



**PRE-CITY COUNCIL MEETING *STUDY* SESSION
DECEMBER 7, 2020/7:00 P.M.
RIVERVIEW CITY HALL
COUNCIL CONFERENCE ROOM
14100 CIVIC PARK DR.
RIVERVIEW, MI 48193-7600
1-734-281-4201**

VIA TELECONFERENCE

Notice is hereby given that due to precautions being taken to mitigate the spread of the Coronavirus (COVID-19) and protect the public health, the Pre-City Council Meeting Study Session of the Riverview City Council will be held electronically on Monday, December 7, 2020, at 7:00 p.m. in accordance with Senate Bill 1108, amending the Open Meetings Act.

Members of the public wishing to participate in the meeting through electronic means will have access to the meeting through the following methods:

Virtual Meeting Option:

Access the meeting room via <https://us02web.zoom.us/j/85354345271>
Join Zoom Meeting

Telephone Option:

Directions:
1. Dial: 13126266799
2. Enter meeting code: 85354345271
3. Enter #

Email Option:

Send your public comment through email at: clerk@cityofriverview.com and your comment will be read at the meeting.

Rules of Procedure:

Any member of the public wishing to comment during the Public Comment on Agenda Items on any agenda item (5 minute time limit) will be allowed to do so remotely by electronic or telephonic means set forth above. In order to maintain decorum, the Mayor and/or designee will determine the order of speakers and the appropriate time frame for which comments are allowed.

AGENDA

- 1. CALL TO ORDER.**
- 2. DISCUSSION ITEMS.**

2.1 Discussion of items on the regular agenda of 12/07/2020.



**CITY COUNCIL *REGULAR* MEETING
DECEMBER 7, 2020/7:30 P.M.
RIVERVIEW CITY HALL
COUNCIL CHAMBERS
14100 CIVIC PARK DR.
RIVERVIEW, MI 48193-7600
734-281-4201**

VIA TELECONFERENCE

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Access the meeting room via

Join Zoom Meeting <https://us02web.zoom.us/j/85354345271>

Telephone Option:

Directions:

1. Dial: 1.312.626.6799
2. Enter meeting code: [85354345271](https://us02web.zoom.us/j/85354345271)
3. Enter #

Email Option:

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AGENDA

1. **CALL TO ORDER/ROLL CALL.**
2. **PLEDGE OF ALLEGIANCE:** Councilmember Norton
3. **INVOCATION:** Councilmember ONeil

4. AWARDS, PRESENTATIONS, AND PROCLAMATIONS.

None.

5. APPROVAL OF MINUTES.

5.1 APPROVE THE REGULAR MEETING MINUTES OF 11/16/2020 AND THE CONDENSED VERSION FOR PUBLICATION.

6. PUBLIC HEARINGS.

None.

7. PUBLIC COMMENTS.

8. ORGANIZATIONAL BUSINESS.

None.

9. CONSENT AGENDA.

9.1 AUTHORIZE CHARLES E. RAINES COMPANY TO PREPARE A RELIABILITY STUDY UPDATE ON THE CITY'S WATER SYSTEM AS MANDATED BY EGLE IN THE AMOUNT NOT TO EXCEED \$47,600.00 – WATER AND SEWER.

COMMUNITY IMPACT/BACKGROUND: The City of Riverview owns and operates its own water distribution system, which includes approximately 53 miles of water main ranging in size from 6 to 24 inches in diameter, and two pressure reducing valve (PRV) structures. In its September 20, 2019, Water System Sanitary Survey letter, EGLE requested that the City of Riverview update its water system reliability study since the last study was performed in 2014 and since EGLE requires updates every five (5) years.

ACTION REQUESTED: The City Council is requested to authorize Charles E. Raines Company to prepare the water system reliability study and supporting documents and submit them to EGLE for a cost not to exceed \$47,600.00.

ATTACHMENT: EGLE letter to City.

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

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	12/02/20
Financial Certification	X	12/02/20
City Attorney Endorsement	N/R	
Department Recommendation	X	12/02/20
Advisory Commission Recommendation	N/R	

9.2 APPROVE CHANGE ORDER NO. 1 WITH BEST ASPHALT, ON THE PICKLEBALL AND BASKETBALL COURTS PROJECT IN THE AMOUNT OF \$5,983.00 FOR ADDITIONAL WORK REQUESTED BY THE CITY, NECESSITATED DURING CONSTRUCTION DUE TO FIELD CONDITIONS AND ADDITIONAL RESTORATION – RECREATION DEPARTMENT.

COMMUNITY IMPACT/BACKGROUND: On October 7, 2019 the City entered into a contract with Best Asphalt, Inc. to undertake Improvements Project on the tennis courts/pickle ball and basketball courts. The change order is due to early inclement weather and delays causing the grade to become saturated thus necessitating undercut, the revision to the basketball footprint to save paving cost resulting in additional restoration, request by the city for additional striping for a pickle ball court on the basketball court and vinyl coating on the fence at the pickle ball courts. The change order amount is within the contingency amount of \$7,993.63 on the contract.

ACTION REQUESTED: The City Council is requested to authorize change order No.1 with Best Asphalt in the amount of \$5,983.00.

ATTACHMENT: Change Order No. 1.

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

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	12/02/20
Financial Certification	X	12/02/20
City Attorney Endorsement	N/R	
Department Recommendation	X	12/02/20
Advisory Commission Recommendation	N/R	

9.3 APPROVE COOPERATIVE BID AWARD FOR FIBER OPTIC INTEROFFICE NETWORK CONNECTIVITY AND INTERNET SERVICES TO CROWN CASTLE FOR AN ADDITIONAL MONTHLY COST OF \$1,975.60 – IT/CITY HALL / LAND PRESERVE / GOLF COURSE / DPW.

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 Director of IT is requesting the purchase of fiber optic connectivity a service provided by Crown Castle, the Michigan Collegiate Telecommunication Association Vendor. The request is in response to an extended telephone system outage, other frequent outages, and an overall increase in the usage of the city network and internet services. The solution is to construct fiber optic connectivity between City Hall buildings, the DPW, Land Preserve and Riverview Highlands buildings for secure, reliable interdepartmental voice and data communications.

The City currently pays \$2,287.40 a month for these services to Wow, Telnet WW, and Comcast Cable. The recommended switch to Crown Castle will have a \$1,975.60 net increase per month, but the City internet bandwidth will increase by 250%, the Land Preserve and Golf Course to City Hall bandwidth will improve by 1,000% and a marginal performance improvement, but major reliability improvement for the DPW, which loses telephone and data every time we get a heavy rain.

ACTION REQUESTED: City Council is requested to consider the cooperative bid award to Michigan Collegiate Telecommunication Association Vendor, Crown Castle, for fiber optic interoffice network connectivity and internet services, for an additional monthly cost of \$1,975.60.

ATTACHMENTS: Cooperative Bid Proposal and Crown Castle Fiber Financial Analysis.

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

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	12/03/20
Financial Certification	X	12/03/20
City Attorney Endorsement	N/R	
Department Recommendation	X	12/03/20
Advisory Commission Recommendation	N/R	

9.4 APPROVE BUDGET AMENDMENTS– FINANCE.

Description	Account Number	Current Appropriation	Amended Appropriation	Amendment or Change
2020/21 Water and Sewer				
Water Study	592-536-820.000	\$ 0.00	\$ 47,600.00	\$ 47,600.00

JUSTIFICATION: This amendment is to increase the water study line item in the Water & Sewer Fund for the completion of an update required by EGLE.

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 EXTENDING THE TERM OF THE AD HOC LAND PRESERVE COMMITTEE – CITY CLERK.

COMMUNITY IMPACT/BACKGROUND: The Ad Hoc Land Preserve Committee was established to monitor the financial and operating policies of the Land Preserve enterprise and to forward policy recommendations to the full City Council. At the time of establishment, the term period was five years.

ACTION REQUESTED: The City Council is requested to adopt a Resolution extending the term of the Ad Hoc Land Preserve Committee from November 30, 2020 to November 30, 2025.

ATTACHMENT: Resolution.

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	11/18/20
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	11/18/20
Advisory Commission Recommendation	N/R	

10.2 ADOPT RESOLUTION EXTENDING THE TERM OF THE AD HOC RIVERVIEW HIGHLANDS COMMITTEE – CITY CLERK.

COMMUNITY IMPACT/BACKGROUND: The Riverview Highlands Facilities Committee was established on May 16, 1996 to allow the City Council and administrative staff to take a more active role in the strategic planning objectives and business development plan for the Riverview Highlands Golf Course enterprise. The Board will monitor periodically the financial status of the enterprise as deemed appropriate by the committee. At the time of establishment, the term period was to 2001.

ACTION REQUESTED: The City Council is requested to adopt a Resolution extending the term of the Ad Hoc Riverview Highlands Facilities Committee to November 30, 2025.

ATTACHMENT: Resolution.

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	11/18/20
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	11/18/20
Advisory Commission Recommendation	N/R	

10.3 ADOPT RESOLUTION TO ESTABLISH AND MAINTAIN A FIRE CADET PROGRAM – FIRE DEPARTMENT.

COMMUNITY IMPACT/BACKGROUND: The Fire Chief recommends the institution of a Cadet Program in conjunction with Schoolcraft College to help assure the availability of well-trained personnel for future fire department vacancies.

ACTION REQUESTED: The City Council is requested to adopt a Resolution to establish and maintain a Fire Cadet Program.

ATTACHMENT: Resolution.

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	12/03/20
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	12/03/20
Advisory Commission Recommendation	N/R	

11. ADMINISTRATION

11.1 AWARD BID AND AUTHORIZE EXECUTION OF AGREEMENT FOR THE REPLACEMENT OF THE LEAD SERVICES FOR THE CITIES OF RIVERVIEW AND WYANDOTTE TO D&D WATER/SEWER IN THE AMOUNT OF \$327,500.00 PLUS 10% CONTINGENCY IN THE AMOUNT OF \$32,750.00 FOR A TOTAL OF \$360,250.00, AND AUTHORIZE ENGINEERING FEES TO C.E. RAINES IN THE AMOUNT NOT TO EXCEED \$24,800.00 FOR ENGINEERING SERVICES - DEPARTMENT OF PUBLIC WORKS.

COMMUNITY IMPACT/BACKGROUND: On 08/17/2020, the City Council authorized solicitation of bids for the lead services replacement for the cities of Riverview and Wyandotte. The bids were opened and read aloud on October 29, 2020. Four (4) vendors responded to the invitation to bid.

Upon request, the lowest bidder could not provide any relevant work references making them, an unqualified bidder. Based upon the bid amounts, discussion with the second lowest bidder and checked references comments, it is recommended that the bid for the lead services replacement for the cities of Riverview and Wyandotte be awarded to the lowest qualified bidder meeting specifications, D&D Water/Sewer of Canton, Michigan, in the amount of \$327,500.00 plus 10% contingency of \$32,750.00 for a total of \$360,250.00, and to authorize engineering fees in an amount not to exceed \$24,800.00 to C.E. Raines.

ACTION REQUESTED: The City Council is requested to consider bid award and execution of agreements for the lead services replacement for the cities of Riverview and Wyandotte be awarded to the lowest qualified bidder meeting specifications, D&D Water/Sewer of Canton, Michigan, in the amount of \$327,500.00 plus 10% contingency of \$32,750.00 for a total of \$360,250.00, and to authorize engineering fees to C.E. Raines in an amount not to exceed \$24,800.00.

ATTACHMENTS: City Engineer’s Letter, Bid tabulation and Contractor References.

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

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	12/02/20
Financial Certification	X	12/02/20
City Attorney Endorsement	N/R	
Department Recommendation	X	12/02/20
Advisory Commission Recommendation	N/R	

12. ORDINANCES.

None.

13. OTHER BUSINESS.

14. CLOSED SESSION.

14.1 ADJOURN INTO CLOSED SESSION, AT THE REQUEST OF THE CITY MANAGER, FOR THE PURPOSE OF EVALUATING THE PERFORMANCE OF THE CITY MANAGER.

15. ADJOURNMENT.