Compensation Insurance will expire on July 1, 2025. The coverage was obtained under a short-term extension of the City's contract with Nickel & Saph, Inc. (broker) through Midwest Employers Casualty Company (carrier) that was valid from April 7, 2024 through April 6, 2025 with an annual premium of \$97,942. The short-term extension, valid from April 7, 2025 through July 1, 2025, was obtained at a cost of \$22,808 in order to allow time to complete the procurement process to award a new contract.

During the procurement process, one viable bid was received for the new contract. Through the new contract, Nickel & Saph, Inc. (broker) through Midwest Employers Casualty Company (carrier) will provide



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

the same coverage that the City currently secures at a fixed, annual premium of \$86,571 for the first year. The self-insured retention amounts of \$600,000 for general employee claims and \$750,00 for Police and Fire employee claims will remain the same as under the expiring contract. The new three-year contract will commence on July 1, 2025 and expire on June 30, 2028.

Procurement Process

Purchasing solicited bids with process details as follows:

Process: Invitation to Bid (ITB)

Issue Date: February 14, 2025

Deadline Date: March 19, 2025

Vendors Solicited: 113

Solicitations Obtained: 17

Bids Received: 1

The bids were evaluated with the assistance of key staff from the Legal Department. The single viable bid is shown in the following bid summary:

Annual Excess Workers' Compensation Coverage - Nickel & Saph, Inc.					
	Initial Contract	Initial Contract	Initial Contract	Renewal One	
Description	2025/2026	2026/2027	2027/2028	2029/2030	2030/2031
Annual Premium	\$86,571	\$86,571	N/A	N/A	N/A

Nickel & Saph, Inc. was found to have submitted the lowest responsive and responsible bid. The procurement process was in accordance with the Procurement Ordinance and all internal policies and procedures. The Purchasing Division requests approval to proceed with the procurement.



**FINANCE**

## EXECUTIVE SUMMARY AND MEMORANDUM

### Prepared By:

DocuSigned by:

*Mark Rozinsky*

Mark Rozinsky, Purchasing Manager

### Department Approval:

DocuSigned by:

*Rebecca Schultz*

Rebecca Schultz, Assistant Corporation Counsel

### Budget Approval:

DocuSigned by:

*Michael Kennedy*

Michael Kennedy, Finance Director/Treasurer

### Corporation Counsel Approval:

DocuSigned by:

*Jeremy Romer*

Jeremy J. Romer, Corporation Counsel



## EXECUTIVE SUMMARY AND MEMORANDUM

---

### REQUEST:

The Fire Department is requesting Council to accept and authorize the Finance Director or designee to recognize and appropriate the \$5 million Michigan Department of Labor and Economic Opportunity Grant. These funds are for Fire Department Facility Projects and Improvements. There is no local match.

### DEPARTMENT:

Fire Department

### BRIEF DESCRIPTION

The Fire Department was awarded a \$5 million dollar grant for fire department facility projects and improvements through the Michigan Department of Labor and Economic Opportunity. Recently a facility assessment was conducted on all fire department properties and upon recognition facility improvement projects will begin to be put out for bid.

---

### PRIOR COUNCIL ACTION: N/A

---

### BACKGROUND

The Fire Department was awarded a \$5 million dollar grant for fire department facility projects and improvements through the Michigan Department of Labor and Economic Opportunity. Recently a facility assessment was conducted on all fire department properties and upon recognition facility improvement projects will begin to be put out for bid

---

### FISCAL IMPACT:

Grant funding of \$5 million dollars for fire department facility projects, repairs and rehabilitations.

---

### COMMUNITY IMPACT:

The community will benefit through the investment into our infrastructure which will ensure fire department facilities will continue to support emergency services for years to come.

---





## EXECUTIVE SUMMARY AND MEMORANDUM

---

### **IMPLEMENTATION TIMELINE:**

The Fire Department recently conducted a facility assessment with a third-party vendor. We are prepared to begin the procurement process on numerous projects, repairs and upgrades to fire department facilities.

---

### **COMPLIANCE/PERFORMANCE METRICS:**

The Fire Department Support Services Division will be responsible for the day to day follow up with all contractors while the Fire Administration shall be responsible for grant management and reporting.



## EXECUTIVE SUMMARY AND MEMORANDUM

---

**TO:** City Council

**FROM:** Fire Chief Joseph Murray

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Acceptance of 2024 Michigan Department of Labor and Economic Opportunity Grant for Fire Department facility improvements

**DATE** March 18, 2025

---

### Budget Information

**Projects:** K25025

**Total Approved Project Budget:** \$0

**Available Project Budget:** \$0

**Requested Amount:** \$5,000,000

**Funding Source:** Facility Fund, Fire, Capital Project Support, Undistributed Approp

**Supplemental Budget:** N/A

### Summary of Request

The Fire Department is requesting Council to accept and authorize the Finance Director or designee to recognize and appropriate the \$5 million Michigan Department of Labor and Economic Opportunity Grant. These funds are for Fire Department Facility Projects and Improvements. There is no local match.

### Background and Justification

The Fire Department was awarded a \$5 million dollar grant for fire department facility projects and improvements through the Michigan Department of Labor and Economic Opportunity. Recently a facility assessment was conducted on all fire department properties and upon recognition facility improvement projects will begin to be put out for bid. There is no local match with this grant.



## EXECUTIVE SUMMARY AND MEMORANDUM

---

### Signature Page

*Fire Chief to add signature spots in Docusign*

DocuSigned by:

*Joseph Murray*

03FD550B1D2F4D0...

Joseph Murray  
Fire Chief

DocuSigned by:

*Jeremy Romer*

E7A573BA25E3460...

Jeremy Romer  
Corporation Counsel

Michael Kennedy  
Finance Director



## EXECUTIVE SUMMARY AND MEMORANDUM

---

### REQUEST:

The Fire Department is requesting approval collect money on street corners to “Stuff the Boot” for the Neighbors United Charitable Organization which provides assistance to firefighters diagnosed with cancer within the State of Michigan. The requested collection dates are May 2 through May 11, 2025

### DEPARTMENT:

Fire Department

### BRIEF DESCRIPTION

The Dearborn Fire Department and Neighbors United are seeking approval for a “Stuff the Boot” collection in the City of Dearborn, scheduled for May 2 through May 11. This event aims to raise funds for the 47 Michigan firefighters affected by cancer and their families, including the family of our own Captain Jeremy Watkins. Last year was a great success, as the Dearborn Fire Department, in collaboration with Neighbors United and the citizens of Dearborn, helped raise nearly \$25,000. The Dearborn Fire Department also won the fire department fundraising challenge, earning a plaque.

---

### PRIOR COUNCIL ACTION:

March 20, 2024. Approval of same activity in 2024

---

### BACKGROUND

Neighbors United is a 501(c)(3) nonprofit organization dedicated to supporting families in need, with a special focus on firefighters battling occupational cancer. Founded in 2019 by Macomb Township, MI firefighter and president Joe Warne, the organization launched the #walkfortheRED initiative to raise awareness and funds for affected firefighters. This annual fundraiser was inspired by the increasing incidence of occupational cancer among firefighters, now recognized as the leading cause of line-of-duty deaths in the profession. Through these efforts, Neighbors United has assisted hundreds of firefighting families, distributing nearly \$1 million between 2019 and 2024, with an annual goal of providing up to \$5,000 to each affected firefighter or their family during their gala events. Studies indicate that firefighters face a 25% higher risk of developing cancer compared to other professions, largely due to exposure to carcinogens released from burning modern building materials like plastics and engineered lumber. Neighbors United remains committed to mitigating this risk and supporting those impacted within the fire service community.

---

### FISCAL IMPACT:

None.

---



## EXECUTIVE SUMMARY AND MEMORANDUM

---

### **COMMUNITY IMPACT:**

All monies raised go directly to firefighters effected by cancer. Multiple members of the Dearborn Fire Department who have been diagnosed with Cancer has received support from this organization.

---

### **IMPLEMENTATION TIMELINE:**

Requesting approval for collection from May 2 through May 11, 2025.

---

### **COMPLIANCE/PERFORMANCE METRICS:**

The Fire Department will ensure compliance with all applicable ordinances and safety requirements. A copy of Certificate of Liability Insurance was obtained.



EXECUTIVE SUMMARY AND MEMORANDUM

---

**TO:** City Council

**FROM:** Fire Chief Joseph Murray

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Neighbors United “Stuff the Boot” collection request

**DATE** March 19, 2025

---

**Budget Information**

Add info or N/A if not applicable

Adopted Budget:	N/A
Amended Budget:	N/A
Requested Budget:	N/A
Funding Source:	N/A
Supplemental Budget:	N/A

**Summary of Request**

The Dearborn Fire Department and Neighbors United are seeking approval for a “Stuff the Boot” collection in the City of Dearborn, scheduled for May 2 through May 11. This event aims to raise funds for the 47 Michigan firefighters affected by cancer and their families, including the family of our own Captain Jeremy Watkins. Last year was a great success, as the Dearborn Fire Department, in collaboration with Neighbors United and the citizens of Dearborn, helped raise nearly \$25,000. The Dearborn Fire Department also won the fire department fundraising challenge, earning a plaque. All applicable laws, ordinances and policies will be followed during the collection events.

---

**Background and Justification**

Neighbors United is a 501(c)(3) nonprofit organization dedicated to supporting families in need, with a special focus on firefighters battling occupational cancer. Founded in 2019 by Macomb Township, MI firefighter and president Joe Warne, the organization launched the #walkfortheRED initiative to raise awareness and funds for affected firefighters. This annual fundraiser was inspired by the increasing incidence of occupational cancer among firefighters, now recognized as the leading cause of line-of-duty deaths in the profession. Through these efforts, Neighbors United has assisted hundreds of firefighting families, distributing nearly \$1 million between 2019 and 2024, with an annual goal of providing up to



## EXECUTIVE SUMMARY AND MEMORANDUM

---

\$5,000 to each affected firefighter or their family during their gala events. Studies indicate that firefighters face a 25% higher risk of developing cancer compared to other professions, largely due to exposure to carcinogens released from burning modern building materials like plastics and engineered lumber. Neighbors United remains committed to mitigating this risk and supporting those impacted within the fire service community.



## EXECUTIVE SUMMARY AND MEMORANDUM

---

### Signature Page

DocuSigned by:

*Joseph Murray*

03FD550B1D2F4D0...

Joseph Murray  
Fire Chief

DocuSigned by:

*Jeremy Romer*

E7A573BA25E3460...

Jeremy Romer  
Corporation Counsel





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/7/2025

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> First Independent Insurance Agency 15945 Canal Rd.  Clinton Township MI 48038  <b>INSURED</b> Neighbors United 46839 Fox Run Dr  Macomb MI 48044	<b>CONTACT NAME:</b> Francine Ames <b>PHONE (A/C, No, Ext):</b> (586) 247-2220 <b>FAX (A/C, No):</b> (586) 247-7570 <b>E-MAIL ADDRESS:</b> francine.ames@insurefida.com <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: Pacific Employers Insurance Company</td> <td>22748C</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Pacific Employers Insurance Company	22748C	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Pacific Employers Insurance Company	22748C														
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES****CERTIFICATE NUMBER:** 2024 Master**REVISION NUMBER:**

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>A</b>	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>	<b>X</b>	<b>Y</b>	D96159626	5/25/2024	5/25/2025	EACH OCCURRENCE \$ 2,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000	
							MED EXP (Any one person) \$ 5,000	
							PERSONAL & ADV INJURY \$ 2,000,000	
							GENERAL AGGREGATE \$ 4,000,000	
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:							PRODUCTS - COMP/OP AGG \$ 4,000,000	
<b>A</b>	<b>AUTOMOBILE LIABILITY</b>			D96159626	5/25/2024	5/25/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000	
	<input type="checkbox"/> ANY AUTO							BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						<input type="checkbox"/> SCHEDULED AUTOS	BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						<input checked="" type="checkbox"/> NON-OWNED AUTOS	PROPERTY DAMAGE (Per accident) \$
								\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$	
	<b>EXCESS LIAB</b>						<input type="checkbox"/> OCCUR	AGGREGATE \$
	<input type="checkbox"/> CLAIMS-MADE						\$	
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						Y/N	E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						N/A	E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

City of Dearborn  
 16901 Michigan Ave  
 Dearborn, MI 48126

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

Tom Sokol / FRAMES

© 1988-2014 ACORD CORPORATION. All rights reserved.

ACORD 25 (2014/01)

The ACORD name and logo are registered marks of ACORD

INS025 (201401)

**COMMENTS/REMARKS**

The City of Dearborn, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the City and within appointment of its operating budget including the City of Dearborn are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by the City of Dearborn per Form BOP-47635a (07/16) when required by written agreement. A Waiver of Subrogation applies in favor of the Additional Insured in regards to General Liability per Form BOP-47635a (07/16) when required by written agreement.

## BUSINESSOWNERS LIABILITY ENHANCEMENTS ENDORSEMENT

Named Insured <b>NEIGHBORS UNITED</b>			Endorsement Number <b>BOP47635a0716</b>
Policy Symbol <b>CLU</b>	Policy Number <b>D96159626</b>	Policy Period <b>05-25-2023 to 05-25-2024</b>	Effective Date of Endorsement <b>05-25-2023</b>
Issued By (Name of Insurance Company) <b>Pacific Employers</b>			

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**This endorsement modifies insurance provided under the following:**

### BUSINESSOWNERS COVERAGE FORM

#### TABLE OF CONTENTS

	<b>Page</b>
Supplementary Payments – Bail Bonds And Bonds To Appeal Judgments – No Sublimit	2
Medical Expenses – Three Years To Report Expenses	2
Non-Owned Watercraft Under 55 Feet	2
Non-Owned Aircraft	2
Damage To Property – Exception For Equipment Loaned Or Rented To Insured	2
Who Is An Insured – Subsidiaries Or Newly Acquired Or Formed Organizations	3
Who Is An Insured – Employees (Including For CPR and First Aid) And Volunteer Workers	3
Additional Insured – Lessor Of Leased Equipment	4
Additional Insured – Managers Or Lessors Of Premises	4
Additional Insured - Vendors	5
Additional Insured – Other Persons Or Organizations Pursuant To Contract Or Agreement	6
Damage To Premises Rented To You – \$1,000,000	7
Per Location General Aggregate Limit With Combined Total Aggregate Limit	8
Knowledge/Notice Of Occurrence	9
Bodily Injury, Including Resulting Mental Anguish	9
Coverage Territory, Limited Worldwide	10
Personal Injury, Including Discrimination, Harassment And Segregation	10
Unintentional Failure To Disclose Hazards	10
Other Insurance, Including Primary Provision	10
Waiver Of Subrogation Required By Contract	11

This endorsement modifies the coverages provided under the Businessowners Coverage Form.

Notwithstanding anything to the contrary, the provisions of the Businessowners Coverage Form apply, except as provided in this endorsement. The titles of the various paragraphs of this endorsement are inserted solely for convenience or reference and are not to be deemed in any way to limit or affect the provisions to which they relate.

#### **A. SUPPLEMENTARY PAYMENTS – BAIL BONDS AND BONDS TO APPEAL JUDGMENTS - NO SUBLIMIT**

In **Section II - Liability**, Paragraph **A. Coverages**, **1. f. Coverage Extension – Supplementary Payments**, subparagraphs **(1)(b) and (c)** are replaced by the following:

- (b)** The cost of bail bonds, but only for bond amounts within the available limit of insurance. We do not have to furnish these bonds.

- (c) The cost of bonds to appeal judgments or release attachments, but only for amounts within the available limit of insurance. We do not have to furnish these bonds.

#### **B. MEDICAL EXPENSES – THREE YEARS TO REPORT EXPENSES**

In **Section II – Liability**, Paragraph **A. Coverages, 2. Medical Expenses**, subparagraph **a.(b)** is replaced by the following:

- (b) The expenses are incurred and reported to us within three years of the date of the accident; and

#### **C. NON-OWNED WATERCRAFT UNDER 55 FEET**

In **Section II - Liability**, Paragraph **B. Exclusions**, subparagraph (2) of Exclusion **1.g. Aircraft, Auto Or Watercraft** is replaced by the following:

This exclusion does not apply to:

- (2) A watercraft you do not own that is:
  - (a) Less than 55 feet long; and
  - (b) Not being used to carry persons or property for a charge;

#### **D. NON-OWNED AIRCRAFT**

In **Section II - Liability**, Paragraph **B. Exclusions**, the following exception is added to Exclusion **1.g. Aircraft, Auto or Watercraft in Section II – Liability**:

This exclusion does not apply to an aircraft you do not own provided:

1. The pilot in command holds a currently effective certificate, issued by the duly constituted authority of the United States of America or Canada, designating that person as a commercial or airline transport pilot;
2. It is rented with a trained, paid crew; and
3. It does not transport persons or cargo for a charge.

#### **E. DAMAGE TO PROPERTY - EXCEPTION FOR EQUIPMENT LOANED OR RENTED TO THE INSURED**

In **Section II - Liability**, Paragraph **B. Exclusions**, the following exception is added to Exclusion **1.k. Damage To Property**:

Paragraphs (3) and (4) of this exclusion do not apply to “property damage” to equipment rented or loaned to the insured, provided such equipment is not being used to perform any operations at a construction job site.

#### **F. WHO IS AN INSURED - SUBSIDIARIES OR NEWLY ACQUIRED OR FORMED ORGANIZATIONS**

In **Section II - Liability**, Paragraph **C. Who is an Insured** is amended to include the following:

If there is no other insurance available, each of the following is also a Named Insured:

1. A subsidiary organization of the first Named Insured shown in the Declarations of which, at the beginning of the policy period and at the time of loss, the first Named Insured controls, either directly or indirectly, more than 50 percent of the interests entitled to vote generally in the election of the governing body of such organization; or
2. A subsidiary organization of the first Named Insured shown in the Declarations that the first Named Insured acquires or forms during the policy period, if at the time of loss the first Named Insured controls, either directly or indirectly, more than 50 percent of the interests entitled to vote generally in the election of the governing body of such organization.

#### **G. WHO IS AN INSURED - EMPLOYEES (INCLUDING CPR AND FIRST AID) AND VOLUNTEER WORKERS**

In **Section II - Liability**, Paragraph **C. Who is an Insured**, Paragraph **2.a.** is replaced by the following:

2. Each of the following is also an insured:
  - a. Your "employees" but only for acts within the scope of their employment by you or while performing duties related to the conduct of your business. However, no "employee" is an insured for:
    - (1) "Bodily injury" or "personal and advertising injury":
      - (a) To you, to any of your directors, managers, members, "executive officers" or partners (whether or not an "employee") or to any co-"employee" while such injured person is either in the course of his or her employment or while performing duties related to the conduct of your business;
      - (b) To the brother, child, parent, sister or spouse of such injured person as a consequence of any injury described in Paragraph (a) above; or
      - (c) For which there is any obligation to share damages with or repay someone else who must pay damages because of any injury described in Paragraph (a) or (b) above.

With respect to "bodily injury" only, the limitations described in Paragraph **2.a.(1)** above do not apply to you or to your directors, managers, members, "executive officers", partners or supervisors as insureds. The limitations also do not apply to your "employees" as insureds, with respect to such damages caused by cardiopulmonary resuscitation or first aid services administered by such an "employee".

- (2) "Property damage" to any property owned, occupied or used by you or by any of your directors, managers, members, "executive officers" or partners (whether or not an "employee") or by any of your "employees". This limitation does not apply to "property damage" to premises while rented to you or temporarily occupied by you with the permission of the owner.
  - b. Your "volunteer workers", but only while acting within the scope of their activities for you and at your direction.

#### **H. ADDITIONAL INSURED**

In **Section II - Liability**, Paragraph **C. Who is an Insured**, the following is added:

2. Each of the following is also an insured:

## **LESSOR OF LEASED EQUIPMENT**

- e. Any person or organization from whom you lease equipment, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization and only if you are required by a contract or agreement to provide them with such insurance as is afforded by this policy.

However, the insurance afforded to such additional insured:

- (1) Only applies to the extent permitted by law; and
- (2) Will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

## **MANAGERS OR LESSORS OF PREMISES**

- f. Any person or organization from whom you lease premises, but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and only if you are required by a contract or agreement to provide them with such insurance as is afforded by this policy.

However, the insurance afforded to such additional insured:

- (1) Only applies to the extent permitted by law; and
- (2) Will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

- (1) Any "occurrence" that takes place after you cease to be a tenant in such premises.
- (2) Structural alterations, new construction or demolition operations performed by or for such additional insureds.

## **VENDORS**

- g. Any person or organization who is a vendor of "your products", but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business.

However:

- (1) The insurance afforded to such vendor only applies to the extent permitted by law; and
- (2) If coverage provided to the vendor is required by a contract or agreement, the

insurance afforded to such vendor will not be broader than that which you are required by the contract or agreement to provide for such vendor.

With respect to the insurance afforded to these vendors, the following additional exclusions apply:

- (1) This insurance afforded the vendor does not apply to:
  - (a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to the liability for damages that the vendor would have in the absence of the contract or agreement;
  - (b) Any express warranty unauthorized by you;
  - (c) Any physical or chemical change in the product made intentionally by the vendor;
  - (d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
  - (e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
  - (f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;
  - (g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or
  - (h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:
    - (i) The exceptions contained in Subparagraph (d) or (f); or
    - (ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.
- (2) This insurance does not apply to any insured person or organization from whom you have acquired such products, or any ingredient, part or container entering into, accompanying or containing such products.

With respect to the insurance afforded to these vendors, the following is added to Paragraph **D. Liability And Medical Expenses Limits Of Insurance:**

If coverage provided by the vendor is required by a contract or agreement, the most we will pay on behalf of the vendor is the amount of insurance:

- (1) Required by the contract or agreement; or
- (3) Available under the applicable Limits Of Insurance shown in the Declarations;

whichever is less.

This shall not increase the applicable Limits Of Insurance shown in the Declarations.

#### **OTHER PERSONS OR ORGANIZATIONS PURSUANT TO CONTRACT OR AGREEMENT**

**h.** Any persons or organizations that you are required by a contract or agreement to provide with such insurance as is afforded by this policy. However, such a person or organization is an insured only:

- (1)** To the extent such contract or agreement requires the additional insured to be afforded status as an insured; and
- (2)** For activities that did not occur, in whole or in part, before the execution of the contract or agreement.

No person or organization is an insured under this provision:

- (1)** That is more specifically identified under any other provision of Paragraph **C. Who Is An Insured** (regardless of any limitation applicable thereto).
- (2)** With respect to any assumption of liability in a contract or agreement. This limitation does not apply to the liability for damages the additional insured would have in the absence of the contract or agreement.

However, the insurance afforded to such persons or organizations:

- (1)** Only applies to the extent permitted by law; and
- (2)** Will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

The following is added at the end of Paragraph **C. Who Is An Insured**:

No person or organization is an insured with respect to the conduct of any current or past partnership, joint venture or limited liability company that is not shown as a Named Insured in the Declarations.

However, no person or organization is an insured with respect to the:

- a.** Ownership, maintenance or use of any assets; or
- b.** Conduct of any person or organization whose assets, business or organization;

any Named Insured acquires, either directly or indirectly, for any:

- (1)** "Bodily injury" or "property damage" that occurred; or
- (2)** "Personal and advertising injury" arising out of an offense first committed;

in whole or in part, before such acquisition is executed.

With respect to the insurance afforded to the persons or organizations described in Paragraphs **e.**, **f.**, and **h.** above, the following is added to Paragraph **D. Liability And Medical Expenses Limits Of Insurance**:

The most we will pay on behalf of such person or organization is the amount of insurance:



- (1) Required by the contract or agreement; or
- (2) Available under the applicable Limits Of Insurance shown in the Declarations;

whichever is less.

This shall not increase the applicable Limits Of Insurance shown in the Declarations.

#### **I. DAMAGE TO PREMISES RENTED TO YOU – \$1,000,000**

In **Section II - Liability**, Paragraph **D. Liability and Medical Expenses Limits of Insurance**, Paragraphs **3.** and **4.** are deleted and replaced with the following:

- 3.** Subject to the **Liability And Medical Expenses Limits Of Insurance**, the most we will pay under Business Liability Coverage for damages because of "property damage" to any one premises while rented to you or while temporarily occupied by you with permission of the owner is \$1,000,000.

#### **4. Aggregate Limits**

The most we will pay for:

- a.** All "bodily injury" and "property damage" that is included in the "products-completed operations hazard" is twice the Liability and Medical Expenses limit.
- b.** All:
  - (1) "Bodily injury" and "property damage" except damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard";
  - (2) Plus medical expenses;
  - (3) Plus all "personal and advertising injury" caused by offenses committed;is twice the Liability and Medical Expenses Limit.

The Limits of Insurance of Section II – Liability apply separately to each consecutive annual period and to any remaining period of less than 12 months, starting with the beginning of the policy period shown in the Declarations, unless the policy period is extended after issuance for an additional period of less than 12 months. In that case, the additional period will be deemed part of the last preceding period for purposes of determining the Limits of Insurance.

#### **J. PER LOCATION GENERAL AGGREGATE LIMIT WITH COMBINED TOTAL AGGREGATE LIMIT**

In **Section II - Liability**, Paragraph **D. Liability and Medical Expenses Limits of Insurance**, the following is added:

- 1.** Subject to the Combined Total Aggregate Limit shown in the Declarations, for the sum of all damages that the insured becomes legally obligated to pay for all "bodily injury" and "property damage" caused by "occurrences" under Paragraph **A.1.** Business Liability, and for all medical expenses caused by accidents under Paragraph **A.2.** Medical Expenses, which can be attributed only to a single "location":

- a. A separate Location General Aggregate Limit will apply to each "location", and that limit is equal to the Other Than Products/Completed Operations Aggregate Limit shown in the Declarations.
  - b. The separate Location General Aggregate Limit is the most we will pay for the sum of all damages for "bodily injury" or "property damage" under Paragraph **A.1. Business Liability**, except in connection with "bodily injury" or "property damage" included in the "products-completed operations hazard", and for medical expenses under Paragraph **A.2. Medical Expenses**, regardless of the number of:
    - (1) Insureds;
    - (2) Claims made or "suits" brought; or
    - (3) Persons or organizations making claims or bringing "suits".
  - c. Any payments made under Paragraph **A.1.** or under Paragraph **A.2. Medical Expenses** shall reduce the separate Location General Aggregate Limit for that "location". Such payments shall not reduce the Other Than Products/Completed Operations Aggregate Limit shown in the Declarations nor shall they reduce the separate Location General Aggregate Limit for any other "location".
  - d. The limits shown in the Declarations for Each Occurrence, Damage To Premises Rented To You and Medical Expense continue to apply. However, instead of being subject to the Other Than Products/Completed Operations Aggregate Limit shown in the Declarations, such limits will be subject to the applicable separate Location General Aggregate Limit.
2. Subject to the Combined Total Aggregate Limit shown in the Declarations, for the sum of all damages that the Insured becomes legally obligated to pay for all "bodily injury" or "property damage" caused by occurrences under Paragraph **A.1. Business Liability** and for all medical expenses caused by accidents under Paragraph **A.2.**, which cannot be attributed only to operations at a single "location".
    - a. Any payments made under Paragraph **A.1. Business Liability** for damages or under Paragraph **A.2.** for medical expenses shall reduce the amount available under the Other Than Products/Completed Operations Aggregate Limit or the Products/Completed Operations Aggregate Limit, whichever is applicable; and
    - b. Such payments shall not reduce the separate Location General Aggregate Limit applicable to a single "location".
  3. Subject to the separate Location General Aggregate Limit and all other applicable limits, the Combined Total Aggregate Limit shown in the Declarations is the most we will pay for the combined sum of amounts described above, regardless of "locations".
  4. Any payments we make for "bodily injury" or "property damage" included in the "products-completed operations hazard" will reduce the Products-Completed Operations Aggregate Limit regardless of the number of "locations", and not reduce the Other Than Products/Completed Operations Aggregate Limit nor the separate Location General Aggregate Limit applicable to a single "location."
  5. As used in this endorsement, "location" means premises involving the same or connecting lots, or premises whose connection is interrupted only by a street, roadway, waterway or right-of-way of a railroad.
  6. The provisions of Paragraph **D. Liability and Medical Expenses Limits Of Insurance** not otherwise modified by this endorsement shall continue to apply as stipulated.

#### K. KNOWLEDGE/NOTICE OF OCCURRENCE

In **Section II - Liability**, Paragraph **E. Liability and Medical Expenses General Conditions, 2. Duties In the Event Of Occurrence, Offense, Claim or Suit** is amended to include the following:

- e. Knowledge of an “occurrence” or offense by an agent or “employee” of the insured will not constitute knowledge by the insured, unless an “executive officer” (whether or not an “employee”) of any insured or an “executive officer’s” designee knows about such “occurrence” or offense. Failure of an agent or “employee” of the insured, other than an “executive officer” (whether or not an “employee”) of any insured or an “executive officer’s” designee, to notify us of an “occurrence” or offense that such person knows about will not affect the insurance afforded to you.
- f. If a claim or loss does not reasonably appear to involve this insurance, but it later develops into a claim or loss to which this insurance applies, the failure to report it to us will not violate this condition, provided the insured gives us immediate notice as soon as the insured is aware that this insurance may apply to such loss or claim.

#### **L. BODILY INJURY, INCLUDING RESULTING MENTAL ANGUISH**

In **Section II - Liability**, Paragraph **F. Liability and Medical Expenses Definitions**, paragraph 3. is deleted and replaced with the following:

**3.** "Bodily injury" means physical:

- a. Injury;
- b. Sickness; or
- c. Disease;

sustained by a person, including resulting death, humiliation, mental anguish, mental injury or shock at any time. All such loss shall be deemed to occur at the time of the physical injury, sickness or disease.

#### **M. COVERAGE TERRITORY, LIMITED WORLDWIDE**

In **Section II - Liability**, Paragraph **F. Liability and Medical Expenses Definitions**, paragraph 4. is deleted and replaced by the following:

**4.** "Coverage territory" means all parts of the world.

However, “coverage territory” does not include any:

- a. “Bodily injury” or “property damage” that takes place or any offense committed outside of the United States of America (including its possessions and territories), Canada and Puerto Rico, unless the insured’s responsibility to pay damages is determined by a “suit” on the merits that is brought in the United States of America (including its possessions and territories), Canada or Puerto Rico; or
- b. Injury or damage in connection with any “suit” brought outside the United States of America (including its possessions and territories), Canada and Puerto Rico.

#### **N. PERSONAL INJURY, INCLUDING DISCRIMINATION, HARASSMENT AND SEGREGATION**

In **Section II - Liability**, Paragraph **F. Liability and Medical Expenses Definitions**, paragraph 14. is amended to include the following:

- h. Discrimination, harassment or segregation based on a person’s age, color, national origin, race, religion or sex unless committed by or at the direction of any “executive officer”, director, stockholder, partner or member of the insured.

## **O. UNINTENTIONAL FAILURE TO DISCLOSE HAZARDS**

In **Section III – Common Policy Conditions**, Paragraph **C. Concealment, Misrepresentation or Fraud** is amended to include the following additional paragraph:

Unintentional failure of an “employee” of the insured to disclose a hazard or other material information will not violate this condition, unless an “executive officer” (whether or not an “employee”) of any insured knows about such hazard or other material information.

## **P. OTHER INSURANCE, INCLUDING PRIMARY PROVISION**

In **Section III – Common Policy Conditions**, Paragraph **H. Other Insurance**, subparagraphs **2.** and **3.** are replaced by the following:

### **H. Other Insurance**

If other valid and collectible insurance is available to the insured for a loss we cover under this insurance, our obligations are limited as follows:

#### **1. Primary Insurance**

This insurance is primary except when Paragraph 2 below applies. If this insurance is primary, our obligations are not affected unless any of the other insurance is also primary. Then, we will share with all that other insurance by the method described in Paragraph 3 below.

#### **2. Excess Insurance**

**a.** This insurance is excess over:

**(1)** Any of the other insurance, whether primary, excess, contingent or on any other basis:

**(a)** That is Fire, Extended Coverage, Builder’s Risk, Installation Risk or similar coverage for “your work”;

**(b)** That is insurance that applies to “property damage” to premises rented to you or temporarily occupied by you with permission of the owner; or

**(c)** If the loss arises out of aircraft, “autos” or watercraft to the extent not subject to Exclusion **g.** of Section II.B. Exclusions, 1. Applicable to Business Liability Coverage; or

**(2)** Any other primary insurance available to you covering liability for damages arising out of the premises or operations for which you have been added as an additional insured.

**b.** When this insurance is excess, we will have no duty to defend the insured against any “suit” if any other insurer has a duty to defend the insured against that “suit.” If no other insurer defends, we will undertake to do so, but we will be entitled to the insured’s rights against all those other insurers.

**c.** When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:

**(1)** The total amount that all such other insurance would pay for the loss in the absence of this insurance;

(2) The total of all deductible and self-insured amounts under all that other insurance.

- d. We will share the remaining loss, if any, with any other insurance that is not described in this Excess Insurance provision and was not brought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

### 3. Method of Sharing

If all of the other insurance permits contribution by equal shares, we will follow this method also. Under this approach, each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

## Q. WAIVER OF SUBROGATION REQUIRED BY CONTRACT

In **Section III – Common Policy Conditions**, Paragraph **K. Transfer of Rights of Recovery Against Others To Us**, subparagraph **2.** is replaced by the following:

### 2. Applicable to Businessowners Liability Coverage:

We will waive the rights of recovery we would otherwise have had against another person or organization, for loss to which this insurance applies, provided the insured has waived their rights of recovery against such person or organization in a contract or agreement that is executed before such loss.

To the extent that the insured's rights to recover all or part of any payment made under this Coverage Part have not been waived, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them. This paragraph does not apply to Medical Expenses Coverage.

All other terms and conditions of the policy remain unchanged.

**REVISED 3/28/25**



**LAW**

## EXECUTIVE SUMMARY AND MEMORANDUM

---

**REQUEST:** Amend the City's Street Vendor Licensing Ordinance (Code of Ordinances, Chapter 12, Article VII)

---

**DEPARTMENT:** Law

---

**BRIEF DESCRIPTION:** The proposed amendments to the City's Street Vendor Ordinance make the following changes:

- Enables special event organizers to apply for a license on behalf of multiple vendors participating in the event.
- Requires the licensee to sign a hold harmless/indemnification agreement holding the City harmless and indemnifying them against any property damage or personal injury related to vending activities.
- Allow vendor stands on public property and public ways if the vendor is participating in a special event authorized and approved by the City or City Council.
- Adds reference to Chapter 13 of the Code for nuisance control.
- Requires power to be self-contained and self-provided, with allowance for use of public utilities subject to city inspection and approval.
- Limits generator noise to 80 dB or lower when measured from a distance of 15 feet.

---

**PRIOR COUNCIL ACTION:** Amendments to the Food Truck Ordinance addressing fire inspections, display of city license, and appeals were adopted in May 2022.

---

**BACKGROUND:** The proposed amendments are being made to make it easier for street vendors who participate in special events throughout the City, and to align with recent regulatory changes made for food trucks (e.g., organizers applying on behalf of multiple participants, hold harmless/indemnification agreement, nuisance controls, generator noise, etc.).

---

**FISCAL IMPACT:** Revenue from licensing fees as street vendors participating in special events on public property will now require a license.

---

**COMMUNITY IMPACT:** N/A

---

**IMPLEMENTATION TIMELINE:** Ordinance amendments require two readings before adoption.

---

**COMPLIANCE/PERFORMANCE METRICS:** N/A


**LAW**

## EXECUTIVE SUMMARY AND MEMORANDUM

**REVISED 3/28/25**

**TO:** City Council

**FROM:** Corporation Counsel

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Street Vendor Licensing Ordinance amendments

**DATE:** March 28, 2025

Street vendors in the city are primarily regulated under Chapter 12, Article VII of the Code of Ordinances ("Street Vendor Licensing Ordinance"). The Ordinance sets minimum standards for licensure, including but not limited to insurance requirements and locations where vendors may operate.

The goal of the proposed amendments is to provide clear guidelines for vendors participating in special events, including allowing license applications for multiple vendors and allowing vendors to operate vendor stands on public property during events. A copy of the proposed ordinance with revisions is attached for review.

The following is a summary of the substantive changes being proposed:

- Enable special event organizers to apply for a license on behalf of multiple vendors participating in the event (Sec. 12-233(b)).
- Require the licensee to sign a hold harmless/indemnification agreement holding the City harmless and indemnifying them against any property damage or personal injury related to vending activities (Sec. 12-238(b)).
- Allow vendor stands on public property and public ways if the vendor is participating in a special event authorized and approved by the City or City Council (Sec. 12-240(d)).
- Adds reference to Chapter 13 of the Code for nuisance control (Sec. 12-240(f)).
- Requires power to be self-contained and self-provided, with allowance for use of public utilities subject to city inspection and approval (Sec. 12-240(g)).
- Limits generator noise to 80 dB or lower when measured from a distance of 15 feet.

Respectfully submitted,

DocuSigned by:  
  
 F7A573BA25E3460  
**JEREMY J. ROMER**  
 Corporation Counsel

DocuSigned by:  
  
 4FEFF229CD984BA  
**BRADLEY J. MENDELSON**  
 Deputy Corporation Counsel

**GEORGE DARANY**  
 City Clerk

**ORDINANCE NO. 25-\_\_\_\_\_**

**AN ORDINANCE TO AMEND CHAPTER 12 OF THE  
CODE OF ORDINANCES FOR THE CITY OF DEARBORN  
BY AMENDING ARTICLE VII, TITLED “STREET  
VENDORS.”**

**THE CITY OF DEARBORN ORDAINS TO:**

**Amend Chapter 12, Article VII as follows:**

**ARTICLE VII. - STREET VENDORS**

**Sec. 12-230. - Purpose.**

The primary purpose of the public streets, sidewalks, and other public ways is for uses by vehicular and pedestrian traffic. Reasonable regulation of vending on public ways is necessary to protect the public health, safety, and welfare. The regulations contained in this article are not intended to prohibit or hamper speech which is protected by the First Amendment, but merely to regulate specific activities which are commercial in nature.

*Exception.* This article does not apply to mobile food establishments, commonly known as “food trucks,” as defined by state law, MCL 289.6135 (see **Code of Ordinances, Chapter 12**, Article VIIA).

(Ord. No. 90-497, § 1, 12-18-90; Ord. No. 18- 1614, 6-12-18)

**Sec. 12-231. - Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

~~Public way~~ **Public way** shall mean all areas legally open to public use such as public streets, roadways, highways and alleys.

~~Special event~~ **Special event** shall mean any occasion including, but not limited to parades, golf tournaments, fairs, shows, exhibitions, city-wide celebrations, festivals, etc., within a specifically defined area of the city.

~~Stand~~ **Stand** shall mean any newsstand, table, bench, booth, rack, handcart, pushcart or any other fixture or device which is not required to be licensed and registered by the department of motor vehicles, and is used for the display, storage or transportation of articles offered for sale by a vendor.



~~Vendor~~ **Vendor** shall mean any individual, including an employee or agent of a group of individuals, partnership or corporation, who sells or offers to sell food, beverages, goods or merchandise on any public way from a stand, motor vehicle or from his person.

~~—Vendor vehicle~~ **Vendor vehicle** shall mean any vehicle used for the displaying, storing or transporting of articles for sale by a vendor which is required to be licensed and registered by the state department of motor vehicles. The term is to include trailers, trucks and automobiles, **but does not include mobile food establishments (aka “food trucks”)**.

(Ord. No. 90-497, § 1, 12-18-90; Ord. No. 96-664, 4-2-96)

Cross reference— Definitions and rules of construction generally, § 1-2.

Sec. 12-232. - License required.

It shall be unlawful for any vendor to sell, display or offer for sale any food, beverage, goods or merchandise within the city without first obtaining a license from the city clerk.

(Ord. No. 90-497, § 2, 12-18-90)

Sec. 12-233. – Application; **special events**.

a) The application for a vendor's license shall contain all information relevant and necessary to determine whether a particular license may be issued, including but not limited to:

- 1) ~~(1)~~ Full name, home address, permanent business address, if any, telephone number, driver's license number, three copies of a current full-face photograph, and proof of identity.
- 2) ~~(2)~~ A brief description of the nature, character and quality of the food, beverages, goods or merchandise to be sold.
- 3) ~~(3)~~ The specific location, if any, in which the vendor intends to conduct business.
- 4) ~~(4)~~ If vendor is employed by or is an agent of another, the name and business address of the principal person hiring such vendor.
- 5) ~~(5)~~ If a motor vehicle is to be used in the vending business, a description of the vehicle together with the motor vehicle registration number and the license number; such vehicles shall be subject to annual safety inspections to be conducted by the police department.
- 6) ~~(6)~~ A complete listing of any other licenses or permits issued to applicant by the city within the past five years.

- b) For special events with two or more street vendors, the event organizer may apply for a vendor license on behalf of the participating vendors subject to compliance with all requirements for licensure under this article.

(Ord. No. 90-497, § 3, 12-18-90; Ord. No. 96-664, 4-2-96)

Sec. 12-234. - State health license.

The application for a license required by this article of any vendor engaged in the sale of food or beverages shall also be referred to the local health department for approval of a health license, in addition to the regular vending license. Such vendor's equipment shall be subject to inspections by the health department at the time of application, as required by the state public health code.

(Ord. No. 90-497, § 4, 12-18-90)

Sec. 12-235. - Issuance of license and expiration.

Not later than 30 days after the filing of a completed application for a vendor's license, the applicant shall be notified in writing by the city clerk of the decision on the issuance or denial of the license. If the vendor applicant complies with all application requirements, the applicant shall be issued a vendor's license. If a food and beverage applicant meets the prior requirements and receives health department approval, then such applicant shall be issued both a vending license and a state department of health license. A vending license expires on December 1 of each year.

(Ord. No. 90-497, § 5, 12-18-90)

Sec. 12-236. - Exemptions.

The following vendors are exempt from the licensing fee requirements, but shall otherwise be required to comply with the provisions of this article:

(1) Any person who proposes to sell produce which he has raised himself. Produce may only be sold on the site where it is raised.

(2) Any person who has been honorably discharged as a war veteran from any of the armed services of the United States.

(Ord. No. 90-497, § 6, 12-18-90)

Sec. 12-237. - Fees.

Each vendor granted a license under this article shall pay an annual license fee, listed in Section 12-6 of this Chapter, which must be paid before the license is issued. A processing fee of \$5.00 per vehicle shall be paid for each vendor vehicle inspection.

(Ord. No. 90-497, § 7, 12-18-90; Ord. No. 96-664, 4-2-96; Ord. No. 22-1724, 2-8-22)

Sec. 12-238. – Insurance, **hold harmless**.

- a) No license shall be issued under this article to an applicant unless the applicant furnishes proof to the city of a public liability bond or insurance policy in an amount not less than \$100,000.00 for property damage and injuries, including injury resulting in death caused by the operation of the vending business. The city shall be an additional named insured on such bond or policy.
- b) **No license shall be issued under this article unless the licensee signs a statement that they will hold harmless and indemnify the City, their officers, and employees for any claims for damage to property or injury to persons which may occur as a result of any activity carried on under the terms of the license.**

(Ord. No. 90-497, § 8, 12-18-90)

Sec. 12-239. - Display of licenses, identification badges.

- a) ~~(a)~~ The license issued to a vendor shall be carried with the vendor and displayed at all times when he is engaged in the business of vending. If the vendor sells food or beverages, the health license must also be displayed.
- b) ~~(b)~~ Every vendor shall display on his person an identification card while vending within the city. Such identification card shall be issued by the police department. A reasonable fee shall be charged by the police department to cover the cost of issuing identification cards.
- c) ~~(c)~~ Licenses and identification badges shall be used only by the person to whom they were issued and may not be transferred to any other person.

(Ord. No. 90-497, § 9, 12-18-90)

Sec. 12-240. - Restrictions applicable to all vendors; **limited exception for special events**.

- a) ~~(a)~~ ~~Stands~~ **Stands**. Vendor stands shall not impede access to the entrance or driveway of any adjacent building. Vendor stands shall be located only on private property within the city, when permission of the property owner has been obtained.

- b) ~~(b) Handicapped areas~~ *Handicapped areas*. No vendor shall conduct business within ~~25-20~~ feet of any handicapped parking space or access ramp.
- c) ~~(c) Removal of trash~~ *Removal of trash*. All trash or debris accumulating within ~~25-20~~ feet of any vending stand shall be collected by the vendor and deposited in a trash container. All vendors selling food or beverages must provide trash receptacles adjacent to or as a part of their stands.
- d) ~~(d) Prohibited areas~~ *Prohibited areas; limited exception for special events*.
  - 1) Vendor stands and motor vehicles are prohibited within 500 feet of a fire escape, bus stop, loading zone or driveway of a fire station, police station or hospital.
  - 2) ~~(1)~~ Vendor stands and motor vehicles are prohibited within 500 feet of any public, private or parochial school building, or the lands on which such school buildings are located in the city on any days during which such school is in session.
  - 3) ~~(2)~~ Vendor stands are prohibited on public property and on public ways.
  - 4) *Limited exception for special events*. Vendor stands are allowed on public property and public ways if the vendor is participating in a special event or temporary use authorized and approved by the City, or if applicable, City Council. This limited exception is subject to all rules, regulations, and conditions applicable to the event or use.
- e) ~~(e) Noise~~ *Noise*. No vendor may sound any device which produces a loud and raucous noise, or use or operate any loudspeaker, public address system, radio, sound amplifier or similar device to attract public attention.
- f) *Nuisance prohibited*. Except as otherwise stated in this article, vendors shall be subject to the provisions of Chapter 13 of the City's Code of Ordinances regarding nuisances, including but not limited to regulations regarding noise, smoke, and odors.
- g) *Power and utilities*. Power required for a vendor shall be self-contained and self-provided. However, a vendor may request authorization from the Building Official to utilize public utilities where available. No power cable shall be extended on or across any city street or sidewalk except in a safe, concealed manner designed to prevent tripping if reviewed and approved by the Building Official or their designee.
- h) *Generator noise*. All generators must operate at a level of eighty (80) decibels or lower, exclusive of any other noise, when measured from a distance of fifteen (15) feet.
- h) ~~(f) Motor vehicles~~ *Motor vehicles*. Vending from a motor vehicle is restricted to public ways. No vendor vending from a motor vehicle shall:

- 1) ~~(1)~~ Stop, stand or park the vehicle within 200 feet of any intersection, within any other prohibited area, or during prohibited hours.
- 2) ~~(2)~~ Conduct business in such a way as would increase traffic congestion or delay, constitute a hazard to life or property, interfere with an abutting property owner, or obstruct access to emergency vehicles.

(Ord. No. 90-497, § 10, 12-18-90)

Sec. 12-241. - Suspension or revocation of license.

- a) ~~(a)~~ Any license issued under this article may be suspended or revoked for any of the following reasons:
  - 1) ~~(1)~~ Fraud or misrepresentation in the application for the license.
  - 2) ~~(2)~~ Fraud or misrepresentation in the course of conducting the business of vending
  - 3) ~~(3)~~ Conducting the business of vending contrary to the conditions of the license.
  - 4) ~~(4)~~ Conducting the business of vending in such manner as to create a public nuisance or constitute a danger to the public health, safety and welfare.
  - 5) ~~(5)~~ Conviction of any crime involving moral turpitude while holding a vending license from the city.
  - 6) ~~(6)~~ Intervention by the state department of health due to uncorrected health or sanitation violations.
- b) ~~(b)~~ Upon suspension or revocation, the city shall deliver written notice to the license holder stating the action taken and the reasons supporting such action. The written notice shall be delivered to the license holder's place of business or mailed to the license holder's last known address.

(Ord. No. 90-497, § 11, 12-18-90)

Sec. 12-242. - Appeals.

Persons whose licenses under this article have been suspended or revoked may appeal by filing a written notice of appeal with the city council.

(Ord. No. 90-497, § 12, 12-18-90)

Sec. 12-243. - Contracts.

The city reserves the right to contract with individual vendors to provide limited vending services in public areas.

(Ord. No. 90-497, § 13, 12-18-90)

Sec. 12-244. - Renewals.

Licenses may be renewed, provided an application for renewal and license fees are received by the city no later than the expiration date of the current license. Applications received after that date shall be processed as new applications. The city shall review each application for renewal to determine that the applicant is in full compliance with the provisions of this article. If the city finds that the new application meets the above requirements, the city shall issue a new license.

(Ord. No. 90-497, § 14, 12-18-90)

Secs. 12-245—12-249. - Reserved.

---

---

# OFFICE OF THE MAYOR

---

---



**TO: CITY COUNCIL**

**FROM: MAYOR ABDULLAH H. HAMMOUD**

**SUBJECT: REAPPOINTMENT - TRAFFIC COMMISSION**

**DATE: MARCH 27, 2025**

Pursuant to City of Dearborn Code of Ordinance Section 18-26 and City Charter Section 10.9, the Mayor shall appoint members of the Traffic Commission, subject to approval by the City Council. Recommendation for the approval of this appointment is made to serve:

**Name:** Alawi Saleh

**Status:** New Appointment

**Filling a Vacancy for:** Thomas A. Barszczowski, resigned on November 16, 2023. His term ends on June 30, 2026

**Term Duration:** 3 Years

**Appointment Term Ending:** June 30, 2026

**Attendance:** N/A

**Phone:** (313) 415-1389

**Email:** [alawisaleh247@yahoo.com](mailto:alawisaleh247@yahoo.com)

**Mailing Address:** 4092 Bingham Street, Dearborn, MI, 48126

Respectfully submitted,

Abdullah H. Hammoud  
Mayor

cc: Police Department  
cc: Law Department

---

---

# OFFICE OF THE MAYOR

---

---



**TO: CITY CLERK**

**FROM: MAYOR ABDULLAH H. HAMMOUD**

**SUBJECT: REAPPOINTMENT - TRAFFIC COMMISSION**

**DATE: MARCH 27, 2025**

I hereby certify that the following appointment has been made to the Traffic Commission in accordance with the provisions of City of Dearborn Code of Ordinance Section 18-26 and City Charter Section 10.9.

See C.R. \_\_\_\_ *Insert the CR that confirmed this appointment* \_\_\_\_

**Name:** Alawi Saleh

**Status:** New Appointment

**Filling a Vacancy for:** Thomas A. Barszczowski, resigned on November 16, 2023. His term ends on June 30, 2026

**Term Duration:** 3 Years

**Appointment Term Ending:** June 30, 2026

**Attendance:** N/A

**Phone:** (313) 415-1389

**Email:** [alawisaleh247@yahoo.com](mailto:alawisaleh247@yahoo.com)

**Mailing Address:** 4092 Bingham Street, Dearborn, MI, 48126

Respectfully submitted,

Abdullah H. Hammoud  
Mayor

cc: Police Department  
cc: Law Department



---

---

## OFFICE OF THE MAYOR

---

---



**TO:** CITY COUNCIL

**FROM:** MAYOR ABDULLAH H. HAMMOUD

**SUBJECT:** NEW APPOINTMENT - DIX-VERNOR BUSINESS DISTRICT  
IMPROVEMENT AUTHORITY

**DATE:** MARCH 27, 2025

Pursuant to Michigan Public Act 57 of 2018 and City Council Resolution Number 12-820-09, the Mayor shall appoint members of the Dix-Vernor Business District Improvement Authority Commission, subject to approval by City Council. Recommendation for the approval of this appointment is made to serve:

**Name:** Amie Kerek

**Status:** New Appointment

**Filling a Vacancy for:** Janet Thompson, resigned on March 26, 2025

**Current Term Ending:** June 30, 2025 to complete Janet Thompson's term

**Term Duration:** 4 Years - To be reappointed on July 1, 2025 for current term end

**Attendance:** N/A

**Phone:** (313) 417-6604

**Email:** [abdms5@hotmail.com](mailto:abdms5@hotmail.com)

**Mailing Address:** 23901 Rockford Street, Dearborn, MI 48124

Respectfully submitted,

Abdullah H. Hammoud  
Mayor

cc: Economic Development Department  
cc: Law Department

---

---

# OFFICE OF THE MAYOR

---

---



**TO: CITY COUNCIL**

**FROM: MAYOR ABDULLAH H. HAMMOUD**

**SUBJECT: NEW APPOINTMENT - DIX-VERNOR BUSINESS DISTRICT  
IMPROVEMENT AUTHORITY**

**DATE: MARCH 27, 2025**

I hereby certify that the following appointment has been made to the Dix-Vernor Business District Improvement Authority in accordance with the provisions of Michigan Public Act 57 of 2018 and City Council Resolution Number 12-820-09.

See C.R. \_\_\_\_ *Insert the CR that confirmed this appointment* \_\_\_\_

**Name:** Amie Kerek

**Status:** New Appointment

**Filling a Vacancy for:** Janet Thompson, resigned on March 26, 2025

**Current Term Ending:** June 30, 2025 to complete Janet Thompson's term

**Term Duration:** 4 Years - To be reappointed on July 1, 2025 for current term end

**Attendance:** N/A

**Phone:** (313) 417-6604

**Email:** [abdms5@hotmail.com](mailto:abdms5@hotmail.com)

**Mailing Address:** 23901 Rockford Street, Dearborn, MI 48124

Respectfully submitted,

Abdullah H. Hammoud  
Mayor

cc: Economic Development Department  
cc: Law Department



## EXECUTIVE SUMMARY AND MEMORANDUM

---

**REQUEST:** Approval of the annual "Green Brain Free Comic Book Day" special event.

**DEPARTMENT:**

Parks & Recreation

**BRIEF DESCRIPTION:**

Green Brain Comics will be hosting their 24th annual "Free Comic Book Day" event on Saturday, May 3, 2025 from 10:00 a.m. to 6:00 p.m. They are requesting City Council approval for temporary road closures between the city-owned alley, located North of Michigan Avenue between Middlesex and Horger streets in order to conduct their event safely. It is also being requested that all city noise ordinances be waived for this event.

---

**PRIOR COUNCIL ACTION:**

24th Annual Event.

---

**BACKGROUND:**

The Green Brain Free Comic Book Day is an open house event that features free comics, local creators, a writer/artist workshop and children's craft tables. This nationally recognized day promotes reading by way of free books.

---

**FISCAL IMPACT:**

DPW to deliver and pick up barricades.

---

**COMMUNITY IMPACT:**

Minimal road closures are necessary for the event to be held, presenting minimal disruption to traffic flow in the city-owned alley between Middlesex and Horger streets.



**PARKS  
& RECREATION**

## **EXECUTIVE SUMMARY AND MEMORANDUM**

---

---

### **IMPLEMENTATION TIMELINE:**

Immediate Effect is Requested.

---

### **COMPLIANCE/PERFORMANCE METRICS:**

Parks & Recreation, along with DPW and the Police Department will communicate as-needed to ensure event requests and logistics are being managed accordingly.

**PARKS  
& RECREATION**

## EXECUTIVE SUMMARY AND MEMORANDUM

---

**TO:** City Council

**FROM:** Sean Fletcher, Director of Parks & Recreation

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Green Brain Free Comic Book Day

**DATE:** 3/21/2025

---

### **Budget Information**

Adopted Budget: N/A

Amended Budget: N/A

Requested Amount: N/A

Funding Source: N/A

Supplemental Budget: N/A

### **Summary of Request**

The Green Brain Free Comic Book Day is an open house event that features free comics, local creators, a writer/artist workshop and children's craft tables. On May 3, 2025, the "Green Brain Comic Book Day" event is celebrating its 24th Anniversary, and along with 2,000 other shops worldwide and in all 50 states, will be giving away more than 3.3 million comic books. In order to successfully conduct the "Green Brain Free Comic Day" event, Green Brain Comics respectfully requests City Council approval for the following:

- Closure and use of the City-owned alley (1/2 block west-end), located North of Michigan Avenue between Middlesex and Horger Streets from 4:00 P.M. on Friday, May 2, 2025, to approximately 3:00 P.M. on Sunday, May 4, 2025.

(Please Note that access to the City-owned parking lot, located north of the Green Brain Comic Book store and across the alley, will be maintained for the duration of the event.)

- Permission to erect a non-staked 20' x 40' tent in the City-owned alley.
- 6 barricades delivered and picked up from DPW to Green Brain Comic Book store.

\* The city noise ordinance to be waived for the duration of the event.



**PARKS  
& RECREATION**

## **EXECUTIVE SUMMARY AND MEMORANDUM**

---

Immediate effect is requested.

### **Background and Justification**

It is respectfully requested that City Council approve this agenda item as presented.



PARKS  
& RECREATION

# EXECUTIVE SUMMARY AND MEMORANDUM

**Signature Page**

Signed by:  
*Jonathon Golich*  
CF454FEAC7BC456...  
Jonathon Golich 3/21/2025

Assistant Director - Parks & Recreation

DocuSigned by:  
*Issa Shahin*  
1053E1C7585A436...  
Issa Shahin

Police Chief

DocuSigned by:  
*Sean R Fletcher*  
503098961A7C461...  
Sean R Fletcher 3/21/2025

Director of Parks & Recreation

DocuSigned by:  
*Tim Hawkins*  
35BABC85BED3455...  
Tim Hawkins

Director of Public Works & Facilities



## FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

---

**REQUEST:** Authorization to Commit and Purchase Road Salt through the State of Michigan Cooperative Program for 2025-26 Winter Season

**DEPARTMENT:** Department of Public Works & Facilities, in conjunction with Purchasing

**BRIEF DESCRIPTION:** Participate in the State of Michigan Road Salt Solicitation for the 2024/25 winter season.

---

**PRIOR COUNCIL ACTION:** 4-131-24 Commitment to purchase road salt for the 2024/2025 season

---

### BACKGROUND:

- The city has benefited from this program over the past several seasons when salt availability was limited and prices sky-rocketed.
  - The State-contracted vendors have always held firm to their commitment to supplying participating communities before releasing salt for sale on the open market.
  - Dearborn has participated in salt purchases under the MiDeal program since 2000.
- 

### FISCAL IMPACT:

- Commit to purchasing 3000 tons of early delivery salt and 3000 tons of seasonal backup salt through the MiDeal Cooperative program.
  - Requested Amount will be determined after pricing is available from the State of Michigan.
- 

### COMMUNITY IMPACT:

- Safer roads and street that have been salted during hazardous weather.
- 

### IMPLEMENTATION TIMELINE:

- Immediate effect is requested in order to meet the State's deadline to commit.
  - Purchase to be made in August 2026
- 

### COMPLIANCE/PERFORMANCE METRICS:

- The Public Service Division Operations Manager will oversee the use of the road salt.





# FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

**TO:** City Council

**FROM:** City Administration

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Authorization to Commit and Purchase Road Salt through the State of Michigan Cooperative Program for 2025-26 Winter Season

**DATE:** March 18, 2025

### Budget Information

**Budget amount:** \$359,500 (Pending FY26 Budget Adoption)

**Requested amount:** To be determined after pricing is available from the State of Michigan

**Sources of Funding:** General Fund, Public Works, Highways Division, Maintenance Roads & Streets, Rock Salt

### Summary of Request

Purchasing, on behalf of the Department of Public Works & Facilities/Highways Division, is seeking authorization to participate in the State of Michigan Road Salt Solicitation for the 2025/26 winter season and commit to purchasing 3000 tons of early delivery salt and 3000 tons of seasonal backup salt through the MiDeal Cooperative program. This commitment constitutes an order as it comes with the requirement that the City must purchase 100% of the early delivery and a minimum of 80% of the seasonal backup salt. The City also has the option to purchase up to a maximum of 30% more of the seasonal backup materials if necessary.

The unit price and vendor information will be available after the State awards the solicitation in September. Historical pricing information is provided below:

Season	Early Delivery/Vendor	Seasonal Back-up/Vendor
2024-25	\$62.29/ Detroit Salt Co.	\$58.42/ Detroit Salt Co.
2023-24	\$56.55/ Detroit Salt Co.	\$55.05/ Detroit Salt Co.
2022-23	\$56.55/ Detroit Salt Co.	\$53.45/ Detroit Salt Co.
2021-22	\$53.48/ Detroit Salt Co.	\$43.58/ Detroit Salt Co.

It is respectfully requested that the Purchasing Manager be authorized to make a commitment to participate in the State of Michigan Road Salt Solicitation under the MiDeal program to place an order of 3000 tons of early delivery and 3000 tons of seasonal backup salt for the 2025-26 winter season from the State of Michigan's awarded vendor(s). Immediate effect is requested in order to meet the State's deadline to commit.



# FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

**Background and Justification**

The City has realized benefits from this program over the past several seasons when salt availability was limited and prices sky-rocketed. The State-contracted vendors have always held firm to their commitment to supplying participating communities before releasing salt for sale on the open market. Dearborn has participated in salt purchases under the MiDeal program since 2000.

**Prepared By:**

DocuSigned by:  
*Mark Rozinsky*  
Mark Rozinsky, Purchasing Manager

**Department Approval:**

DocuSigned by:  
*Tim Hawkins*  
Tim Hawkins, Director, Public Works and Facilities

**Budget Approval:**

DocuSigned by:  
*Michael Kennedy*  
Michael Kennedy, Finance Director/Treasurer

Initial  
*AK*

**Corporation Counsel Approval:**

DocuSigned by:  
*Jeremy Romer*  
Jeremy J. Romer, Corporation Counsel

---

## OFFICE OF THE 34<sup>TH</sup> CITY COUNCIL

---



2025 Autism Awareness Month Resolution:

**WHEREAS,** Autism Spectrum Disorder is a neurological and developmental disorder that affects communication and behavior of those affected by it; and

**WHEREAS,** as more health professionals become proficient in diagnosing autism, more children are being diagnosed on the autism spectrum, resulting in rates as high as 1 in 44 children nationally with Michigan having the fifth largest autism population as compared to other states; and

**WHEREAS,** while there is no cure for autism, it is well-documented that if individuals with autism receive early treatment, it often is possible for those individuals to lead significantly improved lives; and

**WHEREAS,** individuals with autism often require a lifetime of specialized and community support services needed to ensure their health, safety and opportunities to pursue their full potential and happiness and to support families' resilience as they manage the psychological and financial burdens autism presents; and

**WHEREAS,** to raise awareness and encourage acceptance, the Dearborn-based nonprofit organization Blue Hands United is Working with the Dearborn police and fire departments to lead local efforts to educate parents, professionals, and the general public about autism and increase overall awareness and acceptance of autism by holding a public event, providing lawn signs, and lighting neighborhoods throughout the month of April to promote participation from the community in this multi-faceted effort; be it therefore

**RESOLVED,** that the members of the 34<sup>th</sup> Dearborn City Council hear-by recognize April 2025 as National Autism Awareness Month in the City of Dearborn and we call this observance to the attention of all of our employees, residents and members of the business community signed this day of April 8, 2025.

Michael T. Sareini  
Council President



**REQUEST:** Award of contract for Immediate Abatement Services to Brantley Development and Ground Control Property Services with a not-to-exceed amount of \$160,000.

---

**DEPARTMENT:** The Department of Economic Development (ED), Neighborhood Services Division, in conjunction with Purchasing.

---

**BRIEF DESCRIPTION:** Immediate Abatement Services contract for residential and commercial properties throughout the City. ED is focused on immediate abatement, and expects an increase in activity for the upcoming fiscal year. The RFP team has decided to split the contract between the two highest scoring most responsive vendors, Brantley Development and Ground Control Property Services with a not-to-exceed amount of \$160,000.

---

**PRIOR COUNCIL ACTION:** Council approved the renewal of the Immediate Abatement contract of the City's previous abatement contractor, Brantley Development, LLC, via C.R. 12-553-19.

---

**BACKGROUND:** The Neighborhood Services Division manages nuisance abatements for the City of Dearborn. This contract establishes performance standards for correcting "immediate nuisance abatements" in order to beautify neighborhoods, upkeep cleanliness, reduce vector harborage, and keep pedestrian pathways free and clear of snow and ice at residential and commercial properties. To achieve these goals, the scope of this contract includes grass cutting and trimming, litter, trash, and debris removal, snow removal, and minor amounts of branch and hedge trimming. This contract requires before and after photos be taken at the abatement sites, as well as daily or weekly reporting requirements for completed abatements.

The value of the new contract is based on the previous year's demand for Immediate Abatement Services. New unit prices are \$70.00, per lot for residential, and \$120.00 per lot for commercial properties.

---

**FISCAL IMPACT:** Requested amount not-to-exceed \$160,000.

---

**COMMUNITY IMPACT:** Daily immediate abatements performed throughout the City prevent blight, rodent harborage and infestation, and beautiful neighborhoods and business districts, thus providing improved living and working conditions for Dearborn residents, employees, and visitors.

---

**IMPLEMENTATION TIMELINE:** Service will be ongoing.

---

**COMPLIANCE/PERFORMANCE METRICS:** Economic Development Code Compliance Manager, will oversee the contract.



# FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

**TO:** City Council

**FROM:** City Administration

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Award of Contract for Immediate Abatement Services

**DATE:** March 25, 2025

### **Budget Information**

Adopted Budget:	FY26 Proposed \$90,000
Amended Budget:	FY26 Proposed \$90,000
Requested Amount:	Not-to-exceed \$160,000
Funding Source:	General Fund, Property Maintenance & Development Services, Neighborhood Services, Contractual Services, Weed Mowing
Supplemental Budget:	General Fund, Property Maintenance & Development Services, Neighborhood Services, Contractual Services, Other – FY26 Proposed \$65,000
	General Fund, Property Maintenance & Development Services, Neighborhood Services, Contractual Services, Large Nuisance Abatement - FY26 Proposed \$9,000

### **Summary of Request**

The Department of Economic Development (ED), Neighborhood Services Division, in conjunction with Purchasing, recommends the award of contract for Immediate Abatement Services, to Brantley Development and Ground Control Property Services. The contract shall be for a period of one year with up to four, one-year renewal options contingent upon satisfactory performance by the contractor.

It is respectfully requested that Council authorize the award and the subsequent renewals.

Immediate effect is requested. The resulting contract shall not be binding until fully executed.

### **Background and Justification**

The Neighborhood Services Division manages nuisance abatements for the City of Dearborn. This contract establishes performance standards for correcting “immediate nuisance abatement” in order to beautify neighborhoods, up-keep cleanliness, reduce vector harborage, and keep pedestrian pathways free and clear of snow and ice at residential and commercial properties. To achieve these goals, the scope of this contract includes grass cutting and trimming, litter, trash, and debris removal, snow removal, and minor amounts of branch and hedge trimming. This contract requires before and



# FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

after photos be taken at the abatement sites, as well as daily or weekly reporting requirements for completed abatements.

The value of the new contract is based on the previous year's demands for Immediate Abatement Services. New unit prices are \$70.00 per lot for residential, and \$120.00 per lot for commercial properties.

### **Procurement Process**

Purchasing solicited proposals with process details as follows:

Process: Request for Proposal  
 Issue Date: February 25, 2025  
 Deadline Date: March 13, 2025  
 Solicitations Obtained: 32  
 Proposals Received: 5

The proposals were evaluated in depth by the evaluation committee. The evaluation process was comprised of relevant experience and qualifications, capacity to provide the full scope of services, and cost.

PROPOSER	TOTAL POINTS
Brantley Development, LLC	95.5
Ground Control Property Services	93.75
Premier Group Associates	78.75
Capital Landscapes	74.25
RT Contracting	66

Brantley Development, LLC, and Ground Control Property Services, were found to have submitted the most responsive and responsible proposal(s). The procurement process was in accordance with the Procurement Ordinance and all internal policies and procedures. The Purchasing Division requests approval to proceed with the procurement.

### **Voting Members of the Evaluation Team:**

Renault Arseneau, Code Compliance Manager

Signed by:  
  
 598CC300F3D24F1...

Michael Shooshanian, Public Services Administer

Signed by:

1CDA674ECBBA458...

John Galvan, Assistant Building Official

Signed by:

FFBF06D3E0B0475...

Silvio Davis, Neighborhood Liaison



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

**Resource Members to the Evaluation Team:**

DocuSigned by:  
*Mark Rozinsky*  
D17FF0C142E34C3...

Mark Rozinsky, Purchasing Manager

DocuSigned by:  
*Laura Acevez-Sanchez*  
0BEE3B02B040620...

Laura Acevez-Sanchez, Economic Vitality Manager

**Budget Approval:**

DocuSigned by:  
*Michael Kennedy*  
7777010018274317...

Michael Kennedy, Finance Director/Treasurer

Signed by:  
*Amelia C Krupa*  
5B06A4DBA3C24D0...

Amelia Krupa, Accountant

DocuSigned by:  
*Jeremy Romer*  
E7A87380C25E3460...

Jeremy J. Romer, Corporation Counsel

RULES OF ORDER  
OF THE  
DEARBORN CITY COUNCIL

**Rule 1 – PUBLIC MEETINGS**

1.1 GENERAL PROVISION

All meetings of the Council shall take place in the Council Chambers, Dearborn Administrative Center, 16901 Michigan Ave., Dearborn, Michigan, or as otherwise designated, and shall be open to the public in accordance with the Open Meetings Act, MCL § 15.261, et. seq. All deliberations of the Council constituting a quorum of its members, including e-mail communications (See Rule 10) and all decisions of the Council shall take place at a meeting open to the public, except as specifically otherwise provided in the Open Meetings Act. No person shall be excluded from a public meeting except for a breach of the peace actually committed at the meeting.

1.2 NOTICE

Regular Meetings. For regular meetings of the Council, and the Council sitting as a Committee of the Whole, public notice stating the schedule of dates, times and places of such meetings shall be published in the City calendar for the upcoming year, if a calendar is to be printed, in accordance with Section 7.5 of the City Charter. All public notices required to be posted pursuant to this rule shall include the name, address and telephone number of the Council and shall be posted in the office of the Clerk. In addition, the public notice may be posted in other locations considered appropriate by the Council. Cable television and the City's website, [www.cityofdearborn.org](http://www.cityofdearborn.org), may also be utilized for purposes of posting public notice.

Special Meetings. When a special meeting is called, no less than eighteen (18) hours notice shall be given to each Council member and to the public. Special meetings shall be called by the Clerk on request of the Mayor or any two Councilmembers. Written notice stating each matter to be considered shall be given each Council member and the Mayor, unless the entire Council and the Mayor are present and waive notice of new or additional agenda item(s).

Rescheduled Meetings. For a rescheduled regular or special meeting of the Council, a public notice stating the date, time and place of the meeting shall be posted at least eighteen (18) hours before the meeting. No meeting of the Council recessed or adjourned for more than thirty-six (36) hours shall be reconvened sooner than eighteen (18) hours following posting public notice of the reconvening.



Briefing and Study Sessions. For a briefing or study session of the Council, a public notice stating the date, time, place and purpose of the meeting shall be posted at least eighteen (18) hours before the meeting. A briefing or study session shall be called by the Clerk on request of the Mayor or any two Councilmembers. The Council shall not take formal action at any briefing or study session. Attendance by the public is welcome, but public comment shall only be submitted to the Council President in writing with no verbal presentation.

## **Rule 2 - OFFICERS**

### **2.1 COUNCIL PRESIDENT AND COUNCIL PRESIDENT PRO TEM**

The candidate for Council receiving the highest number of votes at the regular City election shall serve as President of the Council and preside over all meetings of the Council and speaks for the Council. The candidate for Council receiving the second highest number of votes at the same general City-wide election shall serve as President Pro Tem of the Council and preside over meetings of the Council when, on account of absence or disability, the President is temporarily unavailable to perform the duties of his/her office. In the event of a vacancy occurring in the office of the President, the President Pro Tem shall serve the remainder of the President's term. Subsequent vacancies shall be filled on the basis of the relative standing of the Council members in terms of the number of votes received at the last regular City-wide general election. The term of office for such Council officers shall correspond with the term of office of the Council member whose position was vacated.

The Council President shall be the appointing authority for purposes of personnel and administrative matters pertaining to the Council office, in accordance with Section 10.15 and civil service provisions of the City Charter. Administrative matters shall include any action requested to be taken on behalf of the Council by any particular Council member(s), including requesting or inviting an individual to attend/speak to an item at a Council meeting. Hiring and discharge of personnel in the Council office will be communicated to all Council members within a reasonable time prior to that type of action being taken by the Council President. Additionally, the Council President shall chair all meetings; prepare the Council administrative budget; approve meeting dates; recommend commissioners to various boards (final approval of the Council is still required); sign the official minutes and synopsis of meetings; and execute documents pertaining to payroll, the Council P.R. Fund, cash disbursements and petty cash.

The Council President or presiding officer shall determine which Councilmember, or other person in attendance, has the floor to speak during all meetings.

## **Rule 3 - MEETINGS**

### **3.1 MEETING COMPENSATION**

The compensation of Councilmembers is determined by the Local Officials Compensation Commission, in accordance with Section 6.6 of the City Charter.

### **3.2 CLOSED SESSIONS**

A 2/3 roll call vote is required to call a closed session, except in certain circumstances set forth in the Open Meetings Act, MCL § 15.267. The Council may meet in closed session for purposes set forth in the Open Meetings Act, MCL § 15.268. Telephonic or electronic participation by a Councilmember shall not be permitted during a closed session. The roll call vote and the purpose or purposes for calling the closed session shall be entered into the minutes of the meeting at which the vote is taken. A separate set of minutes shall be taken by the Clerk or the designated secretary of the Council at the closed session. Discussions during a closed session are strictly confidential and cannot be disseminated or discussed with any unauthorized person, except as provided for by law. No recording or other listening devices are permitted to be used by anyone in attendance, except for by the Clerk to assist with the preparation of the minutes. These minutes shall be retained by the Clerk of the Council, are not available to the public, and shall only be disclosed if required by civil action filed under the provisions of the Open Meetings Act. These minutes and any recording made by the Clerk may be destroyed one (1) year and one (1) day after approval of the minutes of the regular meeting at which the closed session was approved.

A violation of the Open Meetings Act is punishable as a misdemeanor in accordance with MCL § 15.272 and may result in civil liability in accordance with MCL § 15.273.

### **3.3 COMMITTEE OF THE WHOLE**

The Council shall meet as a Committee of the Whole at 7:30 p.m. on the Thursday preceding the regular Tuesday night Council meetings. Beginning January 1, 2023, Council shall meet as a Committee of the Whole at 7:00 p.m. on the Thursday preceding the regular Tuesday night Council meetings. All administrative matters shall be referred from the Committee of the Whole directly to the departments concerned. The Clerk shall keep a monthly record of all unanswered referrals and supply a copy of same to each member of the Council. Referred items shall not be included on the Council Agenda for the next regular meeting. On items referred which require Council action, the departments concerned shall report back to the Council at the next Committee of the Whole meeting or as soon thereafter as practical. The Council President shall

indicate which items need not be responded to by the administrative departments.

Any member of the Council may independently request that a specific item be responded to by an administrative department, regardless of whether the item has been referred by the Council or is on the agenda. All responses shall be provided within a reasonable time to the requesting Council member.

The Council shall not vote on a resolution or ordinance at any Committee of the Whole meeting. The Council shall use the Committee of the Whole meeting for purposes of reviewing agenda items for the next regularly scheduled Council Meeting.

#### Public Comment:

A reasonable opportunity shall be given for members of the public to be heard at the Committee of the Whole meeting on items of City business. In the interest of ensuring the orderly processing of items of business before the Council at the Committee of the Whole meeting, while safeguarding the opportunity of members of the public to address the Council, the following procedure for public comment shall be used:

- 1 Participants who complete a Speaker Card may be permitted to speak for up to three (3) minutes at the beginning of the meeting, prior to the business agenda. Up to, but no more than, thirty (30) minutes will be allowed for this public comment period.
- 2 Any member of the public, who did not already speak during the first public comment period, shall be given a reasonable opportunity to address Council concerning an item listed on its business agenda at the time Council has taken up the item. The meeting Chairperson may impose a three (3) minute time limitation for each person.
- 3 An additional public comment period shall be provided for participants who did not already speak during a previous public comment period at the conclusion of the business agenda. The meeting Chairperson may impose a three (3) minute time limitation for each person.
- 4 If a person wishes to expand on either an item of new business, an issue that is not on the Council agenda,

or an item appearing on the Council agenda beyond the time allotted for verbal presentation, then the matter shall be reduced to writing and filed with the Council and Clerk.

- 5 The Clerk shall provide a 30 second warning prior to the speaker's time ending.

### 3.4 REGULAR OR SPECIAL COUNCIL MEETINGS

Regular meetings as determined by Council at its first meeting of the calendar year shall be held at 7:30 p.m. in Council Chambers. Beginning January 1, 2023, regular meetings as determined by Council shall start at 7:00 p.m. A special meeting of the Council shall be held on a date, time, and at a place as determined by the Council.

Council participation and voting by telephone shall be permitted as provided by the Local Officials Compensation Commission or state law. Telephonic or electronic participation shall not be permitted at special or regular meetings held in the Council Chambers, except as permitted by the Open Meetings Act. Participation by telephone shall be indicated on the attendance sheet.

#### Public Comment:

A reasonable opportunity shall be given for members of the public to be heard at the Committee of the Whole meeting on items of City business. In the interest of ensuring the orderly processing of items of business before the Council at the Committee of the Whole meeting, while safeguarding the opportunity of members of the public to address the Council, the following procedure for public comment shall be used:

- 1 Participants who complete a Speaker Card may be permitted to speak for up to three (3) minutes at the beginning of the meeting, prior to the business agenda. Up to, but no more than, thirty (30) minutes will be allowed for this public comment period.
- 2 Any member of the public, who did not already speak during the first public comment period, shall be given a reasonable opportunity to address Council concerning an item listed on its business agenda at the time Council has taken up the item. The meeting Chairperson may impose a three (3) minute time limitation for each person.

- 3 An additional public comment period shall be provided for participants who did not already speak during a previous public comment period at the conclusion of the business agenda. The meeting Chairperson may impose a three (3) minute time limitation for each person.
- 4 If a person wishes to expand on either an item of new business, an issue that is not on the Council agenda, or an item appearing on the Council agenda beyond the time allotted for verbal presentation, then the matter shall be reduced to writing and filed with the Council and Clerk.
- 5 The Clerk shall provide a 30 second warning prior to the speaker's time ending.

### 3.5 ATTENDANCE REQUIRED

The Corporation Counsel or his/her representative shall attend all meetings and hearings of the Council, unless notified that attendance is not necessary. The Council may require the attendance at Council meetings of the Mayor and of any other appointive officer of the City. The Mayor may satisfy attendance at meetings by sending a personal representative.

### 3.6 ADJOURNMENTS

The Council shall have the power to adjourn any regular or special meeting to a day and time certain, which adjustments shall not be on the time of the next regular meeting, and the adjourned meeting shall be considered as a continuation of the same regular or special meeting. Any business which would have been proper for the Council to consider at such meeting may be considered and acted upon at the adjourned meeting. Any postponement of deliberations of the Council of less than one (1) day shall be considered a recess. Notice shall be given by the Clerk in accordance with the provisions of Rule 1.2.

### 3.7 SIGNS, PLACARDS, AND BANNERS

Signs, placards, banners, or similar items shall not be permitted at any time in Council Chambers. This rule does not apply to a display board pertaining to an agenda item.

## **Rule 4 - VOTING**

### **4.1 QUORUM**

Four (4) members of the Council shall be a quorum for the transaction of business, but, in the absence of a quorum, two (2) or more members may adjourn any regular or special meeting to a later date. Since no business is transacted at Committee of the Whole, Study Sessions and Briefing Sessions, at those meetings a quorum shall consist of those who attend the meeting. Each member of the Council, who shall be recorded as present, shall vote on all questions decided by the Council, unless the matter creates a conflict of interest.

No ordinance or resolution shall be adopted or passed except by the affirmative vote of at least four (4) members of the Council, except as otherwise provided by law, in accordance with section 7.8 of the City Charter. Five (5) affirmative votes of the Council are needed to give a resolution immediate effect, provided the Mayor shall waive the right of veto, in accordance with Section 9.1 of the City Charter.

### **4.2 MANNER OF VOTING**

The vote upon the passage of all ordinances, and upon the adoption of all resolutions, shall be taken by “yes” and “no” votes and entered upon the record, except that where the vote is unanimous, it shall only be necessary to so state.

Unanimous approval shall attach to all Council acknowledgments, awards, citations, and/or condolences, unless there is an objection from a Councilmember.

### **4.3 CONFLICT OF INTEREST**

No member of the Council shall vote upon any matter which personally affects such member as prohibited by Public Acts 1968, No. 317; MCL § 15.321, et. seq. Any member so affected shall immediately disclose any pecuniary interest in the contract or matter appearing before the Council, which disclosure shall be made a matter of record in the official minutes of the Council. Any such contract or matter coming before the Council shall be approved by vote of two-thirds (2/3) of the full membership of the Council without the vote of a member thereof, if any, making such disclosure. The provisions of Chapter 3 of the City Charter concerning Standards of Conduct are hereby incorporated by reference.

## **Rule 5 – PUBLIC HEARINGS**

### **5.1 PUBLIC HEARINGS**

In the event that the Council determines to hold a public hearing upon any matter requiring a determination, action, vote or disposition by the Council by way of ordinance or resolution, the Clerk shall give notice of such public hearing by publication at least once in the official City newspaper at least five days prior to the scheduled hearing date and as otherwise required by state statute. The notice of such public hearing shall contain the date, time, place and description of the subject matter to be considered by the Council at the public hearing. In addition to such publication, the Clerk shall give notice by mail to all individuals within 300 feet of any property scheduled for a zoning hearing in accord with the original petition or application for a zoning change or as directed by the Council. The Planning Division of the Department of Economic Development shall provide the Clerk with a list of lots in the district and within 300 feet of the proposed zoning change and, upon request by the Clerk, the Finance Department shall provide addresses appropriate for mailing and a master list of property owners in the affected district.

## **Rule 6 - COMMITTEES**

### **6.1 COMMITTEES**

There shall be no standing committees of the Council. This rule does not prohibit the Council from forming a subcommittee composed of less than a quorum of Council members if they are merely advising or only capable of making recommendations concerning the exercise of governmental authority.

## **Rule 7 - COMMUNICATIONS**

### **7.1 RECEIPT OF COMMUNICATIONS**

The Clerk shall serve as the Council's Clerk. The Clerk shall receive all petitions, communications and complaints addressed officially to the City. The Clerk and all City Departments shall send all Councilmembers a copy of any correspondence received from the State of Michigan, the federal government, or any of their agencies concerning any violations of laws or other concerns pertaining to the City.

### **7.2 CLAIMS AND PUBLIC UTILITY RATE HEARINGS AND ADJUSTMENTS**

All lawsuits against the City of every kind shall be referred immediately to the Corporation Counsel for report, recommendation or appropriate action thereon, except that the Council shall be advised of receipt of such lawsuits. All items and documents concerning public utility rates shall be

referred immediately to the Departments of Public Works and Facilities and Finance for report, recommendation or appropriate action thereon, except that the Council shall be advised of receipt of such items and documents.

### 7.3 COUNCIL MEETING AGENDA

The Clerk shall prepare in advance of every regular, special and Committee of the Whole meeting of the Council, and whenever practical before any closed session of the Council, an agenda of business to come before the Council at each such meeting. The agenda shall contain for each item the Department from which the request originated, a brief description of the project and whether the item has been budgeted for or involves a transfer of contingent fund monies.

#### Consent Agenda:

The Council may use a consent agenda to process routine non-controversial business items. The entire group of items will be approved in one motion and one roll call vote. In the minutes, the actions passed in the consent agenda will be recorded individually and in full. There will be no separate discussion of the items on the consent agenda. If discussion of an item is desired by a Council member, then it shall be removed from the consent agenda and considered separately by being placed on the regular agenda.

At the beginning of the regular Council meeting, the Council President shall ask the Council members if any items wish to be removed from the consent agenda and discussed individually. The Clerk shall not permit any ordinances to be placed on the consent agenda.

#### Committee of the Whole:

All matters submitted by the Administration must be provided to the Clerk by 5:00 p.m. on the Friday before the Committee of the Whole meeting. The Clerk shall prepare an agenda with appropriate back-up materials of administrative matters filed before 5:00 p.m. on Tuesday for consideration and review by the Council for the Committee of the Whole meeting. Private citizens and/or outside agencies or groups cannot unilaterally place items on the meeting agenda. Such requests to be added to the meeting agenda must be submitted to the Council Office by the 5:00pm Tuesday deadline and have the support of at least one Council Member. In addition to these agenda items and administrative matters filed after the 5:00 p.m. Tuesday deadline and reviewed by the administrative department at the Committee of the Whole meeting, only emergency administrative matters requiring immediate action by the Council, as requested by the Mayor, shall be heard by the Council at its next regularly scheduled meeting. These "emergency administrative" items shall not appear on the Council's agenda and shall be orally reviewed by the Mayor or appropriate



department head at the regularly scheduled Council meeting. If Monday falls on a legal holiday that results in the closure of the Council Office, then the deadline shall be Wednesday by 5:00 p.m.

The Clerk shall prepare a supplemental written agenda for those matters submitted by private citizens and/or outside agencies or groups for Council consideration after the preparation of the formal agenda contemplated herein and list same under “new business.” The Clerk shall prepare the agenda of administrative matters and those matters designated at the Committee of the Whole meeting for inclusion on the Council’s formal agenda by Friday at 1:00 p.m. preceding the next regularly scheduled Council meeting and same shall be posted online for the public. Condolences shall be added to the end of Regular Council Meeting agendas, NOT Committee of the Whole agendas.

Notwithstanding the above, any member of the Council with support of another member may add an item to the agenda at any time. The Clerk and Council Office shall be made aware of the addition at the earliest opportunity.

#### Regular Meetings:

The agenda prepared by the Clerk for a regularly scheduled Council meeting shall follow the form and substance identified by Rule 8 hereinafter. With reference to regular meetings of the Council, the Clerk shall file with the Council by 5:00 p.m. on Tuesday before each regularly scheduled meeting of the Council all items of business with the appropriate back-up materials. If an administrative department desires to place additional business before the Council at the regularly scheduled meeting, then the administrative department shall file the original written document with the Clerk and appear at the regularly scheduled meeting to explain the nature of the business to be considered. Every reasonable effort shall be made by the Clerk to comply with the 5:00 p.m. Tuesday deadline.

Notwithstanding the above, any member of the Council with support of another member may add an item to the agenda at any time. The Clerk and Council Office shall be made aware of the addition at the earliest opportunity.

#### Order of Business:

The Clerk shall prepare the business items for the Committee of the Whole meeting and regular Council meeting agendas in the following order:

1. Any Council or Mayor acknowledgments or awards
2. **Condolences**
3. Public Comment (up to 30 minutes)
4. Consent Agenda Items

5. Resolution approving previous minutes
6. Ordinances
  - a. Resolution on the table
  - b. Ordinance on the table (2<sup>nd</sup> reading)
  - c. Ordinance to be introduced (1<sup>st</sup> reading)
7. Economic Development/City Planning/Planning Commission
8. Public Works and Facilities/Engineering
9. Purchasing
10. Assessor
11. Police
12. Fire
13. Recreation
14. Library
15. Finance/Treasury/Philanthropy and Grants
16. Law/Courts
17. Communications/Community Relations
18. Innovation and Technology/Historical Museum
19. Human Resources/Civil Service Commission
20. Council
21. Clerk
22. Mayor
23. All Other City Departments
24. Public Comment

Supporting documentation for each business item shall be numbered to correspond with the agenda item number. Condolences shall be added to the regular Council meeting agendas, not Committee of the Whole agendas.

#### 7.4 REFERRALS

The Clerk shall prepare a record of the Committee of the Whole referrals and other Council actions requiring administrative follow-up and periodically advise the Council of any outstanding matters. Department heads shall notify the Clerk in writing when matters referred by Council have been

completed. The record so prepared by the Clerk shall contain a complete list of all matters referred for departmental action or administrative follow-up and whether or not the action has been taken to date. The list so prepared shall be given to all members of the Council by the fifteenth of each month by delivering a copy to each Councilmember's mail box at the Dearborn Administrative Center.

The Council President or presiding officer may refer administrative matters directly to the departments concerned prior to the Committee of the Whole or Regular Council meetings provided they give notice to all Council members of the referral.

## 7.5 NOTICE REQUIREMENTS

The Clerk shall be the agent responsible for posting any notices required by these rules and Public Acts 1976, No. 267; MCL § 15.261,. (Open Meetings Act).  
*et. seq.*

## 7.6 MINUTES

The Clerk, or his/her designee, shall attend all Committee of the Whole, Special and Regular meetings of the Council and shall keep a correct journal of the proceedings. The Clerk shall keep minutes of those meetings showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting and matters upon which the Council has taken formal action. The minutes shall be public records open to public inspection and shall be available at the office of the Clerk. Copies of the minutes shall be available to the public at the reasonable estimated cost for printing and copying. The proposed minutes shall be available for public inspection not more than eight (8) business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved. The minutes, so prepared by the Clerk, shall be signed by the President of the Council and the City Clerk. The Clerk shall electronically record each regular meeting of the Council. For purposes of ensuring the accuracy of the official minutes kept by the Clerk and for purposes of public inspection, the tapes shall be kept until such time that the minutes are approved by Council. The Council may direct that any tape or tapes dealing with a specific meeting be retained for a further length of time. The Council secretary or designee shall be responsible for keeping minutes of study sessions and briefing sessions. Since no action is taken at those meetings, the minutes shall show the date, time, place, purpose, members present, members absent and others in attendance.

## **Rule 8 – COUNCIL MEETING PROCEDURE**

### **8.1 ORDER OF BUSINESS**

The order of business at all regular Tuesday night meetings shall be:

1. Call to order.
2. Roll Call.
3. Invocation.
4. Pledge of Allegiance.
5. Any Council or Mayor acknowledgments or awards
6. **Condolences**
7. Public Comment.
8. Disposing of the Journal of the preceding meeting or meetings.
9. Scheduled hearings on all matters required by law or deemed necessary by the Council.
10. Council Agenda.
11. Open Referrals
12. New Business.
13. Reports and communications from the Mayor and other City officials.
14. Public Comment.
15. Adjournment.

## 8.2 PRECEDENCE OF MOTIONS

When any question is under debate, no motions shall be received except the following, and they shall have precedence in the following order:

### NOT DEBATABLE

1. To adjourn.
2. To recess for a definite time.
3. To lay on the table.
4. To call for the previous question.

### DEBATABLE

5. To postpone to a day certain.
6. To amend.
7. To amend the resolution to amend.
8. To postpone indefinitely.
9. To declare waiver of attorney-client privilege.

## 8.3 DIVISION OF THE QUESTION

A motion for the division of any question may be made when the question will admit of a division so distinct that if one part be taken away, the other will stand as an entire question for decision. The motion shall require support and the outcome shall be decided by a majority vote.

## 8.4 WITHDRAWAL OF MOTION

A member may withdraw their motion at any time before it is put to a vote, provided there are no objections.

## 8.5 WAIVING ORDER OF PROCEDURE

The presiding officer may at any time, by a majority vote of the Councilmembers present, permit a member to introduce an ordinance or resolution out of the regular order of business.

## 8.6 TAKE FROM THE TABLE

A question may be taken from the table at the same meeting at which it was laid on the table either before or after business has intervened or at a subsequent meeting. The Clerk shall list any questions or resolutions tabled at subsequent meetings of the Council on an appropriate agenda until taken from the table or terminated in accordance with this rule.

If a question or resolution is not taken from the table within forty-five (45) calendar days from the meeting at which it was tabled, it shall terminate by operation of these rules and the Clerk shall not list any such item beyond a forty-five (45) calendar day period from which it was tabled.

Any member of the Council shall be permitted to reintroduce a question or subject matter terminating by operation of the provisions of this rule in accord with the motion practice of the Council.

## 8.7 RESOLUTION TO RECONSIDER

A resolution to reconsider a vote on any question shall be in order for any member of the prevailing side to move for such reconsideration at any time after such action has been taken, as hereinafter set forth; provided, however, that if the meeting at which such action was taken has been adjourned, such member must file with the Clerk before 4:00 p.m. of the third business day after the session at which the resolution being reconsidered was passed, a notice of his/her intention to move to reconsider it.

A member who was either absent for the vote on the original motion or abstained due to a conflict of interest from voting is precluded from making a motion to reconsider the original motion. The motion must be supported, is debatable, and requires a majority vote. In the absence of the member who had filed such notice of reconsideration, at the regular meeting of the Council next following the filing thereof, at which such motion of reconsideration could be properly presented, it shall, by virtue of said notice, be in order for any other member of the prevailing side to move for reconsideration of the resolution identified in such notice.

## 8.8 RESCIND OR APPEAL

A motion to rescind or appeal some previous action may be made at any time at any regular or special meeting of the Council.

## 8.9 MOTION TO DECLARE WAIVER OF ATTORNEY-CLIENT PRIVILEGE

A motion to declare waiver of the attorney-client privilege as to an opinion or document is a privileged motion of the assembly that can be debated, but debate must not disclose the conclusions of the opinion or the nature of the document, and may not be amended. The motion shall require support and the outcome shall be decided by a two-thirds vote.

## 8.10 APPEAL FROM RULING OF THE CHAIR

Members have no right to criticize a ruling of the chair unless they appeal from their decision. If a member believes the chair has ruled incorrectly, an appeal may be made. However, an appeal may not be made if the chair has expressed only an opinion.

An appeal must be made at the time of the ruling and must be seconded; is debatable, unless the matter appealed from is not debatable. The chair may vote on the appeal and the outcome shall be decided by a majority vote. A majority vote in favor or tie sustains the decision of the chair.

## 8.11 CALLING THE QUESTION

A council member must have the floor in order to make a motion and the outcome shall be decided by a two-thirds vote.

## 8.12 PROCEDURE TO ENACT ORDINANCES AND RESOLUTIONS

Every ordinance shall receive two readings by title only. The second reading of an ordinance shall not take place at the same session unless there has been a suspension of the rules and an emergency declared by the Council. Ordinances may be introduced by one member and debated. All petitions, communications, reports and ordinances presented to the Council shall be in writing, in accordance with Section 9.2 of the Charter. Every ordinance shall require a roll call vote.

All resolutions shall require support prior to debate. A roll call vote is required to adopt a resolution, if requested by a member; otherwise, the Council President may announce that the resolution was unanimously adopted.

To conduct a roll call vote, the Clerk shall call the names of all Council members starting with the Council member receiving the lowest number of votes received at the last regular City-wide general election and continuing in chronological order to the Council President. This order will repeat continuously, but reset each calendar year beginning with the first meeting in January.

The Clerk and/or their designee shall adopt a process to track the roll-call voting order at each Council meeting.

The Clerk shall make every reasonable effort to provide the final adopted resolutions and ordinances to the Council Office prior to the next regular Council meeting after which they were adopted.

#### 8.13 AMENDMENT, SUSPENSION OR ALTERATION OF RULES

These rules may be altered or amended or temporarily suspended for a specific purpose by an affirmative vote of five (5) Council members voting thereon. The Council shall review these rules within 120 days of each general municipal election every 4 years and also if a vacancy occurs in the office of Council President.

#### 8.14 PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern the Council in all cases where the rules of the Council are not applicable. The Corporation Counsel shall serve as parliamentarian to the Council.

To introduce a new piece of business or propose a decision or action, a motion must be made by a Council member. The motion must receive support and after limited discussion the group then votes on the motion. A majority vote is required for the motion to pass, unless stated otherwise.

#### 8.15 ORDINANCE AND RESOLUTION(S)

The Council shall act only by ordinance or resolution. A "resolution" shall be official action in the form of a motion (1) limited to matters required or permitted to be done by resolution by the City Charter or by state law; (2) matters pertaining to the internal affairs or concerns of the City government; (3) ministerial in character, relating to the administrative business of the City; or (4) such other actions commonly recognized in law as subject to adopting by resolution for a specific and/or temporary purpose. All other acts of the Council, and all acts carrying a penalty for the violation thereof, shall be by ordinance. All legislation of the City of Dearborn shall be by ordinance.

### **Rule 9 – ETIQUETTE**

#### 9.1 MEETING PROCEDURE

1. A Council member who desires to speak in debate must first be recognized by the President or presiding officer.
2. The Council member who makes the original motion is entitled to speak first.



3. A Council member is not entitled to speak for a second time on an item until all other members who wish to speak for the first time have the opportunity to do so.

## **Rule 10 – ELECTRONIC COMMUNICATIONS**

### **10.1 DURING AN OPEN MEETING**

E-mail, group texting (consisting of a quorum), or other forms of electronic communications among group members during the course of an open meeting that constitutes deliberations toward decision-making or actual decisions violates the Open Meetings Act. Members are prohibited from participating in such communications during an open meeting.

### **10.2 OUTSIDE OF AN OPEN MEETING**

E-mail, group texting (consisting of a quorum), or other forms of electronic communications among group members outside of the course of an open meeting can create a violation under the Open Meetings Act. E-mail communications among members where a quorum of the Council is on the communication and/or response is prohibited.

## **ADOPTION HISTORY**

Adopted by CR 2-80-82 of February 2, 1982

Amended/adopted by CR 1-5-86 of January 7, 1986

Amended by CR 9-618-87 of September 1, 1987

Amended by CR 10-716-87 of October 20, 1987

Amended by CR 1-4-90 of January 2, 1990

Adopted/amended by CR 1-60-02 of January 15, 2002

Amended by CR 12-1183-02 of December 17, 2002

Amended by CR 11-988-03 of Special Meeting November 13, 2003

Amended by CR 12-874-04 of December 21, 2004

Amended/Adopted by C.R. 11-797-06 of November 6, 2006

Amended by C.R. 5-290-08 at a Special Meeting on May 7, 2008

Amended by C.R. 2-65-15 at the Regular Meeting of February 10, 2015

Amended by C.R. 7-433-22 at the Special Meeting on July 27, 2022

Amended by C.R. 2-65-15 at the Regular Meeting of September 27, 2022

Amended by C.R. 10-582-22 at the Regular Meeting of October 11, 2022

Amended by C.R. 6-304-23 at the Regular Meeting of June 13, 2023

Amended by C.R. 2-82-24 at the Regular Meeting of February 28, 2024

Amended by C.R. \_\_\_\_ - \_\_\_\_ -25 at the Regular Meeting of \_\_\_\_\_, 2025



## LAW

# EXECUTIVE SUMMARY AND MEMORANDUM

---

**REQUEST:** Approval to amend the Guidelines Regarding Side Yard Sales to create consistency with the Land Sales Guidelines for new single-family home construction.

**Immediate effect requested**

---

**DEPARTMENT:** Law.

---

**BRIEF DESCRIPTION:** To create consistency with the Land Sales Guidelines for new single-family home construction as amended over the years, it is recommended that the Guidelines Regarding Side Yard Sales be amended to remove the no variance condition and to allow administrative review of requests to extend closing deadlines and increase the related processing fee. It is also recommended that certain wording within the Guidelines be amended to reflect that the Guidelines are an internal document.

---

**PRIOR COUNCIL ACTION:** The current Guidelines Regarding Side Yard Sales were adopted under Council Resolution 4-234-16.

---

**BACKGROUND:** Purchasers of vacant City-owned side yard lots are required to comply with the City's adopted Guidelines Regarding Side Yard Sales. To create consistency with the Land Sales Guidelines for new single-family home construction, it is recommended that the Guidelines Regarding Side Yard Sales be amended to remove the no variance condition and to allow administrative review of requests to extend closing deadlines and increase the related processing fee from \$100 to \$250. It is also recommended that certain wording within the Guidelines be amended to reflect that the Guidelines are an internal document.

---

**FISCAL IMPACT:** Increase in the processing fee for closing deadline extension requests from \$100 to \$250.

---

**COMMUNITY IMPACT:** Revising the Guidelines Regarding Side Yard Sales as proposed will create consistency with the Land Sales Guidelines for new single-family home construction.

---

**IMPLEMENTATION TIMELINE:** The amended Guidelines Regarding Side Yard Sales would be effective upon adoption.

---

**COMPLIANCE/PERFORMANCE METRICS:** The Law Department and Economic Development Department monitor compliance with the conditions pertaining to sales set forth in the Guidelines Regarding Side Yard Sales.



**LAW**

## EXECUTIVE SUMMARY AND MEMORANDUM

---

**TO:** City Council  
**FROM:** Corporation Counsel  
**VIA:** Mayor Abdullah H. Hammoud  
**SUBJECT:** Requesting approval to amend the Guidelines Regarding Side Yard Sales to create consistency with the Land Sales Guidelines for new single-family home construction  
**DATE:** February 27, 2025

---

### Summary of Request

Purchasers of vacant City-owned side yard lots are required to comply with the City's adopted Guidelines Regarding Side Yard Sales. To create consistency with the Land Sales Guidelines for new single-family home construction, it is recommended that the Guidelines Regarding Side Yard Sales be amended to remove the no variance condition and to allow administrative review of requests to extend closing deadlines and increase the related processing fee from \$100 to \$250. It is also recommended that certain wording within the Guidelines be revised to reflect that the Guidelines are an internal document. (Please see attached proposed Guidelines with red-line amendments.)

Thus, it is recommended that the attached proposed Guidelines Regarding Side Yard Sales be adopted.

A resolution requesting immediate effect is attached.

Respectfully submitted,

DocuSigned by:

*Rebecca Schultz*

C73061A00EB9490...

REBECCA A. SCHULTZ  
Assistant Corporation Counsel

APPROVED:

DocuSigned by:

*Jeremy Romer*

E7A573BA25E3460...

JEREMY J. ROMER  
Corporation Counsel



**LAW**

## **EXECUTIVE SUMMARY AND MEMORANDUM**

---

### **RESOLUTION**

WHEREAS: Purchasers of vacant City-owned side yard lots are required to comply with the City's adopted Guidelines Regarding Side Yard Sales, and

WHEREAS: To create consistency with the Land Sales Guidelines for new single-family home construction as amended over the years, it is recommended that the Guidelines Regarding Side Yard Sale be amended to remove the no variance condition and to allow administrative review of requests to extend closing deadlines and increase the related processing fee from \$100 to \$250. It is also recommended that certain wording within the Guidelines be revised to reflect that the Guidelines are an internal document; therefore be it

RESOLVED: That the Guidelines Regarding Side Yard Sales be amended as presented; be it further

RESOLVED: That this Resolution be given immediate effect.



## CITY OF DEARBORN GUIDELINES REGARDING SIDE YARD SALES OF CITY-OWNED PROPERTY

### Purchase Agreement

Purchase Agreement must be signed and returned with 10% deposit to the Department of Law within 30 days of date shown on Purchase Agreement.

### Closing

Upon City Council approval of the land sale, the Legal Department will notify ~~you the Purchaser~~. ~~You The Purchaser~~ must call and schedule an appointment to close. The closing must occur within the timeframe specified in the City Council Resolution approving the sale. If there are two adjacent property owners that are purchasing a portion of the property, the two purchasers must close simultaneously.

### Extension of Time to Close

Only one extension of time to close may be granted per land transaction. Such extension may be for 30 days only. If an extension of time to close is requested, the request must be in the form of a letter and received by the Legal Department within ~~35~~ ~~30~~ days of the scheduled closing date. A processing fee of ~~\$100~~ ~~\$250~~ must accompany the request, along with documentation to support the request. The Legal Department will ~~administratively~~ review the request within 14 days and consider the following factors:

- a. Does the applicant have good cause for his/her request?
- b. Has the applicant purchased property from the City before? If so, how has the applicant performed in the past?

~~A recommendation by the Legal Department to approve or deny the request for an extension will be submitted to the City Council. You will receive a copy of the Council agenda item, along with upcoming Committee of the Whole and City Council meeting dates. It is your responsibility to call the Legal Department to confirm these dates. Your attendance is mandatory at the Committee of the Whole meeting. If the Law Department denies the request for an extension, the Purchaser may present a request to City Council for reconsideration. The Purchaser may be required to attend the City Council and/or Committee of the Whole meetings to respond to questions regarding the request. It is the Purchaser's responsibility to confirm the meeting dates.~~

If the request for an extension of time to close is denied,

- a. Applicant forfeits 10% deposit.
- b. Applicant forfeits ~~\$100~~ ~~\$250~~ processing fee.
- c. Purchase Agreement is invalidated.
- d. Council resolution regarding sale of land is rescinded.

If a request is not received in the required timeframe, the request will not be processed. The processing fee will be returned; the 10% deposit will be forfeited; the Purchase Agreement will be invalidated, and steps may be taken to offer the land to other adjacent property owner.

Any request for an extension to close must be in the form of a written letter addressed to:

City of Dearborn  
Legal Department  
16901 Michigan Avenue, Ste. 14  
Dearborn, MI 48126

### **Conditions**

- a. The side yard purchased must be combined with ~~your~~ **the Purchaser's** adjacent property for tax and assessment purposes at closing. Failure to do so will result in the Council Resolution automatically being rescinded, deposit forfeited, and the sale declared null and void.
- b. The lot may not be re-split or combined with other land, for a re-splitting as two buildable lots, without the prior approval of the City Council.
- c. ~~You-The Purchaser~~ may seek permission from City Council to split and sell a portion of the side yard to the neighboring property owner.
- d. Any construction or expansion of an existing structure, utilizing the side yard, must comply with the Dearborn Zoning Ordinance. ~~You must waive any rights to seek a variance of any of the requirements.~~
- e. The lot may only be sold or developed in combination with ~~your the~~ **Purchaser's** adjacent property.
- f. If ~~you-the Purchaser~~ currently ~~do does~~ not provide for sufficient off-street parking as defined by the Dearborn Zoning Ordinance, ~~you are the Purchaser~~ **is** required to install off-street parking in accordance with the law and:

1. For non-owner occupied property, ~~you the Purchaser~~ must install off-street parking within five (5) years of the date of closing on the purchase of side yard from the City.
2. For owner occupied property, ~~you-the Purchaser~~ must install off-street parking before ~~you the Purchaser~~ transfers the property to another purchaser.
3. For non-owner occupied and owner occupied property, if ~~you the~~ **Purchaser** completes the installation of off-street parking to meet the requirements of the Zoning Ordinance within five (5) years of the date of the closing on the purchase of side yard from the City, ~~you the~~ **Purchaser** may request a \$1,000 refund of the purchase price, or request a refund of the actual purchase price of the lot, whichever is less. Requests must be in writing to the Corporation Counsel at:

City of Dearborn  
Legal Department  
16901 Michigan Avenue, Ste. 14  
Dearborn, MI 48126

4. Installation of off-street parking is deemed completed when all permits have been finalized by the ~~Property Maintenance & Development Services Department~~ **Economic Development Department**.



5. When the City property is sold to ~~you~~ the Purchaser for side yard, the deed will contain a restriction containing the requirements set forth herein.
- g. ~~You~~ The Purchaser must be current on taxes and have a valid Certificate of Occupancy for the property that ~~you~~ the Purchaser currently owns to qualify to purchase side yard from the City.

**Right of Reverter**

A right of reverter will be recorded with the deed. If ~~you~~ the Purchaser violates any of the restrictions imposed, the City may exercise its right to purchase the property back from ~~you~~ the Purchaser for the original sale price, less 10%, and less costs associated with the transfer back to the City of Dearborn.