



**CITY COUNCIL *REGULAR* MEETING
APRIL 2, 2018/7:30 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 Blanchette
- 3. INVOCATION:** Councilmember James Trombley

4. AWARDS, PRESENTATIONS, AND PROCLAMATIONS.

None.

5. APPROVAL OF MINUTES.

5.1 APPROVE MINUTES OF THE 03/19/18 REGULAR RIVERVIEW CITY COUNCIL MEETING - CITY CLERK.

6. PUBLIC HEARINGS.

None.

7. PUBLIC COMMENTS.

8. ORGANIZATIONAL BUSINESS.

None.

9. CONSENT AGENDA.

9.1 APPROVE CHANGE ORDER NO. 1 TO SOUND PLANNING OF REDFORD, MI IN THE AMOUNT OF \$34,181.58 FOR ADDITIONAL REPAIRS AND EQUIPMENT FOUND TO BE NON-FUNCTIONING OR FAILING IN THE CAMERA AND BROADCAST SYSTEMS – IT DEPARTMENT.

COMMUNITY IMPACT/BACKGROUND: On 10/16/2017, The City Council authorized the award an execution of agreement for council chamber upgrades to Sound Planning of Redford, MI, for a total cost of \$44,041.39, the lowest bid received. During council chamber upgrade process, the contractor discovered components and equipment that were either non-functioning or had failed, since the original bid had been quoted, and were in need of replacement in order to properly install the new camera and broadcast systems, capable of live broadcast video streaming.

ACTION REQUESTED: The City Council is requested to consider approval of Change Order No. 1 to Sound Planning of Redford, MI to perform the additional necessary equipment replacement and repairs, in the amount of \$34,181.58.

ATTACHMENT: Sound Planning Additional Equipment and Repair Quote.

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

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	03/28/18
Financial Certification	X	03/28/18
City Attorney Endorsement	N/R	
Department Recommendation	X	03/28/18
Advisory Commission Recommendation	N/R	

9.2 APPROVE SPECIAL EVENTS APPLICATION FROM GABRIEL RICHARD CATHOLIC HIGH SCHOOL FOR BITES, BEATS & BREW FOOD TRUCK RALLY ON SCHOOL GROUNDS JUNE 2, 2018 – RECREATION.

COMMUNITY IMPACT/BACKGROUND: In accordance with City Council Policy No. 64 – Special Events, all organizations wishing to sponsor a special event must submit applications to the Recreation Department. Gabriel Richard Catholic High School has submitted an application for Bites, Beats & Brew Food Truck Rally on Gabriel Richard School grounds. The event will have an impact on traffic in the community and city inspections will need to be done. Set up, clean up, parking and security will be handled by Gabriel Richard. Application was approved by the Special Events Committee on 3/27/17.

ACTION REQUESTED: The City Council is requested to consider and approve the Special Events Applications from Gabriel Richard Catholic High School for Bites, Beats & Brew Food Truck Rally on June 2, 2018.

ATTACHMENT: Special Events Application from Gabriel Richard for Bites, Beats & Brew Food Truck Rally.

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	03/28/18
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	03/28/18
Advisory Commission Recommendation	X	03/27/18

9.3 APPROVE BUDGET AMENDMENTS – FINANCE.

A.

Description	Account Number	Current Appropriation	Amended Appropriation	Amendment or Change
2017/18 Library				
Computer Equipment	271-790-990.000	\$ 8,000.00	\$ 19,000.00	\$ 11,000.00

JUSTIFICATION: This amendment is to transfer funds from the Library Fund Balance Account for the purchase of computer equipment. This budget amendment was approved by the Library Commission at their 2/15/2018 meeting.

B.

Description	Account Number	Current Appropriation	Amended Appropriation	Amendment or Change
2017/18 Cable & Telecom				
Council Chamber Upgrades	243-535-986.011	\$ 28,000.00	\$ 63,000.00	\$ 35,000.00

JUSTIFICATION: This amendment is to transfer funds from the Cable & Telecom Fund Balance Account for the additional upgrades needed to complete the council chamber upgrades.

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 WAIVING PURCHASING MANUAL SECTION XIII: “ETHICS” TO ALLOW ATTENDANCE AT AN APPRECIATION BBQ LUNCH HOSTED BY RIVERGATE HEALTH CARE CENTER AND RIVERGATE TERRACE, AT CITY HALL, ON JUNE 6, 2018 - CITY MANAGER.

COMMUNITY IMPACT/BACKGROUND: Rivergate Health Care Center and Rivergate Terrace would like to hold an Appreciation BBQ Lunch for Mayor and Council, department heads and their support staff on June 6, 2018. The facilities want to show City Council and staff members how much they appreciate all we do for the community. Due to restrictions in the Purchasing Manual, Section XIII - Ethics, City Council waiver of this is necessary for City Councilmembers and other employees to participate in this event.

ACTION REQUESTED: City Council is requested to consider waiver of the ethics ordinance.

ATTACHMENT: Rivergate Health Care Center and Rivergate Terrace Appreciation BBQ Lunch flyer.

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	03/19/18
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	03/19/18
Advisory Commission Recommendation	N/R	

11.2 ADOPT REVISED ACTUARIAL ASSUMPTIONS FOR CITY OF RIVERVIEW RETIREMENT SYSTEM – TREASURER.

COMMUNITY IMPACT/BACKGROUND: In 2017, the City of Riverview Retirement System board requested an assumption study be performed by the System’s actuary, Gabriel Roeder Smith & Company, to potentially revise the investment return and wage inflation factors. The report was presented and discussed at the 09/28/2017 board meeting, and the actuary presented two alternatives; both indicated a reduction in the investment return and wage inflation factor, as well as adjusting the amortization period.

The board requested additional alternatives with no changes to the amortization period. The revised report was presented and discussed at the 01/25/2018 board meeting. At that time, the board recommended to the City Council that Alternative “D” be adopted, which would reduce the investment return from 7.5% to 7.0%, and reduce the wage inflation factor from 4.0% to 3.0%. These changes would also increase the 1st year City contributions to the System by \$157,350.

City Council discussed these changes at the 02/12/2018 study session and concurred with the recommendations. By ordinance, the assumption changes need to be formally adopted by City Council.

ACTION REQUESTED: City Council is requested to adopt the revised actuarial assumptions for the City of Riverview Retirement System.

ATTACHMENT: Extract from Assumption Study.

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	03/28/18
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	03/28/18
Advisory Commission Recommendation	N/R	

11.3 AUTHORIZE RATIFICATION OF CONTRACT WITH PEOPLE READY FROM TRENTON, MI FOR TEMPORARY STAFFING SERVICES FOR A COST NOT TO EXCEED \$20,000.00 – LAND PRESERVE.

COMMUNITY IMPACT/BACKGROUND: The Riverview Land Preserve has not been able to fill their temporary worker needs from Entech Staffing Solutions, their contracted temporary staffing company, due to the improved job market Downriver. These temporary staffing positions are used to pick up wind-blown papers and perform other tasks as needed at the Land Preserve. This service is particularly necessary in the spring season as they do additional cleanup from the previous winter.

The Ad Hoc Land Preserve Committee discussed this at their meeting on April 2, 2018 and recommended that the project proceed.

ACTION REQUESTED: City Council is requested to consider ratifying the contract with People Ready for temporary staffing at the Land Preserve for a cost not to exceed \$20,000.00.

ATTACHMENT: People Ready Contract.

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

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	03/28/18
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	03/28/18
Advisory Commission Recommendation	X	04/02/18

11.4 AUTHORIZE THE CITY MANAGER, CITY ATTORNEY, PURCHASING DIRECTOR AND THEIR DESIGNEES TO NEGOTIATE CONTRACT TERMS AND OPTIONS FOR LFG TO RNG PROJECT WITH RIVERVIEW ENERGY SYSTEMS – LAND PRESERVE.

COMMUNITY IMPACT/BACKGROUND: On 2/05/2018, The City Council authorized the seeking of request for proposals (RFP) for landfill gas recovery, processing, and sale. On 2/07/18 notice of Invitation to Bid for proposals was published in the newspaper. In addition, notice was posted on MITN. Companies that were interested in the RFP were required to complete and submit a non-disclosure agreement (NDA) with the city, before they were given bid specifications. Twenty-three (23) NDAs were submitted. One proposal was received and was opened on 3/15/2018. It is proposed that City Council authorize the City Manager, City Attorney, Purchasing Director, and their designees to negotiate terms and options for a long-term contract with Riverview Energy Systems of Novi, MI.

The Ad Hoc Land Preserve committee concurred with this recommendation at their meeting of 4/02/2018.

ACTION REQUESTED: The City Council is requested to authorize the City Manager, City Attorney, Purchasing Director and their designees to negotiate contract terms and options for LFG to RNG project with Riverview Energy Systems.

ATTACHMENTS: Confidential Cornerstone Memo and RES Proposal being provided to City Councilmembers in their print Agenda packet.

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

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	03/28/18
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	03/28/18
Advisory Commission Recommendation	X	04/02/18

11.5 AUTHORIZE EXECUTION OF AGREEMENT WITH HAWKINS DELAFIELD & WOOD LLP TO PROVIDE SPECIAL LEGAL COUNSEL RELATED TO THE LFG TO RNG PROJECT – CITY ATTORNEY.

COMMUNITY IMPACT/BACKGROUND: The City of Riverview has recently received a proposal related to the LFG to RNG gas project at the Riverview Land Preserve. Elsewhere on the agenda, staff requests authorization to negotiate contract terms and options with Riverview Energy Systems for this project. Cornerstone Environmental Group, our landfill engineers, has requested special counsel from Hawkins Delafield & Wood LLP to assist the city attorney in providing legal services related to the negotiations.

An agreement has been presented to the city attorney for his review and approval. A qualifications statement, for solid waste projects that the firm has provided services, was also reviewed by the city attorney.

ACTION REQUESTED: City Council is requested to consider authorization of execution of an agreement with Hawkins Delafield & Wood LLP to provide special legal counsel related to the LFG to RNG project.

ATTACHMENT: Hawkins Delafield & Wood LLP Retainer Agreement

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	03/28/18
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	03/28/18
Advisory Commission Recommendation	N/R	

11.6 APPROVE MEMORANDUM OF UNDERSTANDING WITH WAYNE COUNTY DEPARTMENT OF HEALTH, VETERANS AND COMMUNITY WELLNESS FOR OPERATING A CLOSED POINT OF DISPENSING SITE DURING DECLARED PUBLIC HEALTH EMERGENCIES – CITY MANAGER.

COMMUNITY IMPACT/BACKGROUND: City staff was approached by representatives of Wayne County Dept. of Health, Veterans and Community Wellness to set up the City as a Closed Point of Dispensing (POD) site in the event of a declared public health emergency. A draft memorandum of understanding (MOU) has been prepared by County officials.

Currently, Wyandotte Roosevelt High School is designated as the POD for the downriver area. Under the MOU, Riverview will act as a local dispensary for employees and the public to distribute pharmaceuticals, medical equipment, vaccines, antitoxins, other medical support or clinical support free of charge for the purposes of disease prevention and control.

ACTION REQUESTED: City Council is requested to consider approval of a memorandum of understanding with Wayne County Department of Health, Veterans, and Community Wellness to operate a Closed Point of Dispensing site during declared public health emergencies.

ATTACHMENT: Proposed Memorandum of Understanding.

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	03/28/18
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	03/28/18
Advisory Commission Recommendation	N/R	

12. ORDINANCES.

None.

13. OTHER BUSINESS.

14. CLOSED SESSION.

None.

15. ADJOURNMENT.