



**PRE-CITY COUNCIL MEETING *STUDY* SESSION  
APRIL 15, 2019/7:00 P.M.  
RIVERVIEW CITY HALL  
COUNCIL CONFERENCE ROOM  
14100 CIVIC PARK DR.  
RIVERVIEW, MI 48193-7600  
1-734-281-4201**

<b>AGENDA</b>
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**1. CALL TO ORDER.**

**2. DISCUSSION ITEMS.**

**2.1 Discussion of items on the regular agenda of 4/15/19.**



**CITY COUNCIL *REGULAR* MEETING  
APRIL 15, 2019/7:30 P.M.  
RIVERVIEW CITY HALL  
COUNCIL CHAMBERS  
14100 CIVIC PARK DR.  
RIVERVIEW, MI 48193-7600  
734-281-4201**

**AGENDA**

- 1. CALL TO ORDER/ROLL CALL.**
- 2. PLEDGE OF ALLEGIANCE:** Councilmember James Trombley
- 3. INVOCATION:** Councilmember Elmer Trombley

**4. AWARDS, PRESENTATIONS, AND PROCLAMATIONS.**

None.

**5. APPROVAL OF MINUTES.**

**5.1 APPROVE MINUTES OF THE 04/01/19 REGULAR RIVERVIEW CITY COUNCIL MEETING - CITY CLERK.**

**6. PUBLIC HEARINGS.**

None.

**7. PUBLIC COMMENTS.**

**8. ORGANIZATIONAL BUSINESS.**

None.

**9. CONSENT AGENDA.****9.1 AWARD BID AND AUTHORIZE EXECUTION OF THREE-YEAR AGREEMENT FOR SPECIAL WASTE LABORATORY ANALYTICAL SERVICES WITH TEST AMERICA LABORATORIES, INC. AND TRACE ANALYTICAL LABORATORIES – LAND PRESERVE.**

**COMMUNITY IMPACT/BACKGROUND:** On 02/05/2019 the City Manager authorized the solicitation process for Special Waste Analytical Testing. Notice of invitation to bid was published in the newspaper on 01/30/2019 and posted on MITN, which notified 113 vendors; the City of Riverview website and 5 vendors were sent a hard copy invitation via USPS. Bids from (2) two vendors were opened on 02/14/2019.

Test America Laboratories Inc. of Brighton, MI submitted the lowest pricing for the tests most often performed and Trace Analytical Laboratories of Muskegon, MI is the next lowest, but are located much farther away. It is recommended that both vendors be awarded the bid due to time constraints and sensitivities of certain testing. The vendor utilized would depend on what type of tests were required, turnaround time, and sample transportation costs.

The Ad Hoc Land Preserve Committee concurred with the recommendation at the meeting on 04/08/2019.

**ACTION REQUESTED:** The City Council is requested to consider award of Special Waste Analytical Testing to both Test America Laboratories Inc. and Trace Analytical Laboratories, and authorize execution of a three year agreement.

**ATTACHMENT:** Bid tabulation.

**FINANCE CERTIFICATION:** The finance director certifies that funds have been appropriated and are available.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	04/10/19
Financial Certification	X	04/10/19
City Attorney Endorsement	N/R	
Department Recommendation	X	04/10/19
Advisory Commission Recommendation	X	04/08/19

**9.2 AUTHORIZE EXECUTION OF AGREEMENTS BETWEEN THE CITY OF RIVERVIEW AND THE RIVERVIEW BASEBALL ASSOCIATION FOR THE USE OF BALL DIAMONDS, MAINTENANCE AND THE OPERATION OF LLOYD CARR PARK CONCESSION/RESTROOM FACILITY – RECREATION.**

**COMMUNITY IMPACT/BACKGROUND:** The Riverview Baseball Association (RBA) provides and administers organized baseball and softball programs for the children of Riverview ages five through eighteen. The Riverview Baseball Association competes in the South Downriver Baseball League. Two agreements have been prepared, one for the operation of the Lloyd Carr Park Concession/Restroom Facility and the other for the use of the ball diamonds.

The agreements have been reviewed and approved by the City Attorney on April 9, 2019.

**ACTION REQUESTED:** The City Council is requested to consider and approve and authorize agreement between the City of Riverview and the Riverview Baseball Association for the use of Ball Diamonds, Maintenance and the Operation of Lloyd Carr Park Concession/Restroom Facility.

**ATTACHMENTS:** Agreements between the City of Riverview and the RBA.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	04/11/19
Financial Certification	N/R	
City Attorney Endorsement	X	04/09/19
Department Recommendation	X	04/11/19
Advisory Commission Recommendation	N/R	

**9.3 AWARD BID AND AUTHORIZE EXECUTION OF AGREEMENT WITH YOUR DESIGN OR MINE LANDSCAPING AND SNOW REMOVAL FOR THE CITY WIDE GRASS CUTTING IN THE AMOUNT OF \$1,246.00 PER WEEK OR \$47,229.26 FOR 26 WEEKS IN A SEASON – RECREATION.**

**COMMUNITY IMPACT/BACKGROUND:** On 02/20/19, the City Manager authorized the solicitation of bids for City Wide Grass Cutting for the Recreation Department.

Invitations were sent to 214 vendors on MITN and placed on our City of Riverview website. On 03/14/19, Bids from three (3) vendors were received and read aloud. The apparent low bidder is Your Design or Mine Landscaping and Snow Removal of Detroit, Michigan. The Recreation Director called all references provided. They have sufficient equipment and existing staffing to provide the service. The Recreation Director recommends awarding to the lowest bidder as they offer the best price, equipment, and staff to handle the contract.

Funding for this project was budgeted and approved in account numbers 101-444-818.400, 203-463-818.400 and 202-463-818.400.

**ACTION REQUESTED:** City Council is requested to consider bid award and authorization of execution of an agreement with Your Design or Mine Landscaping & Snow Removal of Detroit, Michigan for our City Wide Grass Cutting in the amount of \$1,246.00 per week or \$47,229.26 per 26 week season.

**ATTACHMENTS:** Recreation Director Recommendation Letter and Bid tabulation.

**FINANCE CERTIFICATION:** The finance director certifies that funds have been appropriated and are available.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	04/11/19
Financial Certification	X	04/11/19
City Attorney Endorsement	N/R	
Department Recommendation	X	04/11/19
Advisory Commission Recommendation	N/R	

**9.4 APPROVE BUDGET AMENDMENTS– FINANCE.**

**A.**

Description	Account Number	Current Appropriation	Amended Appropriation	Amendment or Change
<u>2018/19 Golf</u>				
Uniforms	584-854-740.175	\$ 700.00	\$ 1,400.00	\$ 700.00
PR/Marketing	584-542-854.000	\$ 9,000.00	\$ 8,300.00	\$ (700.00)
Repair Parts	584-542-760.500	\$ 35,000.00	\$ 51,000.00	\$ 16,000.00
Bunker Rake	585-542-995.087	\$ 16,000.00	\$ 0.00	\$ (16,000.00)

**JUSTIFICATION:** This amendment is to increase the Golf Uniform line item and decrease the PR/Marketing line item by the same amount, to allow additional uniforms to be purchased for the golf course maintenance staff. It also allows for an increase to the Repair Parts line item and a decrease to the Bunker Rake line item, this is necessary due to the increased repairs needed by the aging golf course equipment.

**B.**

Description	Account Number	Current Appropriation	Amended Appropriation	Amendment or Change
<u>2018/19 Library</u>				
Part-Time Salaries	271-790-725.100	\$ 75,000.00	\$ 83,000.00	\$ 8,000.00
Operating Supplies	271-790-740.000	\$ 3,000.00	\$ 19,600.00	\$ 16,600.00
Building Maintenance	271-790-761.000	\$ 1,000.00	\$ 5,640.00	\$ 4,640.00
Dues & Subscriptions	271-790-802.000	\$ 0.00	\$ 500.00	\$ 500.00
Janitorial Contract	271-790-819.000	\$ 6,744.00	\$ 7,744.00	\$ 1,000.00
Central Library Service	271-790-826.000	\$ 43,889.00	\$ 48,889.00	\$ 5,000.00
Public Relations	271-790-854.000	\$ 5,000.00	\$ 7,200.00	\$ 2,200.00
Copier	271-790-970.004	\$ 1,300.00	\$ 2,300.00	\$ 1,000.00
Computer Equipment	271-790-990.000	\$ 9,695.98	\$ 12,234.98	\$ 2,539.00

**JUSTIFICATION:** With these Library line item amendment increases, the library staff intend to: give staff more hours to accommodate new programming and summer reading preparation & activities, replace worn chairs, add new shelving and make upgrades to the youth area. Purchase a new display case for military uniforms and add furniture to meeting room, add book shelves and seating for the lobby. Make upgrades to landscaping, adding a baby changing station to men's room, new soap dispensers in public restrooms, fix men's restroom counter, upgrade the water fountain, add more outdoor seating and a new outdoor garbage can. New newspaper subscriptions & magazine subscriptions will be added. We are having windows cleaned (interior & exterior), cleaning & waxing floors & having the carpet dry cleaned. Staff intends to buy new books, DVDs & audiobooks to the adult & youth collection. Increase our adult programming, outreach to Riverview Schools and to bolster new projects during the summer reading program. A new staff printer/copier/fax was added and these funds will cover leasing fees and overage charges along with printing summer reading materials. Staff also intends to purchase new software & upgrades for 10 patron computers & new software for patron print management. These amendments were approved by the Library Commission at their 03/20/2019 meeting.

**ACTION REQUESTED:** The Finance Director/Purchasing Agent requests that the budget amendments presented above be placed before the City Council at their City Council meeting for their consideration.

**RECOMMENDATION:** Approval of budget amendments as presented, in compliance with PA 621 of 1978.

## **10. RESOLUTIONS.**

None.

## **11. ADMINISTRATION.**

### **11.1 CONSIDER RESOLUTION AND DESIGNATION OF A 2019 ELECTION DATE TO SUBMIT CHARTER AMENDMENT BALLOT LANGUAGE TO AMEND SECTION 7.4 - PUBLICATION AND RECORDING OF ORDINANCES AND SECTION 19.4 – PUBLICATION AND MAILING OF NOTICES – CITY CLERK.**

**COMMUNITY IMPACT/BACKGROUND:** The City Charter Section 19.4-“Publication of and Mailing of Notices” and Section 7.4-“Publication and Recording of Ordinances” should be amended to cover the different forms of media available today that weren’t available at the time that the Charter was adopted. The current Charter language only provides notification by publication in a local newspaper or trade magazine which have also changed significantly due to the implementation of the internet. The City now has available to it several other mediums for communicating with citizens including cable television, internet website, electronic signboards as well as traditional public posting at public buildings. The City should deem it important for the citizens to decide which medium they would prefer for receiving copies of notices and other communications concerning City business.

Attached for your review is the current charter language of Section 19.4 – Publication and mailing of notices, and Section 7.4 – Publication and recording of ordinances. Also attached is the Resolution for the Charter Amendment to be placed on the November 5, 2019 ballot with the amended Sections 19.4 and 7.4 language that gives the choice of publishing in the local newspaper OR posting using the city’s website, cable and city buildings. The city has been posting newly adopted ordinances on the city’s website the day after the minutes are adopted by council which actually enacts the ordinance earlier than when the minutes are posted in the local newspaper the following week.

Should the city council consider approval: “in accordance with election law, any ballot language/proposals must first be approved by the City Council resolution by a three-fifths vote of the City Council, signifying the affirmative vote of 5 Councilmembers.”

City Attorney Pentiuk has reviewed and submitted the language for Council’s consideration. If it is Council’s desire to move forward on this issue, the City Clerk will then forward the language to the Governor and Attorney General for their approval of the ballot wording. Once that has taken place, the proposed language can be placed on the ballot for a vote of the people.

If the City Council would like to proceed, an election date November 5, 2019 must be approved.

**ACTION REQUESTED:** The city council is requested to adopt the resolution and the ballot proposal language to be placed on the November 5, 2019 City General Election.

**ATTACHMENT:** Resolution.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	04/09/19
Financial Certification	N/R	
City Attorney Endorsement	X	04/09/19
Department Recommendation	X	04/09/19
Advisory Commission Recommendation	N/R	

**11.2 APPROVE RESUBMITTAL OF FORM 5597 PROTECTING LOCAL GOVERNMENT RETIREMENT AND BENEFITS ACT CORRECTIVE ACTION PLAN TO STATE OF MICHIGAN IN ACCORDANCE TO PUBLIC ACT 202 OF 2017 – FINANCE.**

**COMMUNITY IMPACT/BACKGROUND:** In accordance with Public Act 202 of 2017 the State of Michigan is requiring municipalities to submit a funding plan, or request for waiver, for underfunded Pension and/or OPEB liabilities. The City, by the State’s measure, has an underfunded OPEB liability. The Finance department has completed Form 5597 Protecting Local Government Retirement and Benefits Act Corrective Action Plan and is requesting approval from the council, to resubmit this document to the State, on behalf of the City.

This document was discussed at the 04/08/2019 City Council Study Session.



**ACTION REQUESTED:** City Council is requested to approve the resubmittal of Form 5597 Protecting Local Government Retirement and Benefits Act Corrective Action Plan to the State of Michigan in accordance to Public Act 202 of 2017.

**ATTACHMENT:** Form 5597 Protecting Local Government Retirement and Benefits Act Corrective Action Plan.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	04/09/19
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	04/09/19
Advisory Commission Recommendation	N/R	

**11.3 AWARD BID, AUTHORIZE EXECUTION OF AGREEMENTS AND AUTHORIZE SOLICITATION OF FINANCE OPTIONS FOR PURCHASE OF BID# 2403-STREET SWEEPER–LAND PRESERVE IN THE AMOUNT OF \$241,400.00 TO SOUTHEASTERN EQUIPMENT CO., OF NOVI, MI 48374 – LAND PRESERVE.**

**COMMUNITY IMPACT/BACKGROUND:** On 08/22/2018, The City Manager authorized the seeking of bids for a Street Sweeper. On 08/29/18 notice of Invitation to Bid for a Street Sweeper was published in the newspaper and the City website. In addition, 4 vendors recommended by the Director of Solid Waste were mailed Invitations to Bid and notice was posted on MITN, which 200 emails were sent to matching vendors. A bid response from four (4) vendors was opened on 09/13/2018. It is proposed that the bid be awarded to Southeastern Equipment Co., of Novi, MI for the purchase amount of \$241,400.00.

While the bid from Southeastern Equipment Co. was not the lowest bidder, it was determined by the Director of Solid Waste that it would be in the best interests of the City to select their Street Sweeper as the winning bid.

The Ad Hoc Land Preserve committee concurred with this recommendation at their 04/08/2019 meeting.

Executed copies of the agreements will be on file in the Purchasing Department. Funds are available in account 596-526-975.410 of the 2018/19 fiscal year.

**ACTION REQUESTED:** The City Council is requested to consider bid award, authorization to execute the agreement and authorize solicitation of financing options for the purchase of a Street Sweeper in the amount of \$241,400.00.

**ATTACHMENT:** Bid tabulation.

**FINANCE CERTIFICATION:** The finance director certifies that funds have been appropriated and are available.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	04/10/19
Financial Certification	X	04/10/19
City Attorney Endorsement	N/R	
Department Recommendation	X	04/10/19
Advisory Commission Recommendation	X	04/08/19

**11.4 AWARD COOPERATIVE BID PURCHASE FOR THREE (3) 2020 FORD INTERCEPTORS FROM GORNO FORD IN THE AMOUNT OF \$32,895.00 PER VEHICLE, FOR A TOTAL COST OF \$98,685.00 - POLICE.**

**COMMUNITY IMPACT/BACKGROUND:** The City of Riverview Purchasing Manual, Section 10.2 A, authorizes the City’s participation in cooperative purchases to take advantage of volume buying. The State of Michigan, through its MiDeal program, has awarded a contract for police vehicles to Gorno Ford of Woodhaven, Michigan. The Police Chief is requesting the purchase of three (3) 2020 Ford Interceptor AWD Utility Patrol Cars, with per-vehicle price of \$32,895.00, and a total purchase price of \$98,685.00.

The current patrol cars in service to be replaced are one 2015 Ford Taurus sedan with 93,000 miles, one 2015 Ford Police Utility patrol car with 103,000 miles, and a 2011 Ford Crown Victoria with 95,000 miles. The replacement of the patrol cars is consistent with the City’s fleet rotation and replacement schedule.

Funds will be appropriated in the Drug Forfeiture Fund for the 2019/20 fiscal year pending council approval; the vehicles will be delivered in the 2019/2020 fiscal year.

The Ad Hoc Public Safety Committee concurred with this recommendation at their 04/08/2019 meeting.

**ACTION REQUESTED:** The City Council is requested to consider the cooperative bid award for three (3) 2018 Ford Interceptors from Gorno Ford, with a per-vehicle price of \$32,895.00, and a total cost of \$98,685.00.

**ATTACHMENT:** Cooperative Purchase Quote from Gorno Ford.

**FINANCE CERTIFICATION:** The Finance Director certifies that funds of \$98,685.00 will be budgeted in the 2019/20 fiscal year pending council approval.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	04/10/19
Financial Certification	X	04/10/19
City Attorney Endorsement	N/R	
Department Recommendation	X	04/10/19
Advisory Commission Recommendation	X	04/08/19

**11.5 AWARD COOPERATIVE BID PURCHASE AND AUTHORIZE THE SOLICITATION OF FINANCING FOR ONE (1) SUTPHEN FIRE TRUCK AND FIRE EQUIPMENT TO APOLLO FIRE EQUIPMENT COMPANY, A SUTPHEN CORPORATION REPRESENTATIVE – FIRE DEPARTMENT.**

**COMMUNITY IMPACT/BACKGROUND:** The City of Riverview Purchasing Manual, Section 10.2 A, authorizes the City’s participation in cooperative purchases to take advantage of volume buying. The National Joint Purchasing Alliance (NJPA), has awarded a contract for fire apparatus to Sutphen Corporation. The Fire Chief along with the Riverview Fire Department Fire Apparatus Committee have reviewed the equipment and have selected the Sutphen SF70 firetruck and fire equipment as the best option.

The purchase of this equipment has been discussed with the Ad Hoc Public Safety Committee at their 04/08/2019 meeting; concurrence was reached to recommend approval of the purchase to the City Council.

This truck will replace one of the current fire equipment vehicles; further discussion will be held to determine the better option to keep.

**ACTION REQUESTED:** The City Council is requested to consider the cooperative bid award and authorization of financing for one (1) Sutphen firetruck and fire equipment from Apollo Fire Equipment Company, a Sutphen Corporation representative, for a total cost to be determined at the meeting.

**ATTACHMENT:** Cooperative Purchase Quote from Apollo Fire Equipment Company will be distributed at meeting

**FINANCE CERTIFICATION:** The Finance Director certifies that funds have been budgeted and are available.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	04/11/19
Financial Certification	X	04/11/19
City Attorney Endorsement	N/R	
Department Recommendation	X	04/11/19
Advisory Commission Recommendation	X	04/08/19

**12. ORDINANCES.**

None.

**13. OTHER BUSINESS.**

**14. CLOSED SESSION.**

None.

**15. ADJOURNMENT.**