



City of Romulus

MINUTES

Council Meeting Held:

DECEMBER 05, 2016

Item No. 2A.

General Description: APPROVAL OF THE MINUTES FROM THE REGULAR COUNCIL

MEETING HELD NOVEMBER 28, 2016.

Resolution No. _____

Moved by: Abdo Barden Choate Crout Makowski Roscoe Wadsworth

Seconded by: Abdo Barden Choate Crout Makowski Roscoe Wadsworth

Ayes: All Abdo Barden Choate Crout Makowski Roscoe Wadsworth

Nays: All Abdo Barden Choate Crout Makowski Roscoe Wadsworth

Abstain: All Abdo Barden Choate Crout Makowski Roscoe Wadsworth

MOTION CARRIED UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

**MINUTES OF REGULAR ROMULUS CITY COUNCIL MEETING
November 28, 2016**

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

Present: Kathleen Abdo, John Barden, Linda Choate, Harry Crout, Sylvia Makowski.

Excused: Celeste Roscoe, William Wadsworth.

Administrative Officials in Attendance:

LeRoy D. Burcroff

Stacy Paige, Treasurer

Ellen L. Craig-Bragg, Clerk

1. Agenda - Approval.

2. Minutes

A. Approval of the minutes from the regular meeting held November 14, 2016.

B. Approval of the minutes from the special meetings that were held November 14, 2016:

5:15 p.m. closed session, Pending Union/Legal Matters.

5:45 p.m. study session, City Quarterly Investments Report.

6:15 p.m. study session, City Purchasing Ordinance.

6:30 p.m. closed session, Attorney Opinion.

3. Petitioner: None.

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

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

A. Sub-recipient Agreement for Wayne County, CDBG Program (Dec. 1, 2016 thru Dec. 30, 2021).

B. Road closure request – 2016 Christmas Tree Lighting.

C. Memorandum of Understanding – Regional FEMA Assistance to Firefighter Grant Application.

D. Michigan Municipal League Membership Dues 2017.

E. Re-appointment to the Health Care Plan and Trust Committee.

F. 34th District Court Construction Management Contract.

G. ITB 16/17-05, Design and Architectural Services – 34th District Court Project.

H. ITB 16/17-08, 2017 Official Newspaper.

I. ITB 16/17-09, 30,000 capacity – easy loader trailer – DPW.

J. ITB 16/17-10, Tire & Tire Services – Two-year contract – DPW.

K. ITB 16/17-11, 2016-2017 snow removal/ice management services for Romulus Athletic Center Rink Management.

L. Introduction of Budget Amendment 16/17-16, General Fund.

M. Introduction of Budget Amendment 16/17-17, 34th District Court Building Fund.

N. Introduction of Budget Amendment 16/17-18, General Fund.

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

1. Second reading, final adoption to amend City Purchasing Ordinance and to add two new sections; Section 39-14, Local Preference Provisions and Section 39-15, Insurance Coverages.

For Your Information:

1. Comcast – Starting Jan. 1, 2017 – increase in prices for certain services.

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. Communication

11. Warrant 16-22 Checks presented for approval: \$2,110,506.17.

12. Adjournment

1. Moved by **Crout**, seconded by **Makowski** to accept the agenda as presented.

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout, Makowski.
Nays – None.
Motion Carried Unanimously.

16-465 **2A.** Moved by **Abdo**, seconded by **Crout** to approve the minutes of the regular meeting of the Romulus City Council held on November 14, 2016.

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout.
Nays – None.
Abstain – Makowski (absent).
Motion Carried.

16-466 **2B.** Moved by **Abdo**, seconded by **Crout** to approve the minutes of the special meetings of the Romulus City Council held on November 14, 2016: 5:15 p.m. closed session, pending union/legal matters; 5:45 p.m. study session, City Quarterly Investments Report; 6:15 p.m. study session, City Purchasing Ordinance; 6:30 p.m. closed session, attorney opinion.

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout.
Nays – None.
Abstain – Makowski (absent)
Motion Carried.

3. Petitioner: None.

4. Chairperson's Report:

16-467 **4A.** Moved by **Crout**, seconded by **Makowski** to recognize the 75th wedding anniversary of Harvey and Betty Rhodes.

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout, Makowski.
Nays – None
Motion Carried Unanimously.

16-468 **4B.** Moved by **Makowski**, seconded by **Crout** to adopt a memorial resolution for the family of Arthur Parker.

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout, Makowski.
Nays – None
Motion Carried Unanimously.

16-469 **4C.** Moved by **Makowski**, seconded by **Crout** to adopt a memorial resolution for the family of Glenn Andersen.

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout, Makowski.
Nays – None
Motion Carried Unanimously.

4. Moved by **Makowski**, seconded by **Choate** to accept the Chairperson's Report.

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout, Makowski.
Nays – None.
Motion Carried Unanimously.

5. Mayor's Report:

Jazmine Danci, Community Services Director, gave an update on upcoming City events.

16-470 **5A1.** Moved by **Crout**, seconded by **Makowski** to adopt a memorial resolution for the family of Bill Gibson.

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout, Makowski.
Nays – None.
Motion Carried Unanimously.

16-471 **5A.** Moved by **Makowski**, seconded by **Abdo** to concur with the administration and approve the proposed Sub-recipient Agreement between the City of Romulus and Wayne County for the expenditure of Community Development Block Grant Funds. Term December 1, 2016 through December 30, 2021.

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout, Makowski.
Nays – None.
Motion Carried Unanimously.

16-472 **5B.** Moved by **Crout**, seconded by **Makowski** to concur with the administration and authorize the closure of Hunt Street between Goddard Road and Bibbins Street, beginning at 4:00 p.m. on Friday, December 2, 2016 and ending at 8:30 p.m. on Friday, December 2, 2016 for the Christmas Tree Lighting in the Historical Park.

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout, Makowski.
Nays – None.
Motion Carried Unanimously.

16-473 **5C1.** Moved by **Makowski**, seconded by **Abdo** to concur with the administration and allow the mayor and clerk to enter into a Memorandum of Understanding – which is an agreement with Dearborn Heights Fire Department, who is submitting a grant application on behalf of twelve (12) fire departments in Western Wayne County for Blue Card Incident Management System Training.

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout, Makowski.
Nays – None.
Motion Carried Unanimously.

16-474 **5C2.** Moved by **Makowski**, seconded by **Abdo** to concur with the administration and authorize Kevin Krause, Deputy Fire Chief, as the representative for requesting funding and agreeing to the provisions of a grant on behalf of the City of Romulus Fire Department as stipulated in the Memo of Understanding regarding the Regional FEMA Assistance to Firefighter Grant Application.

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout, Makowski.
Nays – None.
Motion Carried Unanimously.

16-475 **5D.** Moved by **Abdo**, seconded by **Choate** to concur with the administration and authorize renewal of the Michigan Municipal League membership dues for January 1, 2017 through December 31, 2017 in the amount of \$7,088.00.

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout, Makowski.
Nays – None.
Motion Carried Unanimously.

16-476 **5E.** Moved by **Makowski**, seconded by **Crout** to concur with the administration and approve the reappointment of William Crova to the (Employee) Health Care Plan and Trust Committee with a term to expire on November 29, 2018.

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout, Makowski.
Nays – None.
Motion Carried Unanimously.

16-477 **5F.** Moved by **Crout**, seconded by **Makowski** to concur with the administration and approve the contract between the George Auch Company and the City of Romulus for the construction management services for the construction of a new 34th District Court. The cost of the pre-construction services are \$20,800. The cost of general conditions with reimbursables will be \$367,472 and a construction management fee of 1.95 percent of the project costs.
Discussion: Tim Keyes, Economic Development Director explained reimbursables.

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout, Makowski.
Nays – None.
Motion Carried Unanimously.

16-478 **5G.** Moved by **Crout**, seconded by **Makowski** to concur with the administration award Bid ITB 16/17-05 and allow the mayor and clerk to enter into a contract with Partners in Architecture for the initial phase (pre-design thru schematic phase) of the 34th District Court Project at a cost of \$38,500, contingent upon the approval of the contract language by the City’s Corporate Counsel, Stephen J. Hitchcock.

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout, Makowski.
Nays – None.
Motion Carried Unanimously.

16-479 **5H.** Moved by **Choate**, seconded by **Crout** to concur with the administration and award Bid ITB 16/17-08 to the overall lowest responsive and responsible bidder, Associated Newspapers of Michigan, for the printing and publication of official notices and to establish the City’s official newspaper for 2017.

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout, Makowski.
Nays – None.
Motion Carried Unanimously.

16-480 **5I.** Moved by **Makowski**, seconded by **Abdo** to concur with the administration and award Bid ITB 16/17-09 to the lowest responsive, responsible bidder, Holden Industries, for the acquisition of a \$30,000 capacity easy loader trailer and options for the DPW in the amount of \$19,160.00.

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout, Makowski.
Nays – None.
Motion Carried Unanimously.

16-481 **5J.** Moved by **Makowski**, seconded by **Choate** to concur with the administration and award Bid ITB 16/17-10 to the only bidder, Jam Best One Fleet Service, for two years for the purchase of tires on an as-needed basis.

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout, Makowski.
Nays – None.
Motion Carried Unanimously.

16-482 **5K.** Moved by **Makowski**, seconded by **Crout** to concur with the administration and award Bid ITB 16/17-11 to the lowest bidder, Teddy’s Lawn & Landscaping, LLC in the amount of \$14,500 for snow removal and ice management for the 2016/2017 season for the Romulus Athletic Center.

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout, Makowski.
Nays – None.
Motion Carried Unanimously.

16-483

5L. Moved by **Makowski**, seconded by **Crout** to recognize a transfer out from General Fund to the 34th District Court Construction fund to cover the costs for invoices to Orchard Hiltz and McCliment associated with work completed through June 30, 2016.

<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>Expenditures:</u>				
101-966-999.401	Transfer Out - General Fund	-	305,293.00	305,293.00
<u>Fund Balance</u>				
101-000-393.401	Assigned Fund Balance	305,293.00	(305,293.00)	-
34th District Court - Building Fund				
<u>Revenues</u>				
401-000-699.101	Transfer in - General Fund	-	305,293.00	305,293.00
<u>Expenditures:</u>				
401-000-980.000	Project Costs	-	305,293.00	305,293.00
To recognize a transfer out from General Fund to the 34 th District Court Construction Fund to cover the costs for invoices to Orchard Hiltz and McCliment associated with work completed through June 30, 2016				

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout, Makowski.
Nays – None.
Motion Carried Unanimously.

16-484

5M. Moved by **Makowski**, seconded by **Choate** to amend the FY 16/17 Budget to account for the contract for Architectural and Construction Management Services as recommended by the Economic and Community Development Director.

<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>
34th District Court - Building Fund				
<u>Expenditures:</u>				
401-000-980.000	Project Costs	305,293.00	60,000.00	365,293.00
<u>Fund Balance</u>				
401-000-390.000	Fund Balance	352,231.06	(60,000.00)	292,231.06
To amend the FY 16/17 Budget to account for the contract for Architectural and Construction Management Services as recommended by the Economic and Community Development Director.				

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout, Makowski.
Nays – None.
Motion Carried Unanimously.

16-485 **5N.** Moved by **Makowski**, seconded by **Choate** to amend FY 16/17 budgeted expenditures for additional costs incurred for the November 2016 General Election.

<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>Expenditures:</u>				
101-262-729.000	Election Supplies	35,150.00	5,663.00	40,813.00
101-262-818.000	Contractual Services	28,000.00	4,200.00	32,200.00
<u>Fund Balance</u>				
101-000-390.000	Unassigned - Fund Balance	3,634,563.58	(9,863.00)	3,624,700.58

To amend FY 16/17 budgeted expenditures for additional costs incurred for the November 21016 General Election.

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout, Makowski.
Nays – None.
Motion Carried Unanimously.

6A. Clerk’s Report:

16-486 **6A1.** Moved by **Makowski**, seconded by **Abdo** to approve second reading, final adoption to amend the City Purchasing Ordinance and to add two new sections – Section 39-14, Local Preference Provisions and Section 39-15, Insurance Coverages.

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout, Makowski.
Nays – None.
Motion Carried Unanimously.

6B. Treasurer’s Report:

16-487 **6B1.** Moved by **Makowski**, seconded by **Crout** to adopt a memorial resolution for the family of Arthur Theodore Gorgon.

7. Public Comment:

A gentleman presented himself as a business owner, educator, and physician who is interested in putting a medical marijuana facility together with a group of other physicians. He is asking the City to adopt ordinances to implement medical marijuana facilities.
Jan Lemmon, Chairperson, Cemetery Board of Trustees, gave a reminder of the December 2, 2016 spaghetti fund-raiser dinner to be held at the VFW Hall.
Gina Steward, editor of The Telegram Newspaper, asked if the 34th District Court budget amendment (approved this evening) was derived from fines collected at the court.

8. Unfinished Business:

Mayor Burcroff responded to Gina Steward’s question regarding the court budget amendment (yes, the funds were derived from court fines.)

9. New Business

10. Communication:

Councilwoman Makowski announced upcoming events to be held at the Romulus Library.

16-488 **11.** Moved by **Choate**, seconded by **Crout** to pay Warrant 16-22 in the amount of \$2,110,506.17.

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout, Roscoe.
Nays – None.
Motion Carried Unanimously.

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

Roll Call Vote: Ayes – Abdo, Barden, Choate, Crout, Makowski.
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 November 28, 2016.



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