

## COMMITTEE OF THE WHOLE

October 2, 2025

### AGENDA

1. RESOLUTION BY COUNCILMEMBER HAMMOUD SUPPORTED  
UNANIMOUSLY – Recognizing Dearborn resident, Carrie Whicker for her  
continuous City beautification efforts and requesting immediate effect.
2. PUBLIC COMMENT
3. RESOLUTION IN NEED OF OFFER AND SUPPORT – Approving the minutes of  
the previous special (closed) meeting of September 23, 2025.
4. RESOLUTION IN NEED OF OFFER AND SUPPORT – Approving the minutes of  
the previous regular meeting of September 23, 2025.
5. CORPORATION COUNSEL – Recommending  
ORDINANCE NO. 25-1860 – IN NEED OF INTRODUCTION.  
SNYOPSIS – “An Ordinance to Amend the Water and Sewers Chapter (Chapter  
19) of the Code of Ordinances of the City of Dearborn by Amending Article  
I, entitled ‘Exemption of Sewage Disposal Charge’.”  
RESOLUTION IN NEED OF OFFER AND SUPPORT – To table the Ordinance.
6. ECONOMIC DEVELOPMENT – Having no objection to the request of the  
property owner of 5160 Eugene Street for a temporary Use of Land permit  
to allow one (1) food truck to operate on the property from October 8,  
2025 through October 8, 2026 in order to solidify their transition plan into  
a permanent brick and mortar establishment and requesting immediate  
effect.

7. ECONOMIC DEVELOPMENT – Requesting to authorize the installation of a 6' wood property line fence between 8644 Schaddick St. and the adjacent City-owned lots at 8636 and 8708 Schaddick St., provided that Mr. Abdul Numan (owner of property located at 8644 Schaddick St.) pay for all costs associated with its installation and removal of the existing chain link fence and requesting immediate effect.
8. PURCHASING – Requesting to award a contract to Premier Group Associates, most responsive and responsible proposal, in an amount not to exceed \$130,000 for the Design, Build, and Transformation of the West Dearborn Pocket Park located at 22054 Michigan Ave. and requesting immediate effect. (133-3)
9. PURCHASING – Requesting to award a one-season contract, with two (2), one-season renewal options, to RSB Services, LLC for Bulk Leaf Pick-up and Disposal in the amount of \$135,000 for the first year. (21-1)
10. PURCHASING – Requesting to authorize three (3) sole source purchase agreements with DTE Electric Company in the total amount of \$571,402.42 for the replacement of 12 Street Light poles in the West Dearborn Downtown Development District, 77 Street Light poles in the East Dearborn Downtown Development District, and 88 Street Light poles along Michigan Ave., for a total in the amount of 177 between the Districts and requesting immediate effect.
11. PURCHASING – Requesting to award a sole source contract to artist, Two Eagles Marcus in the amount of \$35,000 for a Winter Art Installation as part of Dearborn's Wanderlights holiday event and requesting immediate effect. [2-568 (b) (6) b]
12. PURCHASING – Requesting to award a sole source contract to Amigo & Amigo art studio in the amount of \$88,650 for two (2) Winter Art Installations as part of Dearborn's Wanderlights holiday event and requesting immediate effect. [2-568 (b) (6) b]

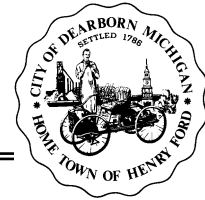
13. PURCHASING – Requesting to authorize additional expenditures to the purchase orders with Apollo Fire Repair (\$168,500), Fordson Collision (\$107,000), Klochko Equipment Rental (\$35,000), MTech Sweeper (\$48,000), Village Ford (\$44,600), Rowerdink (\$35,000), O'Reilly Auto Parts (\$32,000), Fleet Pride (\$32,000), Cummins Bridgeway, LLC (\$31,500), Mission Ford (\$30,000), Beech Monroe Service Center (\$22,800), Vermeer (\$22,000), Al's Construction Equipment (\$20,900), Pomp's Tire Service (\$52,000), Michigan Cat (\$9,500), The WW Williams Company, LLC (\$8,600), Macqueen (\$6,600), and Truck & Trailer Specialties (\$5,100) in the total amount of \$697,100 for City Vehicle Repair Services and requesting immediate effect.
14. PARKS & RECREATION – Requesting to authorize the UAW Local 600 to host its annual "Trunk or Treat" event in the parking lot located at 10550 Dix on Saturday, October 25, 2025 from 3:00 p.m. to 8:00 p.m., with assistance from the Police Department for road closures at Ferney/Dix and Ferney/Vernor; also requesting a noise waiver for the duration of the event and requesting immediate effect.
15. MAYOR – Requesting concurrence in the appointment of David Norwood to the Local Officials Compensation Commission with a term ending June 30, 2032 and requesting immediate effect.

PUBLIC COMMENT WILL FOLLOW ANY WALK-ON ITEMS

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

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### **IMMEDIATE EFFECT**

**To:** City Clerk  
**From:** City Council  
**Date:** September 18, 2025  
**Subject:** Council Acknowledgment- Carrie Whicker

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The 34th Dearborn City Council would like to recognize Dearborn resident, Carrie Whicker, for her continuous city beautification efforts.

This acknowledgment has received the unanimous support of the City Council and is to be given immediate effect.

A handwritten signature in blue ink, appearing to read "Mustapha A. Hammoud".

**Mustapha A. Hammoud**  
Councilmember



## FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

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### Immediate Effect Requested

**REQUEST:** Approve a contract for a Winter Art Installation to Amigo & Amigo

**DEPARTMENT:** Community Relations, in conjunction with Purchasing.

**BRIEF DESCRIPTION:** The department of Community Relations kindly requests approval to enter into a contract with arts studio Amigo & Amigo to display two signature light-based art installations as part of Dearborn's inaugural Wanderlights holiday event.

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**PRIOR COUNCIL ACTION:** N/A

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### BACKGROUND:

Dearborn Wanderlights, a new annual City event, will feature interactive installations that blend technology, art, and storytelling to create a memorable holiday walkthrough experience. Encompassing three months this winter season, this free, family-friendly occasion will debut at PEACE Park West and is designed to attract thousands of attendees from across metro Detroit as a regional centerpiece for holiday celebrations. Each month, the Wanderlights experience will be anchored by a community event, kicking off with an opening ceremony on Thursday, November 20, 2025.

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### FISCAL IMPACT:

The total cost of the contract with Amigo & Amigo s is \$88,650, which will be funded through the Community Relations Special Events budget.

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### COMMUNITY IMPACT:

This installations will provide an accessible, high-quality holiday and cultural experience for residents and visitors of all ages. This project is expected to generate increased foot traffic to downtown businesses, strengthen civic and community pride, and establish Dearborn as a regional destination for winter arts and holiday programming.

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**IMPLEMENTATION TIMELINE:** The Contract will be executed upon Council Approval.

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**COMPLIANCE/PERFORMANCE METRICS:** Community Relations staff annually evaluates event performance using metrics such as audience reach, attendance, sponsorships, and media engagement, and debriefs to ensure events are impactful and align with the City's vision, goals, and strategies.

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

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**TO:** City Council  
**FROM:** City Administration  
**VIA:** Mayor Abdullah H. Hammoud  
**SUBJECT:** Approval of Contract with Amigo & Amigo for a Winter Art Installation  
**DATE:** September 12, 2025

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**Budget Information**

Adopted Budget:	\$175,000
Amended Budget:	\$175,000
Requested Amount:	\$88,650
Funding Source:	General Fund, Community Relations, Rentals
Supplemental Budget:	N/A

**Summary of Request**

The Department of Community Relations, in conjunction with Purchasing, recommends the sole source contract with Amigo & Amigo for two Winter Art Installations.

It is respectfully requested Council award this contract with **Immediate Effect**. The resulting contract shall not be binding until fully executed.

**Background and Justification**

Dearborn Wanderlights, a new annual City event, will feature interactive installations that blend technology, art, and storytelling to create a memorable holiday walkthrough experience. Encompassing three months this winter season, this free, family-friendly occasion will debut at PEACE Park West and is designed to attract thousands of attendees from across metro Detroit as a regional centerpiece for holiday celebrations. Each month, the Wanderlights experience will be anchored by a community event, kicking off with an opening ceremony on Thursday, November 20, 2025.

These installations will provide an accessible, high-quality holiday and cultural experience for residents and visitors of all ages. This project is expected to generate increased foot traffic to downtown businesses, strengthen civic and community pride, and establish Dearborn as a regional destination for winter arts and holiday programming.

**Procurement Process**

This procurement is in accordance with Section 2-568(b) (6) b, Sole Source Procurement, of the Code of the City of Dearborn



## FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

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### Prepared By:

DocuSigned by:

*Mark Rozinsky*

Mark Rozinsky, Purchasing Managers

### Department Approval:

Signed by:

*Erica Marra*

Erica Marra, Deputy Dir., Community Relations

### Budget Approval:

DocuSigned by:

*Michael Kennedy*

Michael Kennedy, Treasurer & Finance Director

DS

*W*

### Corporation Counsel Approval:

DocuSigned by:

*Jeremy Romer*

Jeremy J. Romer, Corporation Counsel



## FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

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### Immediate Effect Requested

**REQUEST:** Approve a contract for a Winter Art Installation to Two Eagles Marcus

**DEPARTMENT:** Community Relations, in conjunction with Purchasing.

**BRIEF DESCRIPTION:** The department of Community Relations kindly requests approval to enter into a contract with artist Two Eagles Marcus to display a signature light-based art installations as part of Dearborn's inaugural Wanderlights holiday event.

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**PRIOR COUNCIL ACTION:** N/A

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### FISCAL IMPACT:

The total cost of the contract with Two Eagles Marcus is \$35,000, which will be funded through the Community Relations Special Events budget.

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### COMMUNITY IMPACT:

This installation will provide an accessible, high-quality holiday and cultural experience for residents and visitors of all ages. This project is expected to generate increased foot traffic to downtown businesses, strengthen civic and community pride, and establish Dearborn as a regional destination for winter arts and holiday programming.

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**IMPLEMENTATION TIMELINE:** The Contract will be executed upon Council Approval.

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**TO:** City Council  
**FROM:** City Administration  
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Supplemental Budget:	N/A

**Summary of Request**

The Department of Community Relations, in conjunction with Purchasing, recommends the sole source contract with Two Eagles Marcus for a Winter Art Installation.

It is respectfully requested Council award this contract with **Immediate Effect**. The resulting contract shall not be binding until fully executed.

**Background and Justification**

Dearborn Wanderlights, a new annual City event, will feature interactive installations that blend technology, art, and storytelling to create a memorable holiday walkthrough experience. Encompassing three months this winter season, this free, family-friendly occasion will debut at PEACE Park West and is designed to attract thousands of attendees from across metro Detroit as a regional centerpiece for holiday celebrations. Each month, the Wanderlights experience will be anchored by a community event, kicking off with an opening ceremony on Thursday, November 20, 2025.

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## FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

### Prepared By:

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*Mark Rozinsky*

Mark Rozinsky, Purchasing Managers

### Department Approval:

Signed by:

*Erica Marra*

Erica Marra, Deputy Dir., Community Relations

### Budget Approval:

DocuSigned by:

*Michael Kennedy*

Michael Kennedy, Treasurer & Finance Director

DS

*W*

### Corporation Counsel Approval:

DocuSigned by:

*Jeremy Romer*

Jeremy J. Romer, Corporation Counsel



## **EXECUTIVE SUMMARY AND MEMORANDUM**

**REQUEST:** Request to approve a request from Abdul Numan, owner of 8644 Schaddick Street, to remove an existing chain link fence and install a 6' private wood fence along a property line adjacent to City Property for a distance of approximately 55 linear feet on east and 88 linear feet on west, as shown on the attached plan and at the full cost of the applicant, subject to compliance with applicable regulations and securing all applicable permits and other required approvals.

**DEPARTMENT:** Economic Development

**BRIEF DESCRIPTION:** Abdul Numan is the owner of the property located at 8644 Schaddick Street, and the City owns adjacent properties 8636 Schaddick to the east and 8708 Schaddick Street to the west. Mr. Numan is requesting to remove an existing chain link fence and install a new, 6' private wood fence along the shared property line between 8636 Schaddick and adjacent City-owned property as shown in the attached plan.

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### **PRIOR COUNCIL ACTION:**

N/A

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### **BACKGROUND:**

In order for a fence permit to be issued, the written consent of the property owner seeking the permit and any adjacent owner(s), and in the event that the City is the adjacent property owner, City Council approval is required. The Economic Development Department reviewed the application and recommends that Council consent to the request, and is prepared to facilitate the remainder of the permitting process if that consent is granted.

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### **FISCAL IMPACT:**

N/A

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### **COMMUNITY IMPACT:**

The proposed new fence will result in an aesthetic improvement to the existing property and support overall neighborhood beautification.

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### **IMPLEMENTATION TIMELINE:**

The project would be completed within 6 months of permit issuance.



**ECONOMIC  
DEVELOPMENT**

## **EXECUTIVE SUMMARY AND MEMORANDUM**

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

The Economic Development Department will ensure compliance with all applicable requirements.



**ECONOMIC  
DEVELOPMENT**

## **EXECUTIVE SUMMARY AND MEMORANDUM**

**TO:** City Council  
**FROM:** Jordan Twardy, Director of Economic Development  
**VIA:** Mayor Abdullah H. Hammoud  
**SUBJECT:** Request for Fence Installation at 8644 Shaddick  
**DATE:** October 7, 2025 (10/2 COW)

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### **Budget Information**

Adopted Budget: NA

Amended Budget: NA

Requested Amount: NA

Funding Source: NA

Supplemental Budget: NA

### **Summary of Request**

Request to approve a request from Abdul Numan, owner of 8644 Schaddick Street, to remove an existing chain link fence and install a 6' private wood fence along a property line adjacent to City Property for a distance of approximately 55 linear feet on east and 88 linear feet on west, as shown on the attached plan and at the full cost of the applicant, subject to compliance with applicable regulations and securing all applicable permits and other required approvals.

Immediate effect is requested.

### **Background and Justification**

Abdul Numan is the owner of the property located at 8644 Schaddick Street, and the City owns adjacent properties 8636 Schaddick to the east and 8708 Schaddick Street to the west. Mr. Numan is requesting to remove an existing chain link fence and install a new, 6' private wood fence along the shared property line between 8636 Schaddick and adjacent City-owned property as shown in the attached plan.

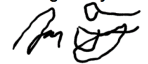
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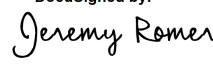


**ECONOMIC  
DEVELOPMENT**

## EXECUTIVE SUMMARY AND MEMORANDUM

### Signature Page

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9/24/2025  
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Jordan Twardy  
Economic Development Director

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Jeremy Romer  
Corporation Counsel

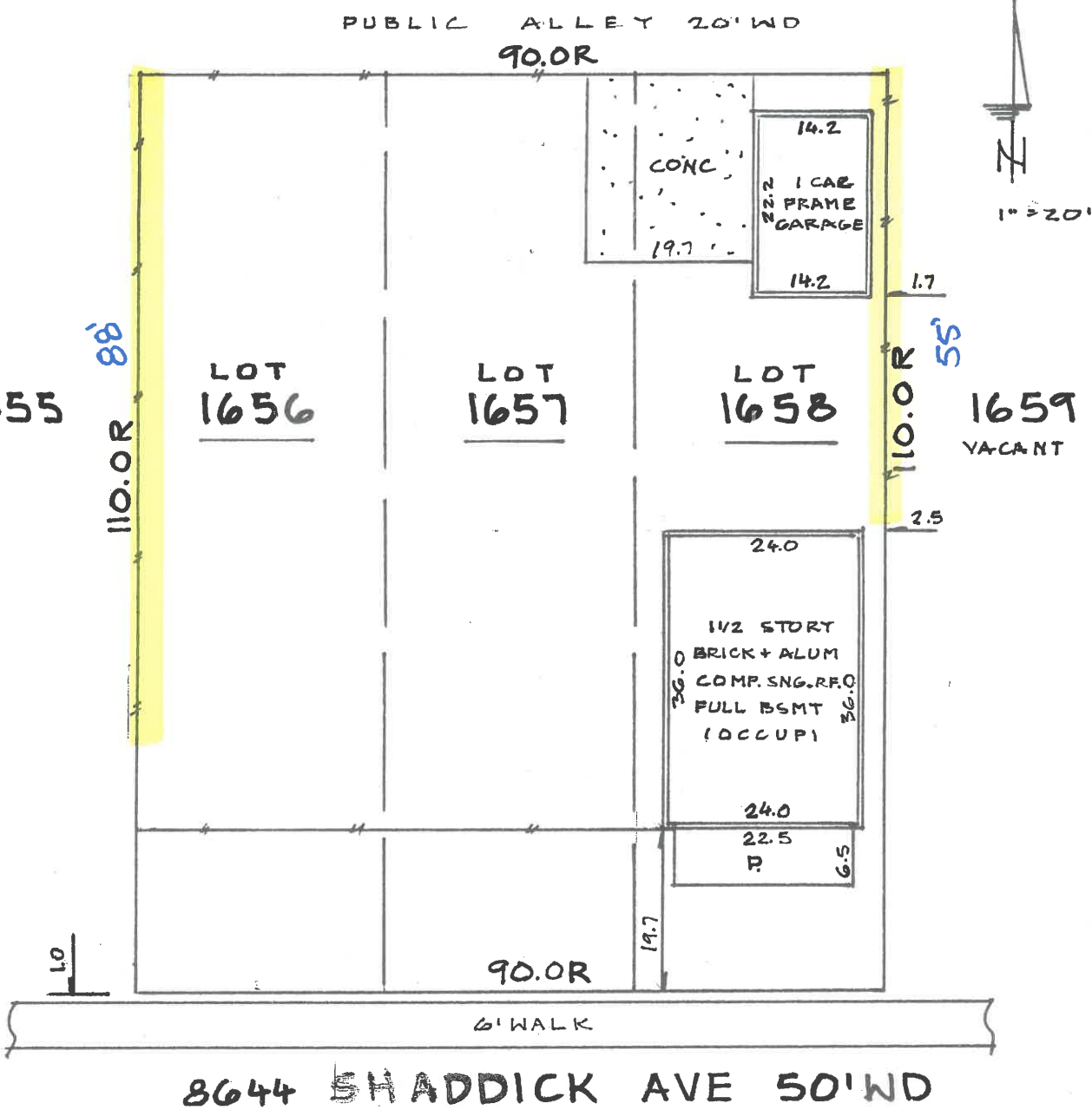
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9/24/2025  
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Ken Foley  
Building Official

RECEIVED

MAY 22 2025

By \_\_\_\_\_

MORTGAGE REPORT



Lots 1656 to 1658 inclusive, Smart Farm Subdivision # 1, City of Dearborn, Wayne County, Michigan. As recorded in Liber 38, Page 80, of Plats, Wayne County Records.

Abdul Numan      Survey # PH-364776      1/25/02

SURVEYED BY:      M.S.

CERTIFICATE:      PLYMOUTH EXCHANGE MORTGAGE CORP.

We hereby certify that we have surveyed the above described property in accordance with the description as furnished by you and assume no liability for the accuracy thereof, for the purpose of a mortgage loan to be made by the aforementioned applicants, mortgagor, and that the buildings located thereon do not encroach on the adjoining property, nor do the buildings on the adjoining property encroach upon the property heretofore described as shown. This survey is not to be used nor intended for the purpose of establishing property lines, fence lines, nor for construction purposes, no stakes having been set at any of the boundary corners.

BY \_\_\_\_\_

Registered Land Surveyor

STATE OF MICHIGAN

CLIVE CANTOR

LAND SURVEYOR

10682



## EXECUTIVE SUMMARY AND MEMORANDUM

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**REQUEST:** Temporary Use of Land: 5160 Eugene Street

**DEPARTMENT:** Economic Development

**BRIEF DESCRIPTION:**

- The business owner is requesting a temporary use of land approval to permit one food truck on the property between October 8th, 2025 – October 8th, 2026.
- They are requesting this additional time to solidify their transition plan into a permanent brick & mortar establishment.

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**PRIOR COUNCIL ACTION:**

In April 2025, City Council updated the Zoning Ordinance to permit food trucks as Special Land Use in the BC-General Business District and the IA-Light Industrial District, subject to specific site development standards. This ordinance went into effect on September 1<sup>st</sup>, 2025.

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**BACKGROUND:**

5160 Eugene is a vacant parking lot that is not utilized by any adjacent businesses. The applicant owns a food truck, The Spot Truck, which is operating out of the property.

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**FISCAL IMPACT:** N/A

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**COMMUNITY IMPACT:**

Allowing this business owner additional time to comply with regulations is consistent with the city's objective of helping local food truck entrepreneurs transition into permanent brick and mortar restaurants.

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**IMPLEMENTATION TIMELINE:**

Immediate effect requested.

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**COMPLIANCE/PERFORMANCE METRICS:**

The subject property is not delinquent on any taxes or municipal bills.





**ECONOMIC  
DEVELOPMENT**

## **EXECUTIVE SUMMARY AND MEMORANDUM**

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**TO:** City Council

**FROM:** Economic Development

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Temporary Use of Land: 5160 Eugene Street

**DATE:** October 2<sup>nd</sup>, 2025 (COW)

### **Summary of Request**

The applicant is currently operating a food truck on a vacant lot that is not used by any adjacent businesses. The applicant is requesting temporary approval to permit one food truck (The Spot Truck) on the property between October 7th, 2025 – October 7th, 2026. Ultimately, their plan is to work with the adjacent gas station owner to transition their business into a permanent brick and mortar establishment.

This temporary approval will allow them to continue to operate their business out of the food truck so they can continue to fund their business during this transition period.

### **Background Information**

- Section 2.07 of the Zoning Ordinance permits City Council to approve temporary uses subject to the following conditions:
  - Adequate off-street parking shall be provided.
  - The applicant shall specify the exact duration of the temporary use.
  - Electrical and utility connections shall be approved by the building official.
  - The City may require a performance bond to assure proper cleanup.
- Under the existing regulations, food trucks are permitted to operate out of sites that have been approved as food truck parks, which are only permitted in the B-C General Business Zoning District and I-A Light Industrial Zoning District.
  - 5160 Eugene Street is zoned VP – Vehicular Parking District.
- The lot is currently vacant with no structures and is not used by the adjacent businesses. Due to the size of the property there is plenty of space available for customer parking. For that reason, there are no anticipated negative impacts on adjacent uses.
- The applicant has several picnic tables available for patrons to sit. However, the majority of their business is grab-and-go. The applicant stated his hours are from 2 pm-1:30 am
- As shown in the attached diagram, the applicant has agreed to have his employees park in an area of the lot that has seen illegal cut-thru traffic between Wyoming and Eugene. This illegal cut-thru traffic has created track out and maintenance issues on the adjacent city-owned property. Vehicles parking in this area will create a barrier to ensure this cut-thru traffic doesn't occur.



**ECONOMIC  
DEVELOPMENT**

## EXECUTIVE SUMMARY AND MEMORANDUM

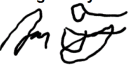
### Signature Page

**Prepared by:**

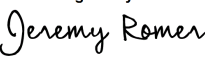
*Kaileigh Bianchini*

KAILEIGH BIANCHINI, AICP  
Planning and Zoning Manager

**Approved:**

Signed by:  
  
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JORDAN TWARDY  
Economic Development Director

DocuSigned by:  
  
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JEREMY ROMER  
Corporation Counsel

# Aerial Map- 5160 Eugene Street



## Legend

-  Subject Property
-  Existing and Proposed Food Truck and outdoor seating
-  Proposed staff parking

Parcel Size: 0.443 acres

Zoning: VP - Vehicular Parking

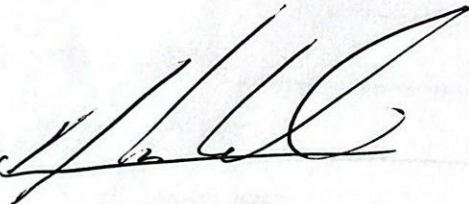
Cash Com  
Dear:  
Council Men

I am zaid saleh owner of TheSpot food truck located on 10001 michigan avn, behind bp gas station on different parcel and address. We have been an establishment in the city for almost 5 years. We are willing to comply and bring portable bathrooms and always clean the lot every night as we already do. We maintain the lot every night and make sure property is clean and we will block that alleyway where cars don't keep going back and forth in the dirt between our property and Wyoming. My employees will park their cars there to stop this from happening.

Best regards  
Zaid saleh

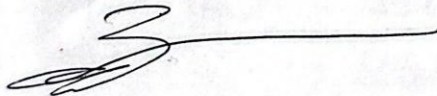
BP owner

Alm Altranji: x



The spot owner

Zaid Saleh





## RESOLUTION

WHEREAS: City Council has adopted zoning ordinance regulations for food trucks that became effective September 1, 2025; and

WHEREAS: The applicant is requesting temporary approval in order to have sufficient time and financial resources to solidify their transition plan into a permanent brick & mortar establishment; and

WHEREAS: The proposed temporary use of land is consistent with the city's intent of shifting food truck operations into permanent brick & mortar establishments; and

WHEREAS: The proposed temporary use of land is providing adequate parking and is not expected to negatively impact any adjacent properties; therefore, be it

RESOLVED: 5160 Eugene Street is permitted a temporary use of land to allow one food truck on the property with accessory outdoor seating for a duration not to exceed 1-Year (October 8th, 2025 – October 8th, 2026); be it further

RESOLVED: The food truck is permitted to operate between 2 pm-1:30 am; be it further

RESOLVED: The food truck on the site must comply with all local and state law requirements during this period and must remain movable and operational at all times; be it further

RESOLVED: That the proposed temporary use must remain compliant with all other ordinance requirements, including but not limited to, the noise ordinance during the full duration of the proposed use; be it further

RESOLVED: This resolution is given immediate effect.



**REQUEST:** Approve Sole Source purchase agreements with DTE Electric Company for the replacement of street lighting posts along Michigan Ave

**DEPARTMENT:** Economic Development, In Conjunction with Purchasing

**BRIEF DESCRIPTION:** Authorize the City of Dearborn to enter into three purchase agreements with DTE Electric Company for the replacement of 12 Street light poles in West Dearborn Downtown Development District, 77 Street Light poles in East Dearborn Downtown Development District and 88 Street Light poles along Michigan ave between the Districts totaling 177 special order material street lighting posts with DTE stock posts, including the installation of banner arms and receptacles, with a total cost of \$571,402.42.

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**PRIOR COUNCIL ACTION:** 3-77-20- DTE LED Light Conversion

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**BACKGROUND:** The City of Dearborn is working with DTE Electric Company to replace existing, deteriorated street light posts along a certain portion of Michigan Avenue as part of a broader effort to improve public infrastructure and enhance safety and economic vitality.

This project, which has been partially funded by the East and West Downtown Development Authorities, will replace a total of 177 posts along Michigan Avenue from Oakman Boulevard to Military Street. The new posts are crucial for ensuring the lighting infrastructure in these commercial corridors is more reliable and easier for DTE to maintain. This project will reuse existing LED fixtures while replacing decorative brackets and installing new electrical receptacles and banner arms on each of the new posts. The new equipment will be DTE stock equipment and all future light post replacements or repairs will be handled directly by DTE.

The work will be completed under the Master Agreement for Municipal Street Lighting, dated April 15, 2025.

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**FISCAL IMPACT:** Total cost of \$571,402.42

The three purchase agreements cover the following areas and costs:

East Downtown Phase 2: The replacement of 77 posts between Roemer St and Oakman Blvd. The total estimated cost is \$248,576.19.

West Downtown Phase 2: The replacement of 12 posts from S Military St to Oakwood Blvd. The total estimated cost is \$38,739.15.

Other Phase 2: The replacement of 88 posts on South Brady St (4), from Roemer St to Firestone St (61), and from Lois St to Miller Rd (23). The total estimated cost is \$284,087.08.



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**COMMUNITY IMPACT:**

- The replacement of old, deteriorated light posts with modern DTE stock posts will improve visibility and illumination along these major commercial corridors.
- This project will create a more welcoming and aesthetically pleasing environment for residents, visitors, and businesses, leading to increased foot traffic and longer business hours.
- The visual appeal of this portion of the Michigan Avenue corridor will be enhanced with the addition of electrical receptacles (that can accommodate additional light installations) and banner arms on the light posts.
- The new DTE stock posts are more reliable and easier for DTE to maintain, leading to a more consistent and dependable lighting system.

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**IMPLEMENTATION TIMELINE:**

The work is underground-fed and is expected to take approximately 90 days to complete, with 45 days for planning and 45 for construction. However, the timeline is subject to weather conditions and permit issuance, which could extend the project by an additional three to six months.

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**COMPLIANCE/PERFORMANCE METRICS:**

Economic Development will monitor the project implementation and the installation of the 177 light posts.



**TO:** City Council

**FROM:** City Administration

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Approve Sole Source purchase agreements with DTE Electric Company for the replacement of street lighting posts along Michigan Ave

**DATE:** September 19, 2025

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**Budget Information**

Projects: S04824, E Dearborn Streetlight Replacement

Total Approved Project Budget: \$ 248,576

Available Project Budget: \$ 248,576

Requested Amount: \$ 248,576

Funding Source: General Capital Improvement, Public Works, Capital Project Support, Contractual Services, Other Services

Supplemental Budget: N/A

**Budget Information**

Projects: S04825, Mich Ave Streetlight Replacement

Total Approved Project Budget: \$ 700,456

Available Project Budget: \$ 700,456

Requested Amount: \$ 284,087

Funding Source: General Capital Improvement, Public Works, Capital Project Support, Contractual Services, Other Services

Supplemental Budget: N/A

**Budget Information**

Projects: S04826, W Dearborn Streetlight Replacement

Total Approved Project Budget: \$ 174,216

Available Project Budget: \$ 174,216

Requested Amount: \$ 38,739

Funding Source: General Capital Improvement, Public Works, Capital Project Support, Contractual Services, Other Services

Supplemental Budget: N/A



**Summary of Request**

Authorize the City of Dearborn to enter into three purchase agreements with DTE Electric Company for the replacement of 12 Street light poles in West Dearborn Downtown Development District, 77 Street Light poles in East Dearborn Downtown Development District and 88 Street Light poles along Michigan ave between the Districts totaling 177 special order material street lighting posts with DTE stock posts, including the installation of banner arms and receptacles, with a total cost of \$571,402.42.

Purchasing, on behalf of the Economic & Community Development Department, recommends entering into three purchasing agreements with DTE Electric Company for the replacement of 12 Street light poles in West Dearborn Downtown Development District, 77 Street Light poles in East Dearborn Downtown Development District and 88 Street Light poles along Michigan ave between the Districts totaling 177 special order material street lighting posts with DTE stock posts, including the installation of banner arms and receptacles, with a total cost of \$571,402.42.

It is respectfully requested that Council authorize these purchase agreements. The resulting contracts shall not be binding until fully executed.

**Background and Justification**

The City of Dearborn is working with DTE Electric Company to replace existing, deteriorated street lighting posts along a certain portion of Michigan Avenue as part of a broader effort to improve public infrastructure and enhance safety and economic vitality.

This project, which has been partially funded by the East and West Downtown Development Authorities, will replace a total of 177 posts along Michigan Avenue from Oakman Boulevard to Military Street. The new posts are crucial for ensuring the lighting infrastructure in these commercial corridors is more reliable and easier for DTE to maintain. This project will reuse existing LED fixtures while replacing decorative brackets and installing new electrical receptacles and banner arms on each of the new posts. The new equipment will be DTE stock equipment and all future light post replacements or repairs will be handled directly by DTE. The work will be completed under the Master Agreement for Municipal Street Lighting, dated April 15, 2025.

The work is underground-fed and is expected to take approximately 90 days to complete, with 45 days for planning and 45 for construction. However, the timeline is subject to weather conditions and permit issuance, which could extend the project by an additional three to six months.

The replacement of old, deteriorated light posts with modern DTE stock posts will improve visibility and illumination along these major commercial corridors. This project will also create a more welcoming and aesthetically pleasing environment for residents, visitors, and businesses, leading to increased foot traffic and longer business hours. Furthermore, the visual appeal of this portion of the Michigan Avenue corridor will be enhanced with the addition of electrical receptacles (that can accommodate additional light installations) and banner arms on the light posts. The new DTE stock posts will also be more reliable and easier for DTE to maintain, leading to a more consistent and dependable lighting system.

The three purchase agreements cover the following areas and costs:



# FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

**East Downtown Phase 2:** The replacement of 77 posts between Roemer St and Oakman Blvd. The total estimated cost is \$248,576.19.


**West Downtown Phase 2:** The replacement of 12 posts from S Military St to Oakwood Blvd. The total estimated cost is \$38,739.15.

**Other Phase 2:** The replacement of 88 posts on South Brady St (4), from Roemer St to Firestone St (61), and from Lois St to Miller Rd (23). The total estimated cost is \$284,087.08.

### Process

This procurement is In accordance with Section 2-568(b)(6)b, Sole Source Procurement, of the Code of the City of Dearborn.

#### Prepared By:

DocuSigned by:  
  
 D17FEDC145B34C3  
 Mark Rozinsky, Purchasing Manager

#### Department Approval:

Signed by:  
  
 1C7AD0C7A660A24C  
 Jordan Twardy, Economic Development Director

#### Budget Approval:

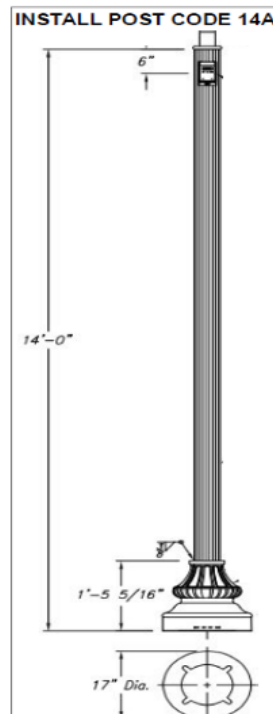
DocuSigned by:  
  
 F779B0D14214475  
 Michael Kennedy, Finance Director/Treasurer

Initial Initial  
 

#### Corporation Counsel Approval:

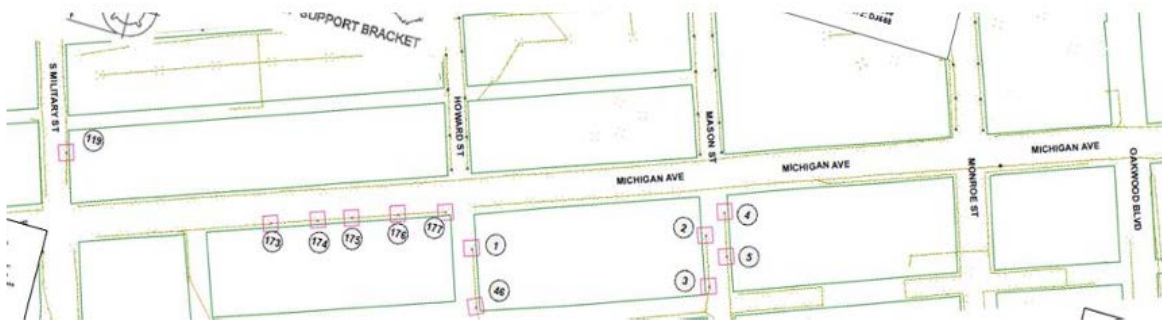
DocuSigned by:  
  
 E7A513BA25E3460  
 Jeremy J. Romer, Corporation Counsel

### Light Post Specifications



**177** – 39W or 60W LED Granville Acorn on code 16 posts to code 14A posts.

### Map 1: West Downtown Dearborn Streetlight Replacement (12 posts)



### Map 2: East Downtown Dearborn Streetlight Replacement (77 posts)



- Michigan Ave between Roemer St and Maple St



- Michigan Ave between Maple St and Lois St



- Michigan Ave between Lois St and Oakman Blvd



**Map 3: Other Area - Michigan Avenue Streetlight Replacement (88 posts)**



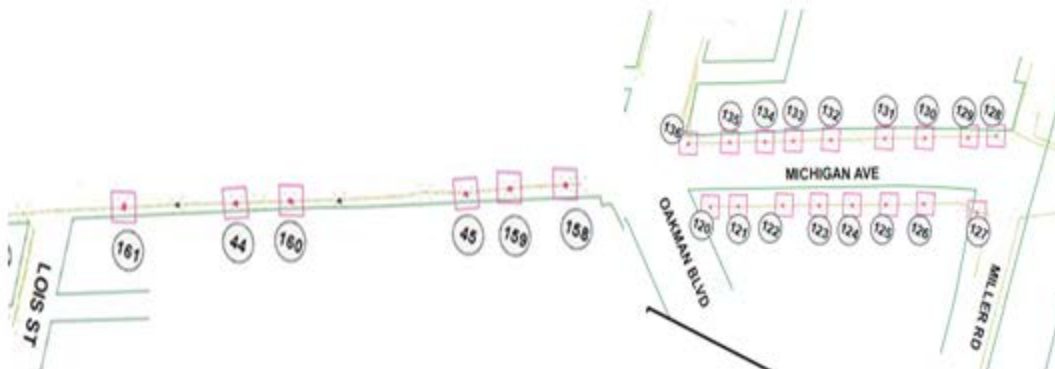
- S Brady Rd



- Michigan Ave between Firestone St and Roemer St



- Michigan Ave between Lois St and Miller Rd





## FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

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### Immediate Effect Requested

**REQUEST:** Approve a contract with Premier Group Associates for the design, build, and transformation of the West Dearborn Pocket Park.

**DEPARTMENT:** Economic Development, in conjunction with Purchasing

**BRIEF DESCRIPTION:** The City is respectfully requesting City Council's authorization to approve a contract with Premier Group Associates for the transformation of the West Dearborn Pocket Park, located at 22054 Michigan Avenue. The company was selected through a Request for Proposal (RFP) process conducted by the City and with the help of the West Dearborn Downtown Development Authority (WDDDA). The total project budget will not exceed \$130,000, and the project is expected to be completed by the end of 2025.

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### PRIOR COUNCIL ACTION:

NA

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### BACKGROUND:

The West Dearborn Downtown Development Authority recognizes that the West Downtown Dearborn Pocket Park is underutilized and has many outdated features, including pavers, landscaping, art, a fountain, and deteriorated mural art. The WDDDA seeks to transform the park into a functional, aesthetically pleasing, and environmentally sustainable community gathering space that enhances Downtown Dearborn. This project will address a comprehensive transformation of public space, a redesign of the hardscape and landscape, and incorporation of new site amenities such as lighting and seating.

---

**FISCAL IMPACT:** Not-to-exceed \$130,000

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### COMMUNITY IMPACT:

This project will further cement the West Dearborn Pocket Park as a functional and welcoming community hub, becoming a more inviting area for residents and visitors to socialize and attend events, increasing their quality of life. This project will also be a catalyst for broader growth in Downtown Dearborn by attracting more foot traffic that patronizes local businesses.

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**IMPLEMENTATION TIMELINE:** The project is expected to be completed by the end of 2025





## FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

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**COMPLIANCE/PERFORMANCE METRICS:** Contract will be monitored by Economic Development for adherence to, and completion of, agreed upon deliverables to the satisfaction of the City.



# FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

**TO:** City Council

**FROM:** City Administration

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Approve a contract with Premier Group Associates for the design, build, and transformation of the West Dearborn Pocket Park.

**DATE:** September 17, 2025

### Budget Information

Project: A80000 WDDDA Pocket Park

Total Approved Project Budget: \$ 130,000

Available Project Budget: \$ 130,000

Requested Amount: \$ 130,000

Funding Source: Facility Fund, Public Works, Capital Project Support, Contractual Services, Other Services

Supplemental Budget: N/A

### Summary of Request

The Evaluation Team, on behalf of the Economic Development Department, recommends the award for the design, build, and transformation of the West Dearborn Pocket Park to Premier Group Associates, at a not-to-exceed cost of \$130,000.

It is respectfully requested that City Council authorize the award, immediate effect is requested. The resulting contract shall not be binding until fully executed.

### Background and Justification

The West Dearborn Downtown Development Authority recognizes that the West Downtown Dearborn Pocket Park is underutilized and has many outdated features, including pavers, landscaping, art, a fountain, and deteriorated mural art. The WDDDA seeks to transform the park into a functional, aesthetically pleasing, and environmentally sustainable community gathering space that enhances Downtown Dearborn. This project will address a comprehensive transformation of public space, a redesign of the hardscape and landscape, and incorporation of new site amenities such as lighting and seating.

This project will further cement the West Dearborn Pocket Park as a functional and welcoming community hub, becoming a more inviting area for residents and visitors to socialize and attend events, increasing their quality of life. This project will also be a catalyst for broader growth in Downtown Dearborn by attracting more foot traffic that patronizes local businesses.





# FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

### Procurement Process

Purchasing solicited proposals with process details as follows:

Process: Request for Proposal (RFP)  
 Issue Date: June 5, 2025  
 Deadline Date: July 7, 2025  
 Vendors Solicited: 2,055  
 Solicitations Obtained: 133  
 Proposals Received: 3

### Evaluation Results

The proposal was evaluated in depth by the evaluation team. The evaluation process comprised the Experience and Qualifications, Design and Aesthetics, Understanding of Service, Project management approach and system, and cost. After the completion of all phases of the evaluation process, the evaluation team scored the proposers with the result as follows:

Respondent	Total Points
Premier Group Associates	92
Giffels Webster	84
Ground Control Property Services	58

Premier Group Associates was found to have submitted the most responsive and responsible proposal. 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:

DocuSigned by:

*Mariam Jalloul*

CDFCD11F3E134D8...

Mariam Jalloul, Chief Strategy Officer

Signed by:

*Nicole Golich*

CBB2B6534F0047D...

Nicole Golich, Deputy Director of Public Works & Facilities

Signed by:

*Jason Sullivan*

652CCE9C3699485...

Jason Sullivan, Supervisor, Parks & Recreation

Signed by:

*Lara Rayshouny*

1B0BC3D53B0477...

Lara Rayshouny, Program Manager, East & West DDDA

Budget Approval: DocuSigned by:

*Michael Kennedy*

F77919D1421447F...

Michael Kennedy, Finance Director/Treasurer

### Resources to the Evaluation Team:

DocuSigned by:

*Mark Rozinsky*

D17FF0C142E34C3...

Mark Rozinsky, Purchasing Manager

Signed by:

*Courtney Skora*

5948C2CCABC34A8...

Courtney Skora, Accountant II, Finance

DocuSigned by:

*Bradley Mendelsohn*

4FEFF229CD084BA...

Bradley Mendelsohn, Deputy Corporation Counsel

DocuSigned by:

*Rosette Fisher*

4866788257FD4B7...

Rosette Fisher, Buyer

DocuSigned by:

*Laura Aceves-Sanchez*

DAE839D504AA420...

Laura Aceves-Sanchez, Economic Vitality Manager

Corporation Counsel Approval:

DocuSigned by:

*Jeremy Romer*

E7A573A25E3480...

Jeremy J. Romer, Corporation Counsel



## LAW

# EXECUTIVE SUMMARY AND MEMORANDUM

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**REQUEST:** Amend the City's Regulation of Exemption of sewage disposal charge Ordinance – Chapter 19, Article I of the Code of Ordinances

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**DEPARTMENT:** DPW and Law

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**BRIEF DESCRIPTION:**

Eliminate the sewage disposal charge exemption for residents and businesses, Ord. Sec. 19-31.

---

**PRIOR COUNCIL ACTION:**

The ordinance was adopted on June 4, 1985.

---

**BACKGROUND:**

This ordinance allows residents and businesses to be exempt from sewage disposal charges if they can show that water delivered to their property through a metered line does not enter the sanitary sewer system.

---

**FISCAL IMPACT:**

Elimination of this ordinance means that residents and businesses will no longer be exempt from the sewage disposal charge under this section.

---

**COMMUNITY IMPACT:**

Elimination of this ordinance means that residents and businesses will no longer be able to be exempt from the sewage disposal charge under this section.

---

**IMPLEMENTATION TIMELINE:**

This is an ordinance amendment and requires two readings to go into effect.

---

**COMPLIANCE/PERFORMANCE METRICS:**

N/A



**LAW**

## EXECUTIVE SUMMARY AND MEMORANDUM

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**TO:** City Council

**FROM:** Corporation Counsel and Department of Public Works

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Amendments to City's Exemption of sewage disposal charge Ordinance (Code of Ordinances)

**DATE:** September 18, 2025

---

### Summary of Request

The City's Exemption of sewage disposal charge Ordinance, Sec. 19-31, was adopted on June 4, 1985. It currently allows residents and businesses to be exempt from sewage disposal charges if he or she could show that water delivered to their property through a metered line did not enter the sanitary sewer system.

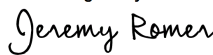
Elimination of this ordinance means that residents and businesses will no longer be exempt from the sewage disposal charge under this section.

Adoption of the proposed ordinance amendment is recommended.

Respectfully submitted,

DocuSigned by:  
  
D04EF702FFFA4C7  
**GOPI P. PATEL**  
Assistant Corporation Counsel

### APPROVAL:

DocuSigned by:  
  
E7A573BA25E3460  
**JEREMY J. ROMER**  
Corporation Counsel

DocuSigned by:  
  
35BABC065ED3455  
**TIM HAWKINS**  
DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS

ATTACHMENT

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

AN ORDINANCE TO AMEND CHAPTER 19, ARTICLE I, THE  
CITY OF DEARBORN CODE OF ORDINANCES, ENTITLED  
“EXEMPTION OF SEWAGE DISPOSAL CHARGE”

THE CITY OF DEARBORN ORDAINS TO:

Amend Chapter 19, Article I to read as follows:

ARTICLE I. – IN GENERAL

~~Sec. 19-31. – Exemption of sewage disposal charge.~~

~~—Upon proper showing to the division of water supply, exemption of the sewage disposal charge will be made on water delivered through a metered line where the entire amount of water delivered through such line is used for such purpose, and in such a manner as to establish beyond a reasonable doubt the fact that the water so taken does not enter the sanitary sewer system.~~

~~(Ord. No. 85-326, § 26(a), 6-4-85)~~

. . .

Secs. 19-31, 19-44—19-55. - Reserved.



## EXECUTIVE SUMMARY AND MEMORANDUM

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**REQUEST:** Approval of annual UAW Local 600 Trunk or Treat Event

**DEPARTMENT:**

Parks & Recreation

**BRIEF DESCRIPTION:**

The UAW Local 600 of Dearborn respectfully requests approval to host its annual "Trunk or Treat" event on Saturday, October 25, 2025, from 3:00 PM to 8:00 PM. For the safety of all attendees, they are requesting authorization for road closures at the intersections of Ferney and Dix, and Ferney and Vernor, for the duration of the event. Please note that Wayne County will provide a separate permit for these road closures. Additionally, they are requesting a noise ordinance exemption for the event's duration

---

**PRIOR COUNCIL ACTION:**

CR: 10-526-24

---

**BACKGROUND:**

The annual UAW trunk or treat event has become a cornerstone for both the City and, most notably, the South End community.

---

**FISCAL IMPACT:**

N/A

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**COMMUNITY IMPACT:**

Temporary road closures at Ferney & Dix as well as Ferney and Vernor for the duration of the event.



**PARKS  
& RECREATION**

## **EXECUTIVE SUMMARY AND MEMORANDUM**

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### **IMPLEMENTATION TIMELINE:**

Immediate Effect is Requested.

---

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

Recreation, DPW, and the Police Departments will work to ensure event logistics are managed and adhered to.



**PARKS  
& RECREATION**

## EXECUTIVE SUMMARY AND MEMORANDUM

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**TO:** City Council  
**FROM:** Sean Fletcher, Director of Parks & Recreation  
**VIA:** Mayor Abdullah H. Hammoud  
**SUBJECT:** Approval of annual UAW Local 600 Trunk or Treat Event  
**DATE:** 9/23/2025

---

### **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 UAW Local 600 of Dearborn respectfully requests approval to host its annual "Trunk or Treat" event on Saturday, October 25, 2025, from 3:00 PM to 8:00 PM. For the safety of all attendees, they are requesting authorization for road closures at the intersections of Ferney and Dix, and Ferney and Vernor, for the duration of the event. Please note that Wayne County will provide a separate permit for these road closures. Additionally, they are requesting a noise ordinance exemption for the event's duration.



**PARKS  
& RECREATION**

## **EXECUTIVE SUMMARY AND MEMORANDUM**

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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

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### Signature Page

Signed by:

*Jonathon Golich*

CF454FEAC7BC456...

Jonathon Golich

9/23/2025

Assistant Director - Parks & Recreation

DocuSigned by:

*Sean R Fletcher*

503098961A7C461...

Sean R Fletcher

9/23/2025

Director of Parks & Recreation

Signed by:

*Timothy McHale*

40EBBA4879BC473...

Timothy McHale

Commander

DocuSigned by:

*Jeremy Romer*

E7A573BA25E3460...

Jeremy Romer

9/23/2025

Corporation Counsel



## FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

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### Immediate Effect Requested

**REQUEST:** Request Additional funds be added to existing blanket POs for City Vehicle Repairs FY 2026

**DEPARTMENT:** Purchasing, on behalf of, the Department of Public Works & Facilities-Motor Transport Division

**BRIEF DESCRIPTION:** This request is from the Department of Public Works and Facilities to add additional funds of \$697,100 to current Purchase Orders for vehicle repairs.

---

**PRIOR COUNCIL ACTION:** None

---

**BACKGROUND:** The City of Dearborn fleet consists of over 500 types of light, medium and heavy-duty vehicles and equipment that require both routine maintenance (oil changes, brakes, tires etc.) and non-routine repairs. Due to the staff shortage of mechanics, the vehicle repair services have had to be outsourced.

**FISCAL IMPACT:** \$697,100

---

**COMMUNITY IMPACT:** All of the vehicles and equipment are essential for daily operations; Emergency Services (Police, Fire) and DPW vehicles like our sewer vacuators, street sweepers, dump trucks, and loaders used for water breaks, leaf pick up and now snow removal requires immediate attention and repairs. Accident damage repairs to vehicles are necessary as these vehicles are essential to daily operations. These repairs are to maintain the city's fleet without disruption to city services.

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

---

**COMPLIANCE/PERFORMANCE METRICS:** Motor Transport manages the release of vehicles for repair.



# FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

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**TO:** City Council

**FROM:** City Administration

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Request for Additional Expenditures for City Vehicle Repairs

**DATE:** September 18, 2025

---

### **Budget Information**

Adopted Budget: \$1,000,000.00

Amended Budget: \$1,000,000.00

Requested Amount: \$697,100.00

Funding Source: General Fund, Public Works, Fleet R&M Operations,  
Vehicle Repair & Maintenance

Supplemental Budget: General Fund, Public Works, Fleet R&M Operations,  
Machinery & Equipment R&M

### **Summary of Request**

Purchasing has received a request from the Department of Public Works and Facilities-Motor Transport to approve the addition of \$697,100 to the following purchase orders. These additional funds are needed to cover vehicles currently outsourced for repair and all future vehicle maintenance & repairs going forward. The funds will be used for vehicle maintenance and repairs with the following existing vendors:

- Apollo Fire - \$168,500
- Fordson Collision - \$107,000
- Klochko Equipment Rental - \$53,000
- Mtech - \$48,000
- Village Ford - \$44,600
- Rowerdink - \$35,000
- O'Reilly Auto Parts - \$32,000
- Fleet Pride - \$32,000
- Cummins Bridgeway, LLC - \$31,500
- Mission Ford of Dearborn - \$30,000
- Beech Monroe Service Center - \$22,800
- Vermeer - \$22,000
- A I S Construction Equipment - \$20,900



# FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

- Pomp's Tire Service - \$20,000
- Michigan Cat - \$9,500
- The W W Williams Company, LLC - \$8,600
- Macqueen - \$6,600
- Truck & Trailer Specialties - \$5,100

It is respectfully requested that Council authorize the additional expenditures with immediate effect in order to expedite the repairs.


### **Background and Justification**

The City of Dearborn operates a fleet of over 500 light-, medium-, and heavy-duty vehicles and equipment, all of which require routine maintenance (e.g., oil changes, brakes, tires) as well as unexpected repairs.

We are requesting approval for the use of funds to cover necessary repair costs. At the same time, we are actively working to fill our remaining mechanic positions in the garage so that more repair work can be completed in-house moving forward.


These vehicles and equipment are vital to the continuation of daily city operations. Emergency vehicles (Police and Fire), as well as Department of Public Works (DPW) equipment—including sewer vactors, street sweepers, dump trucks, and loaders used for water main repairs, leaf collection, and snow removal—require prompt attention and repairs. In addition, police vehicle collision repairs remain necessary to keep public safety operations fully functional. We respectfully request your approval of this funding to ensure the City's fleet remains operational and that essential public services continue without interruption.

#### **Prepared By:**

DocuSigned by:  
  
 D17FF0C142E34C3...


Mark Rozinsky, Purchasing Manager


#### **Department Approval:**

DocuSigned by:  
  
 35BABC85BED3455...

Tim Hawkins, Director of Public Works & Facilities


#### **Budget Approval:**

DocuSigned by:  
  
 F77919D1421447F...

Initial  


Michael Kennedy, Finance Director/Treasurer

#### **Corporation Counsel Approval:**

DocuSigned by:  
  
 E7A573BA25E3400...

Jeremy J. Romer, Corporation Counsel



## FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

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**REQUEST:** Award of Contract for Bulk Loose Leaf Pickup and Disposal

**DEPARTMENT:** Public Works & Facilities, In conjunction with Purchasing

**BRIEF DESCRIPTION:** Award of Contract for Bulk Loose Leaf Pickup and Disposal to RSB Services, LLC.

---

**PRIOR COUNCIL ACTION:** CR 9-401-21 awarded a one year contract, with 2 one-season renewals to Klochko Equipment Company, which expired in 2024. CR 10-523-24 extended the contract, per a continuity of services competition exception, for an additional year.

---

**BACKGROUND:** During the City's Public Service Days, City crews haul between 25,000 and 30,000 cubic yards of loose leaves to various stockpile location. City personnel pick up the loose leaves from the streets using City equipment such as loaders, dump trucks, semi-trucks, trailers, tractors, etc., and take them to stockpile locations. This contract will provide the City with a qualified contractor to handle the collection of bulk, loose leaves from the stockpiled locations and hauling them to an approved compost facility.

---

**FISCAL IMPACT:** Requested amount is \$135,000 for the first year of the contract.

---

**COMMUNITY IMPACT:** The leaf pickup program provides significant benefits to our community by maintaining the aesthetic appeal of our neighborhoods, promoting environmental health, and ensuring public safety.

---

**IMPLEMENTATION TIMELINE:** Contract will commence immediately for the fall of 2025, and last for one year, with two 2-year renewals available.

---

**COMPLIANCE/PERFORMANCE METRICS:** DPW Sanitation Division will monitor this contract.

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

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**TO:** City Council  
**FROM:** City Administration  
**VIA:** Mayor Abdullah H. Hammoud  
**SUBJECT:** Award of Contract for Bulk Loose Leaf Pickup and Disposal  
**DATE:** September 25, 2025

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**Budget Information**

Adopted Budget: \$352,500.00  
Amended Budget: \$352,500.00  
Requested Amount: \$135,000.00  
Funding Source: General Fund, Public Works, Sanitation Division,  
Rubbish Pickup & Disposal, Contractual Services  
Supplemental Budget: N/A

**Summary of Request**

Purchasing, on behalf of the Department of Public Works and Facilities, Sanitation Division, recommends a competitive purchase of bulk leaf pick-up and disposal services to RSB Services, LLC. The awarded vendor will collect stockpiled bulk leaves from specified City locations and haul them to an approved compost facility. Services will be provided seasonally from approximately November through December, with two (2) one-season renewal options at the same pricing and the same seasonal time period.

It is respectfully requested that Council authorize the award, and its renewals. The resulting contract shall not be binding until fully executed.

**Background and Justification**

During the City's Public Service Days, City crews haul between 25,000 and 30,000 cubic yards of loose leaves to various stockpile location. City personnel pick up the loose leaves from the streets using City equipment such as loaders, dump trucks, semi-trucks, trailers, tractors, etc., and take them to stockpile locations. This contract will provide the City with a qualified contractor to handle the collection of bulk, loose leaves from the stockpiled locations and hauling them to an approved compost facility.

**Procurement Process**

Purchasing solicited bids with process details as follows:

Process: Invitation to Bid  
Issue Date: September 11, 2025  
Deadline Date: September 23<sup>rd</sup>, 2025



# FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

Vendors Solicited: 203  
Solicitations Obtained: 21  
Bids Received: 1

The bids were evaluated with the assistance of key staff from the Department of Public Works and are shown in the following bid summary:

BIDDER	BID AMOUNT
RSB Services, LLC	\$135,000

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.

### Prepared By:

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

Jason Pich, Purchasing Division Buyer

### Department Approval:

Signed by:  
*Nicole Golich*  
CBB286534F0047D...

Nicole Golich, PW&F Deputy Director

### Budget Approval:

DocuSigned by:  
*Michael Kennedy*  
F77919D1421447F...  
Initial  
*MLK*

Michael Kennedy, Finance Director/Treasurer

### Corporation Counsel Approval:

DocuSigned by:  
*Jeremy Romer*  
E7A573BA25E3460...

Jeremy J. Romer, Corporation Counsel



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## OFFICE OF THE MAYOR

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**TO: CITY COUNCIL**

**FROM: MAYOR ABDULLAH H. HAMMOUD**

**SUBJECT: APPOINTMENT - LOCAL OFFICIALS COMPENSATION COMMISSION**

**DATE: SEPTEMBER 25, 2025**

Pursuant to Dearborn City Charter Section 6.6 and MCL 117.5c, the Mayor shall re-appoint members of the Local Officials Compensation Commission subject to approval by the City Council. Recommendation for the approval of this appointment is made to serve:

**Name:** David Norwood

**Status:** Appointment

**Current Term Ending:** N/A

**Filling a Vacancy For:** N/A

**Term Duration:** 7 Years

**New Appointment Term Ending:** June 30, 2032

**Attendance:** N/A

**Phone:** (313) 613-1872

**Email:** [dave\\_norwood@yahoo.com](mailto:dave_norwood@yahoo.com)

**Mailing Address:** 326 Berkley Street, Dearborn, MI 48124

Abdullah H. Hammoud  
Mayor

cc: Human Resources  
cc: Law Department

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## OFFICE OF THE MAYOR

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**TO:** CITY CLERK

**FROM:** MAYOR ABDULLAH H. HAMMOUD

**SUBJECT:** APPOINTMENT - LOCAL OFFICIALS COMPENSATION COMMISSION

**DATE:** SEPTEMBER 25, 2025

I hereby certify that the following appointment has been made to the Local Officials Compensation Commission in accordance with the provisions of the Dearborn City Charter Sections 6.6 and MCL 117.5c.

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

**Name:** David Norwood

**Status:** Appointment

**Current Term Ending:** N/A

**Filling a Vacancy For:** N/A

**Term Duration:** 7 Years

**New Appointment Term Ending:** June 30, 2032

**Attendance:** N/A

**Phone:** (313) 613-1872

**Email:** [dave\\_norwood@yahoo.com](mailto:dave_norwood@yahoo.com)

**Mailing Address:** 326 Berkley Street, Dearborn, MI 48124

Abdullah H. Hammoud  
Mayor

cc: Human Resources  
cc: Law Department



# Dearborn Commissions Application

Submission Date

26th September 2025

First Name

David

Last Name

Norwood

Phone

 13136131872

Email

dave\_norwood@yahoo.com

Home Address

326 Berkley St, Dearborn, MI 48124, USA

Zip Code

48124

## Years of Residency in Dearborn

35

## Occupation

Director

## Company

Canton Township

## Length of Service

3.75 years

## Business Address

1150 S. Canton Center Road

## Business Telephone Number

7343945116

## Level of Education

Doctorate Degree

## Name of Educational Institution &amp; Graduation Year

Detroit College of Law 1994

## Commissions &amp; Boards

Local Officials Compensation Commission

## Why do you want to join this commission?

I have significant experience with local government operations, budgeting, and policymaking. I am also trained and experienced with the City of Dearborn Charter and the various roles of Dearborn's elected officials. I would like to leverage my knowledge and skills to serve Dearborn as a member of the Local Officials Compensation Commission.

Are you a veteran?

No

Memberships, Civic Activities, and Awards Received

State Bar of Michigan, Friends of the Rouge, American Public Works Association

Do you Have a Resume?

Yes

Resume



David Norwood Resume.pdf.docx

Dearborn Commissions Departments

Human Resources

Submitted on Sep 26, 2025

# DAVID NORWOOD

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326 Berkley, Dearborn, Michigan 48124

dave\_norwood@yahoo.com

C: (313) 613-1872

## PROFESSIONAL SUMMARY

Experienced working with local and state government; executive, judicial, and legislative branches, in addition to working with local businesses and large corporations

## SKILLS

Utility regulatory environment  
Political strategist  
Project management  
Constituent problem solving  
Program development and implementation  
Grant writing

Environmental law knowledge  
Organizational networking  
Local government advocacy  
Community relations  
Green building background  
Stormwater management  
Public speaking and presentation

## WORK HISTORY

### **Director, Municipal Services Department, 11/2023 to Current**

Canton Township

Responsible for administering and managing several Township governmental divisions:

- Public Works
- Planning
- Engineering
- Facilities Maintenance
- Building and Inspection Services
- Economic Development

### **Deputy Director, Municipal Services Department, 12/2021 to 11/2023**

Canton Township

Responsible for managing operations in several Township governmental divisions:

- Public Works
- Planning
- Engineering
- Facilities Maintenance
- Building and Inspection Services

### **Sustainability Coordinator, 06/2009 to 12/2021**

City of Dearborn

Responsible for developing, implementing, and coordinating City of Dearborn's:

- Energy Efficiency and Conservation Block Grant Program
- Initial Climate Action Plan
- Sustainability Plan
- Energy efficiency projects
- Retrofitting all city streetlights to LED fixtures
- Reduced city waste headed for the landfill by 50% by implementing an enhanced curbside single stream process

## **Director of the Department of Building and Safety, 03/2002 to 06/2009**

City of Dearborn

The department was responsible for:

- Residential and commercial construction, inspection and permitting operations
- The housing inspection program for non-owner occupied property and homes for sale
- Administering the city's commercial and industrial property inspection program
- Managing the city's property maintenance and code enforcement and zoning ordinance program
- Working at state and federal levels to generate legislation, building codes, and policy related to green building and construction.

## **Mayoral Citizen Liaison, 05/1994 to 03/2002**

City of Dearborn

Responsibilities included:

- Mayor's ombudsman and constituent problem solver.
- Revived and created several neighborhood associations in the City of Dearborn.
- Created new policies and legislation
- Realign the operation and functions of the city's Traffic Commission

## **Law Clerk, 05/1992 to 05/1994**

City of Dearborn

- Prepared legal briefs and memoranda to support the Office of Corporation Counsel
- Prosecuted criminal matters at 19th District Court
- Staff support to the City of Dearborn Historical Preservation Commission

## **EDUCATION**

Juris Doctor: Environmental Law, 1994

Detroit College of Law - Detroit, Michigan

Bachelor of Science: Biology and History, 1989

University of Michigan- Dearborn - Dearborn, Michigan

## **AFFILIATIONS**

Friends of the Rouge

- Current member of the Board of Directors

Michigan Green Communities Network

- Founding member

State Bar of Michigan

- Active member

## **AWARDS AND RECOGNITION**

- University of Michigan- Dearborn 2018 "Alumnus of the Year" College of Arts, Science and Letters
- Governor's Fitness Award for Healthy Community with Beaumont Health
- Southeast Michigan Council of Governments Sustainable Community Recognition Award
- Green Communities Challenge- Gold Standard 2015, 2016, 2017, 2023, 2024, 2025
- Eco Works 2013 Community Energy Champion
- Best Practice for *Neighborhood's First* Program by US Department of Housing and Urban Development
- National Association of Home Builders *Green Building Standard Steering Committee*