



**CITY COUNCIL *REGULAR* MEETING  
DECEMBER 18, 2017/7:30 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 Towle
3. **INVOCATION:** Councilmember Elmer Trombley

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

**4.1 PRESENT CERTIFICATES OF RECOGNITION TO THE 2017 HOLIDAY HOME DECORATING CONTEST WINNERS – RECREATION.**

**COMMUNITY IMPACT/BACKGROUND:** This year represents the sixteenth year of the holiday decorating contest sponsored by the Beautification Commission. The Beautification Commission selected the following residents to be recognized as the 2017 Holiday Home Decorating Winners:

17706 Valade	Clark & Lorraine Dubois
19999 Coachwood	Brett & Jennifer Logan
18370 Mulberry	Aaron & Rose Mosolgo
14751 Georgia	James Houdek
18160 Foxglen	James & Lynda Guyette
12807 Pennsylvania	Frank & Christine MacDonald
17556 Matthews	Shawn & Shannon Filkins
17610 Smith	Charles & Maxine Crayne
13740 Hamilton	Jesse & Shaina James
19668 Coachwood	Eric & Julie Rooney

The Beautification Commission has also chosen 1 house for the Decorating “Hall of Fame” for their great work year after year. The winner is:

17128 Park Ave.                      Anthony White & Bernice Walker

**ACTION REQUESTED:** Present certificates.

**ATTACHMENT:** None.

**5. APPROVAL OF MINUTES.**

**5.1 APPROVE MINUTES OF THE 12/04/17 REGULAR RIVERVIEW CITY COUNCIL MEETING AND THE 12/11/17 SPECIAL RIVERVIEW CITY COUNCIL MEETING - CITY CLERK.**

**6. PUBLIC HEARINGS.**

None.

**7. PUBLIC COMMENTS.**

**8. ORGANIZATIONAL BUSINESS.**

None.

**9. CONSENT AGENDA.**

**9.1 AWARD COOPERATIVE BID TO APPLIED IMAGING, INC. AND AUTHORIZE THE FOUR-YEAR LEASE AGREEMENT FOR A CANON IPF 785M40 COPIER IN THE AMOUNT OF \$6,710.40 – BUILDING 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. Through the cooperative bidding process, the City of Farmington Hills, MI has procured an agreement with Applied Imaging of Novi, MI for copier and printer management. This bid award has been extended to all members of MITN, including the City of Riverview.

Under this cooperative agreement, the City of Riverview is proposing the leasing of a Canon IPF 785M40 copier for the Building Department. This copier will allow the building department to scan building plans and make blue print copies as needed. It is recommended that a Canon IPF 785M40 copier be leased for a total cost of \$6,710.40 or \$1,677.60 annually for a four year period. After the four year lease agreement the City will have a one (1) dollar buyout option. Maintenance and toner is billed at \$0.0003 per page based on usage.

Funds for this lease are available in the Building Department 2017/18 budget. The lease agreement has been reviewed and approved by the City Attorney and is on file in the Purchasing Department.

**ACTION REQUESTED:** City Council is requested to consider approving bid award to Applied Imaging, Inc. of Novi, MI for the leasing of a Canon IPF 785M40 copier and authorizing execution of agreement for the equipment lease in the total amount of \$6,710.40.

**ATTACHMENTS:** Finance Agreement and Maintenance Agreement.

**FINANCE CERTIFICATION:** The finance director certifies that funds have been are available in the 2017/18 operating budget.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	12/11/17
Financial Certification	X	12/11/17
City Attorney Endorsement	N/R	
Department Recommendation	X	12/11/17
Advisory Commission Recommendation	N/R	

**9.2 AUTHORIZE SOLICITATION OF BIDS FOR TWO (2) INDUSTRIAL TUB STYLE ROLL OFF CONTAINERS - LAND PRESERVE.**

**COMMUNITY IMPACT/BACKGROUND:** The Director of Solid Waste requests the City Council to consider authorizing solicitation of bids for two (2) Industrial Tub Style Roll Off Containers that will provide more citizen drop off containers for larger volumes of business during the busy season when cans must be emptied more frequently. The Tubs shall be thirty (30) or (40) cubic yard volume open top tubs. The bid price must include delivery.

Funds in the amount of \$15,000.00 have been budgeted in account #596-526-776.000 of the 2017/18 fiscal year. The Land Preserve Committee reviewed and approved this request at their 11/20/2017 meeting.

**ACTION REQUESTED:** Authorize Solicitation of Bids for two (2) Industrial Tub Style Roll Off Containers.

**ATTACHMENT:** None.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	12/12/17
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	12/12/17
Advisory Commission Recommendation	X	11/20/17

**9.3 ACCEPT THE ANNUAL FINANCIAL AUDIT REPORT FOR THE CITY OF RIVERVIEW FOR FISCAL YEAR ENDING JUNE 30, 2017 – FINANCE.**

**COMMUNITY IMPACT/BACKGROUND:** Public Act 2 of 1968 requires that local governmental entities obtain an independent financial audit of all accounts and operating funds on an annual basis. The firm of Plante and Moran PLLC has performed an independent audit for the fiscal year ending June 30, 2017 for the City.

The City has again obtained an “unqualified” opinion on the financial statements. This type of opinion is issued by an auditor when the financial statements presented are free of material misstatements and are represented fairly in accordance with the Generally Accepted Accounting Principles (GAAP), which in other words means that the entity's financial condition, position, and operations are fairly presented in the financial statements.

In addition, the City was not required to perform a Single Audit this year, as the amount of Federal Funds expended by the City did not exceed \$750,000. Copies of the Audit Report and Management Letter will be presented to the Audit Committee on December 20, 2017 and reviewed with Plante and Moran.

The City Council is requested to consider the acceptance of the Financial Report for the City of Riverview for the fiscal year ending June 30, 2017. Copies of the Financial Statements and Management Letter are included with the agenda packet. In addition, Plante & Moran will be attending an upcoming Study Session to review the audit report and management letter with the City Council, and will be available to answer any questions.

**ACTION REQUESTED:** City Council is requested to accept the financial audit report for the fiscal year ending June 30, 2017.

**ATTACHMENTS:** Note: Due to their length, Audit Report and Management Letter will be emailed to Mayor & Council.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	12/13/17
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	12/13/17
Advisory Commission Recommendation	N/R	

**9.4 APPROVE REQUEST TO TRAVEL FOR COUNCILMEMBER E. TROMBLEY TO ATTEND THE 2018 MML CAPITAL CONFERENCE IN LANSING, MI OVER THE PERIOD MARCH 20-21, 2018.**

**COMMUNITY IMPACT/BACKGROUND:** 2018 MML Capital Conference will be held in Lansing, MI over the period March 20-21, 2018. Councilmember E. Trombley, Michigan Municipal League Delegate, has indicated an interest in attending this conference. Funding for travel expenses is available in the City Council budget for fiscal year 2017/2018. The anticipated cost of this trip is approximately \$500.00. The City Council has budgeted \$1,500.00 for education and travel.

**ACTION REQUESTED:** The City Council is requested to approve the request of Councilmember E. Trombley to attend the 2018 MML Capital Conference in Lansing, MI.

**ATTACHMENT:** Travel Request Form.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	12/06/17
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	12/06/17
Advisory Commission Recommendation	N/R	

**9.5 APPROVE SPECIAL EVENTS APPLICATION FROM THE DOWNRIVER RUNNERS FOR THE RIVERVIEW WINTERFEST 4 MILE RUN TO BE HELD 2/11/18 – RECREATION.**

**COMMUNITY IMPACT/BACKGROUND:** Per Council Policy No. 64 – Special Events Policy, the Recreation Department is submitting a special events application for consideration by the City Council. The Downriver Runners submitted an application for their annual Riverview Winterfest 4 Mile Run. This race will be held on 2/11/18, with approximately 300 runners participating. The race will begin and end at Seitz Middle School.

**ACTION REQUESTED:** The City Council is requested to consider and approve the special events application from the Downriver Runners.

**ATTACHMENT:** Winterfest 4 Mile Run Downriver Runners Special Events Application.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	12/06/17
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	12/06/17
Advisory Commission Recommendation	N/R	

**9.6 APPROVE BUDGET AMENDMENTS – FINANCE.**

**A.**

Description	Account Number	Current Appropriation	Amended Appropriation	Amendment or Change
2017/18 DPW				
Resurface Basketball Courts	402-901-973.012	\$ 28,800.00	\$ 0.00	\$ (28,800.00)
Riding Mower	402-902-974.037	\$ 34,000.00	\$ 0.00	\$ (34,000.00)
DPW Operating Supplies	101-441-740.000	\$ 10,000.00	\$ 35,000.00	\$ 25,000.00
Building Maintenance Operating Supplies	101-442-740.000	\$ 19,712.00	\$ 32,512.00	\$ 12,800.00
Building Maintenance Contractual Services	101-442-818.000	\$ 33,000.00	\$ 58,000.00	\$ 25,000.00

**JUSTIFICATION:** This amendment is to reallocate money to cover unexpected repairs and requests from line items that the DPW Director feels will not be spent.

**B.**

Description	Account Number	Current Appropriation	Amended Appropriation	Amendment or Change
2017/18 Land Preserve				
Compressor - CNG Fuel Station	596-526-991.041	\$ 0.00	\$ 170,703.32	\$ 170,703.32
Southeast Leachate Pretreatment	596-526-994.202	\$ 0.00	\$ 303,718.50	\$ 303,718.50

**JUSTIFICATION:** This amendment is to pull unencumbered funds from the 2016/17 into the 2017/18 budget.

**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.**

**10.1 ADOPT RESOLUTION IN SUPPORT OF THE ANNUAL RIVERVIEW HALL OF FAME AWARDS CEREMONY AS SPONSORED BY THE RIVERVIEW HALL OF FAME AND SCHOLARSHIP FOUNDATION – CITY MANAGER.**

**COMMUNITY IMPACT/BACKGROUND:** On 3/16/18 the Riverview Hall of Fame and Scholarship Foundation will host a banquet to raise funds for the scholarship awards to Riverview students. Per past practice, the City Council has shown support for the Riverview Hall of Fame special event through approval of a resolution which acknowledges the Riverview Hall of Fame and Scholarship Foundation for their work in promoting community pride and fellowship. The City’s contribution of \$500.00 in support of the annual banquet is dedicated to the scholarship grant to local students. The resolution was approved by the City Attorney on December 5, 2017.

**ACTION REQUESTED:** The City Council is requested to adopt a Resolution approving a \$500.00 donation to the Riverview Hall of Fame and Scholarship Foundation.

**ATTACHMENTS:** Resolution and Hall of Fame Committee Information.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	12/04/17
Financial Certification	N/R	
City Attorney Endorsement	X	12/05/17
Department Recommendation	X	12/04/17
Advisory Commission Recommendation	N/R	

**10.2 AMEND 2015 DEPARTMENTAL FEE SCHEDULE FOR VARIOUS CITY DEPARTMENTS: CITY CLERK, FINANCE, POLICE, PURCHASING, PUBLIC SERVICES, FIRE SAFETY AND PREVENTION - CITY CLERK.**

**COMMUNITY IMPACT/BACKGROUND:** The Fee Schedule encompasses charges for business licenses, birth and death records, voter registration lists, Freedom of Information, animal licenses, weed cutting, and dumpster fees, police and fire department fees, etc., in the day-to-day operation of the city.

The staff reviews the fees to determine operational and capital needs of their departments as well as comparable rates adopted by neighboring communities.

**ACTION REQUESTED:** The City Council is requested to Amend the 2015 Departmental Fee Schedule to amend the Non-Sufficient Fund amount from \$38 to \$40 for returned checks (page 16) and add under Business License: Vehicle: Repair, Maintenance and Used Sales at \$85 (page 11).

**ATTACHMENT:** Fee Schedule (see pages 16 and 11).

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	12/06/17
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	12/06/17
Advisory Commission Recommendation	N/R	

**10.3 ADOPT PERFORMANCE RESOLUTION FOR GOVERNMENT BODIES FOR WAYNE COUNTY ANNUAL PAVEMENT RESTORATION PERMIT, ANNUAL MAINTENANCE WORK IN RIGHT-OF-WAYS PERMIT, AND SPECIAL EVENTS PERMIT - DEPARTMENT OF PUBLIC WORKS.**

**COMMUNITY IMPACT/BACKGROUND:** Annual pavement restoration permit for authorization to occupy Wayne County road rights-of-way for the purpose of pavement repair and restoration.

Annual maintenance work in right-of-ways permit for authorization to perform work on Wayne County right-of-ways. This permit allows the City of Riverview to perform work such as water main breaks, sewer maintenance, and sidewalk repair in the Wayne County right-of-way.

Annual special events permit for authorization to temporarily close a County road for a parade, event, celebration, block party or similar activity or, to erect a banner within the County road right-of-way, and the County road or road-right-of-way is located entirely within the boundaries of the Community.



This resolution requires the City of Riverview to fulfill all permit requirements and to save harmless, represent and defend the County of Wayne.

**ACTION REQUESTED:** City Council consider adopting resolution.

**ATTACHMENTS:** Resolution from Wayne County and permits.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	12/07/17
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	12/07/17
Advisory Commission Recommendation	N/R	

**10.4 ADOPT PERFORMANCE RESOLUTION AND PERFORMANCE AND INDEMNIFICATION COMMITMENT FOR GOVERNMENT BODIES FOR STATE OF MICHIGAN (MDOT) ANNUAL PERMIT FOR WORK ON STATE HIGHWAYS - DEPARTMENT OF PUBLIC WORKS.**

**COMMUNITY IMPACT/BACKGROUND:** Annual permit for authorization to perform work on State of Michigan Highways (M-85 – Fort Street). This resolution requires the City of Riverview to fulfill all permit requirements and to be responsible for any claims arising out of their own acts and/or omissions during the performance of this agreement.

**ACTION REQUESTED:** City Council consider adopting resolution.

**ATTACHMENT:** Resolution from State of Michigan (MDOT).

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	12/07/17
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	12/07/17
Advisory Commission Recommendation	N/R	

**11. ADMINISTRATION.**

**11.1 APPOINT CITY COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANIZATIONS – CITY MANAGER.**

**COMMUNITY IMPACT/BACKGROUND:** Following each general municipal election, the City Council considers appointments of City Council representatives to various committees and organizations for a two-year assignment, or the duration of the committee if less than two years. The City Manager has provided an advance communication to the City Council concerning City Council appointment preferences.

**ACTION REQUESTED:** Appoint City Council Representatives.

**ATTACHMENT:** None.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	12/06/17
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	12/06/17
Advisory Commission Recommendation	N/R	

**11.2 APPROVE CONTRACT WITH WADE SHOWS, INC. TO PROVIDE A CARNIVAL DURING SUMMERFEST JUNE 15, 16, 17, 2018 – RECREATION.**

**COMMUNITY IMPACT/BACKGROUND:** The Recreation Commission has directed the Recreation Director to keep bringing in a Carnival Company for Summerfest. Summerfest is scheduled for June 15, 16, 17, 2018. Wade Shows was able to facilitate Summerfest in 2017 and is available for 2018 Summerfest weekend. Wade Shows is the company that provides Gabriel Richard and Woodhaven a midway for their festivals and is recommended by both.

Wade Shows is a fully insured and licensed Carnival provider. They would provide rides, games and some food vending. They will provide all staff, set up and cleanup of area. The City will provide area for the Carnival and area for housing with water. Wade Shows will reimburse the City 20% of ride sales and \$75 per each game and concession stand. Wade Shows will sell all tickets and passes and will provide pre-sale online before the event date.

The City Attorney has reviewed and approved the Contract with Wade Shows.

**ACTION REQUESTED:** Consider and Approve Contract with Wade Shows, Inc. to provide a Carnival during Summerfest June 15, 16, 17, 2018.

**ATTACHMENT:** Contract from Wade Shows

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	12/13/17
Financial Certification	N/R	
City Attorney Endorsement	X	12/13/17
Department Recommendation	X	12/13/17
Advisory Commission Recommendation	N/R	

**11.3 AWARD BID AND AUTHORIZE EXECUTION OF AGREEMENTS FOR LIEBHERR BULLDOZER FINANCING WITH TAX-EXEMPT LEASING CORPORATION IN THE AMOUNT OF \$692,218.08 TOTAL COST – PURCHASING.**

**COMMUNITY IMPACT/BACKGROUND:** On 10/02/2017, The City Council authorized the seeking of bids for financing of awarded Liebherr Bulldozer over a four year period. On 11/06/17 notice of Invitation to Bid for Liebherr Bulldozer Financing was sent to all of the financial institutions we have on record. A bid response from six (6) vendors was received by the deadline of 11/22/2017. It is proposed that the bid be awarded to Tax-Exempt Leasing Corporation out of Libertyville, IL for \$692,218.08 Total Cost, pending legal review and approval.

The Riverview Land Preserve Committee, at the 12/11/2017 meeting reviewed the Bid Tabulation for Financing and approved the Semi-Annual in Arrears Financing option for the Liebherr Bulldozer to Tax-Exempt Leasing Corporation out of Libertyville, IL.

Funds are available in account 596-526-974.000 of the 2017/18 fiscal year.

**ACTION REQUESTED:** The City Council is requested to consider bid award and authorization to execute the agreement for Liebherr Bulldozer financing to Tax-Exempt Leasing Corporation in the amount of \$692,218.08 Total Cost, pending legal review and approval.

**ATTACHMENT:** Bid tabulation.

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

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	12/13/17
Financial Certification	X	12/13/17
City Attorney Endorsement	N/R	
Department Recommendation	X	12/13/17
Advisory Commission Recommendation	X	12/11/17

**12. ORDINANCES.**

**12.1 AUTHORIZE SECOND READING, BY TITLE ONLY, AND ADOPTION OF PROPOSED ORDINANCE NO. 698 REGARDING TRAFFIC CONTROL ORDER 423 – CITY CLERK AND POLICE/FIRE DEPARTMENT.**

**COMMUNITY IMPACT/BACKGROUND:** This ordinance was submitted to Council on November 6, 2017, erroneously without the appropriate backup information attached. The Council is asked to reconsider authorizing the First Reading, by title only, of Proposed Ordinance No. 698 regarding TCO 423 in regards to Kingswood Street from southbound Fort Street, M85 east and west bound streets which are one-way streets to Hamilton. Both west and east bound streets are not posted with any “No Parking” signs. A traffic review of Kingswood Street was conducted to ascertain if “No Parking” signs are necessary. The review found that there is a need for three “No Parking” signs due to fire safety and fire operations.

**ACTION REQUESTED:** Authorize the Second Reading, by title only, and Adoption of Proposed Ordinance No. 698 to amend the Code of Ordinances as it relates to Section 66-3, and to ratify and approve Traffic Control Order number 423.

**ATTACHMENTS:** Proposed Ordinance No. 698, Traffic Control Order 423, Fire Safety Review, Google Map measurements and proposed sign location.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	12/07/17
Financial Certification	N/R	
City Attorney Endorsement	X	12/07/17
Department Recommendation	X	12/07/17
Advisory Commission Recommendation	N/R	

**12.2 AUTHORIZE SECOND READING, BY TITLE ONLY, AND ADOPTION OF PROPOSED ORDINANCE NO. 699 AMENDING CHAPTER 86 REGARDING SECTION 86-82, TO ADOPT THE 2015 VERSION OF THE PROPERTY MAINTENANCE CODE. – COMMUNITY DEVELOPMENT AND CITY CLERK.**

**COMMUNITY IMPACT/BACKGROUND:** Adoption of Ordinance 699 allows the enforcement officers to use the 2015 version of the International Property Maintenance Code. The 2000 edition is currently used.

**ACTION REQUESTED:** Authorize second reading, by title only, and adoption of Proposed Ordinance No. 699.

**ATTACHMENT:** Proposed Ordinance 699.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	11/13/17
Financial Certification	N/R	
City Attorney Endorsement	X	11/13/17
Department Recommendation	X	11/13/17
Advisory Commission Recommendation	N/R	

**13. OTHER BUSINESS.**

**14. CLOSED SESSION.**

None.

**15. ADJOURNMENT.**