

**MINUTES OF REGULAR ROMULUS CITY COUNCIL MEETING
February 12, 2018**

Romulus City Hall Council Chambers, 11111 Wayne Rd. Romulus, MI 48174

The meeting was called to order at 7:30 p.m. by Mayor Pro-Tem John Barden.

Pledge of Allegiance

Roll Call: Kathleen Abdo, John Barden, Celeste Roscoe, Tina Talley, Eva Webb, Virginia Williams.

Absent: William Wadsworth.

Administrative Officials in Attendance:

LeRoy D. Burcroff, Mayor

Ellen L. Craig-Bragg, Clerk

Stacy Paige, Treasurer

1. Agenda - Approval

2. Minutes

A. Approval of the minutes from the regular meeting held February 5, 2018

B. Approval of the minutes from the special meeting held February 5, 2018:

Open session – Infrastructure and Cross Connection; and, City Quarterly Investment Report.

3. Petitioner

4. Chairperson's Report, John Barden, Mayor Pro-Tem

A. FCCLA students from Romulus High School – Community Service project.

5. Mayor's Report – LeRoy D. Burcroff, Mayor

A. Extension of ITB 15/16-18, Contractual Services Agreement, Demolition Hazardous Material Testing.

B. Extension of ITB 16/17-19, GMC Sierra 1500 Pick-Up Trucks – DPW.

C. RFP 17/18-01, Copier/Printer Standardization and Management Program.

D. Budget Amendment 17/18-21, General Fund.

6A. Clerk's Report – Ellen L. Craig-Bragg, Clerk

1. Request approval for 2018 spring and fall no-fee permit garage, yard sale dates.

2. Request study session (open meeting) for Monday, Feb. 26, 2018 at 6:30 p.m. for State of the Library address with Librarian, Patty Braden.

FOR YOUR INFORMATION:

1. GLWA (Great Lakes Water Authority) Public Hearing – Wed. Feb. 28, 2018 – 2:00 pm. 735 Randolph, 5th Floor, Detroit, MI.

6B. Treasurer's Report – Stacy Paige, Treasurer

7. Public Comment – Citizens are to limit their comments to three (3) minutes. All citizens wishing to speak will be heard.

8. Unfinished Business

9. New Business

10. Warrant 18-03 Checks presented in the amount of \$1,855,315.81.

12. Adjournment

1. Moved by **Talley**, seconded by **Roscoe** to accept the agenda as presented.

Roll Call Vote: Ayes – Abdo, Barden, Roscoe, Talley, Webb, Williams.

Nays – None.

Motion Carried Unanimously.

18-045 **2A.** Moved by **Abdo**, seconded by **Talley** to approve the minutes of the regular meeting of the Romulus City Council held on February 5, 2018.

Roll Call Vote: Ayes – Abdo, Barden, Roscoe, Talley, Williams.

Nays – None.

Abstain – Webb.

Motion Carried.

18-046

2B. Moved by **Abdo**, seconded by **Talley** to approve the minutes of the special meeting held on Monday, February 5, 2018 – closed session, attorney opinion; open session, 34th District Court Construction and Approval Process.

Roll Call Vote: Ayes – Abdo, Barden, Roscoe, Talley, Williams.
Nays – None.
Abstain – Webb.
Motion Carried.

3. Petitioner: None.

4. Chairperson’s Report:

Mayor Pro-Tem John Barden introduced Kayla Leonard and Bianca Waters, Romulus High School FCCLA (Family, Career and Community Leaders of America) members. They are accepting donations to help pay for “Sunshine Boxes” which will be donated to children who are displaced from their homes and are living in an area shelter called First Step. A donation box has been placed at the Library from Feb. 12 through Feb. 19. The email address linked to this project is SunboxRHS@gmail.com.

4. Moved by **Roscoe**, seconded by **Webb** to accept the Chairperson’s Report.

Roll Call Vote: Ayes – Abdo, Barden, Roscoe, Talley, Webb, Williams.
Nays – None.
Motion Carried Unanimously.

5. Mayor’s Report:

Mayor Burcroff commented on the fine snow-removal job the DPW workers did during the recent snow storm; and he presented a video of upcoming City events.

18-047

5A. Moved by **Roscoe**, seconded by **Talley** to concur with the administration and authorize a one-year extension of Bid ITB 15/16-18, contractual services agreement with ETC for the pricing and terms of the original contract for hazardous materials testing of residential, commercial and industrial properties to be demolished. Terms of the contract extension would be April 25, 2018 through April 24, 2019.

Roll Call Vote: Ayes – Abdo, Barden, Roscoe, Talley, Webb, Williams.
Nays – None.
Motion Carried Unanimously.

18-048

5B. Moved by **Webb**, seconded by **Roscoe** to concur with the administration to extend Bid Award ITB 16/17-19 to the lowest bidder, Todd Wenzel Buick, GMC, for the acquisition of two (2) 2018 GMC Sierra 1500 4WD, Double Cab Pick-Up Trucks for the City of Romulus DPW in the amount of \$27,648 per vehicle.

Roll Call Vote: Ayes – Abdo, Barden, Roscoe, Talley, Webb, Williams.
Nays – None.
Motion Carried Unanimously.

18-049

5C. Moved by **Roscoe**, seconded by **Talley** to concur with the administration and authorize the mayor and clerk to enter into a five-year installment purchase agreement with Toshiba Financial for the purchase of the Toshiba fleet management software, “PaperCut”, fifteen (15) multi-function devices and nine (9) printers through Toshiba Financial (cost approximately \$25,386 for each twelve (12) month period for five-year term of the installment agreement).

Roll Call Vote: Ayes – Abdo, Barden, Roscoe, Talley, Webb, Williams.
Nays – None.
Motion Carried Unanimously.

18-050 **5C (1).** Moved by **Roscoe**, seconded by **Talley** to concur with the administration and authorize the purchase (*pending fund availability*), of any additional equipment or accessories under the terms and pricing of Toshiba’s proposal documents for the five-year term of the installment purchase agreement with Toshiba Financial.

Roll Call Vote: Ayes – Abdo, Barden, Roscoe, Talley, Webb, Williams.
 Nays – None.
 Motion Carried Unanimously.

18-051 **5C(2).** Moved by **Roscoe**, seconded by **Talley** to concur with the administration and authorize the mayor and clerk to enter into a managed print program with Toshiba Business Solutions inclusive of a fixed per-copy rate for the five-year term of the contract to provide for the maintenance and all consumables (*excluding paper and staples*) for the fifteen (15) MDFs, nine (9) laser printers and any other devices enrolled in the managed print program by each of the separate departments.

Roll Call Vote: Ayes – Abdo, Barden, Roscoe, Talley, Webb, Williams.
 Nays – None.
 Motion Carried Unanimously.

18-052 **5D.** Moved by **Abdo**, seconded by **Talley** to concur with the administration and introduce Budget Amendment 17/18-21 to reallocate existing funding and amend the budget in multiple departments to account for the implementation of the Print Management Project. This reflects the lease expense and copier charge amount from April 1, 2018 through June 30, 2018. This will have no impact on the General Fund fund balance.

| <u>FUND/DEPT.</u> | | <u>CURRENT</u> | | <u>AMENDED</u> |
|-----------------------|------------------------|----------------|------------------|----------------|
| <u>ACCOUNT NO.</u> | <u>ACCOUNT NAME</u> | <u>BUDGET</u> | <u>AMENDMENT</u> | <u>BUDGET</u> |
| GENERAL FUND | | | | |
| <u>Expense</u> | | | | |
| 101-171-950.000 | Lease Expense | - | 250 | 250 |
| 101-223-950.000 | Lease Expense | - | 200 | 200 |
| 101-233-950.000 | Lease Expense | - | 50 | 50 |
| 101-257-950.000 | Lease Expense | - | 75 | 75 |
| 101-270-950.000 | Lease Expense | - | 350 | 350 |
| 101-747-950.000 | Lease Expense | - | 250 | 250 |
| 101-751-950.000 | Lease Expense | - | 400 | 400 |
| 101-752-950.000 | Lease Expense | - | 400 | 400 |
| 101-171-728.002 | Copier Chg. Print Mgt. | - | 250 | 250 |
| 101-171-931.000 | Maintenance Contracts | - | 1,500 | 1,500 |
| 101-223-728.002 | Copier Chg. Print Mgt. | - | 300 | 300 |
| 101-233-728.002 | Copier Chg. Print Mgt. | - | 100 | 100 |
| 101-257-728.002 | Copier Chg. Print Mgt. | - | 100 | 100 |
| 101-270-728.002 | Copier Chg. Print Mgt. | - | 100 | 100 |
| 101-747-728.002 | Copier Chg. Print Mgt. | - | 250 | 250 |
| 101-751-728.002 | Copier Chg. Print Mgt. | - | 200 | 200 |
| 101-752-728.002 | Copier Chg. Print Mgt. | - | 200 | 200 |
| 101-215-970.000 | Capital Outlay | 4,600 | (4,600) | - |
| 101-253-970.000 | Capital Outlay | 6,000 | (375) | 5,625 |

To reallocate existing funding and amend the budget in multiple departments to account for the implementation of the Print Management Project. This reflects the lease expense and copier charge amount from April 1, 2018 through June 30, 2018. This will have no impact on the General Fund fund balance.

Roll Call Vote: Ayes – Abdo, Barden, Roscoe, Talley, Webb, Williams.
 Nays – None.
 Motion Carried Unanimously.

6A. Clerk's Report:

18-053

6A1. Moved by **Webb**, seconded by **Roscoe** to approve the following dates for the 2018 spring and fall no-fee permit garage/yard sales:

SPRING

Thursday, May 17 thru Sunday, May 20, 2018

Rain Dates: Thursday, May 24 thru Sunday, May 27, 2018

FALL

Thursday, Sept. 27 thru Sunday, Sept. 30, 2018

Rain Dates: Thursday, Oct. 04 thru Sunday, Oct. 07, 2018

Roll Call Vote: Ayes – Abdo, Barden, Roscoe, Talley, Webb, Williams.

Nays – None.

Motion Carried Unanimously.

18-054

6A2. Moved by **Abdo**, seconded by **Webb** to schedule a special meeting (open study session) with Romulus Librarian, Patty Braden on Monday, Feb. 26, 2018 at 6:30 p.m. for the annual State of the Library address. The meeting will be held in the Council Chambers at city hall.

Roll Call Vote: Ayes – Abdo, Barden, Roscoe, Talley, Webb, Williams.

Nays – None.

Motion Carried Unanimously.

6B. Treasurer's Report:

City Treasurer, Stacy Paige, spoke about the City Quarterly Investment Report that was discussed in an earlier special (open) meeting.

Treasurer Paige also gave a reminder that City taxes are due on Feb. 14, 2018 and that there are various payment options.

7. Public Comment

Don Mongrain, newly-elected president of the Romulus Democratic Club extended an open invitation to the next Democratic Club meeting on Wednesday, Feb. 21, 2018 at 7:00 p.m. at the VFW Hall on Huron River Drive in Romulus.

Amy Benchich, Chairperson of the Michigan Democratic Party Disability Caucus, extended an open invitation to their next meeting on Saturday, Feb. 24, 2018 at 11:00 a.m. at the UAW Hall on Dix Rd. in Dearborn.

8. Unfinished Business: None.

9. New business:

Councilwoman Roscoe gave a reminder that Saturday, Feb. 24, 2018 is the annual "Dog Days" at the Romulus Animal Shelter from 9:00 a.m. until 1:00 p.m.

10. Communication:

Councilwoman Talley spoke about the success of the Soul Food Dinner.

18-055

10A. Moved by **Abdo**, seconded by **Webb** to adopt a memorial resolution for the family of Carrol Rafalski.

Roll Call Vote: Ayes – Abdo, Barden, Roscoe, Talley, Webb, Williams.

Nays – None.

Motion Carried Unanimously.

18-056 **11.** Moved by **Abdo**, seconded by **Talley** to pay Warrant 18-03 in the amount of \$1,855,315.81.

Roll Call Vote: Ayes – Abdo, Barden, Roscoe, Talley, Webb, Williams.
Nays – None.
Motion Carried Unanimously.

12. Moved by **Roscoe**, seconded by **Webb** to adjourn the regular meeting of the Romulus City Council.

Roll Call Vote: Ayes – Abdo, Barden, Roscoe, Talley, Webb, Williams.
Nays – None.
Motion Carried Unanimously.

I, Ellen L. Craig-Bragg, Clerk for the City of Romulus, Michigan do hereby certify the foregoing to be a true copy of the minutes of the regular meeting of the Romulus City Council held on February 12, 2018.



Ellen L. Craig-Bragg, City Clerk
City of Romulus, Michigan