



**PRE-CITY COUNCIL MEETING *STUDY* SESSION
JUNE 21, 2021/7:00 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, June 21, 2021, 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/85958665705>
Join Zoom Meeting

Telephone Option:

Directions:
1. Dial: 13126266799
2. Enter meeting code: [85958665705](https://us02web.zoom.us/j/85958665705)
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 06/21/2021.



**CITY COUNCIL *REGULAR* MEETING
JUNE 21, 2021/7:30 P.M.
RIVERVIEW CITY HALL
COUNCIL CHAMBERS
14100 CIVIC PARK DR.
RIVERVIEW, MI 48193-7600
734-281-4201**

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Directions:

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2. Enter meeting code: [85958665705](https://us02web.zoom.us/j/85958665705)
3. Enter #

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AGENDA

- 1. CALL TO ORDER/ROLL CALL.**
- 2. PLEDGE OF ALLEGIANCE:** Councilmember Blanchette
- 3. INVOCATION:** Councilmember Workman

4. AWARDS, PRESENTATIONS, AND PROCLAMATIONS.

None.

5. APPROVAL OF MINUTES.

5.1 APPROVE THE REGULAR MEETING MINUTES OF 06/07/2021 AND THE CONDENSED VERSIONS FOR PUBLICATION.

6. PUBLIC HEARINGS.

None.

7. PUBLIC COMMENTS.

8. ORGANIZATIONAL BUSINESS.

8.1 APPOINTMENT TO THE PARKS AND RECREATION COMMISSION - CITY CLERK.

COMMUNITY IMPACT/BACKGROUND: The Recreation Commission is an eleven member board with six members. Ms. Maria Alderman has filed an application for appointment.

Commission vacancies are posted on the website and cable and published in the News Herald.

ACTION REQUESTED: The City Council is requested to consider one appointment on the Parks and Recreation Commission for an unexpired two-year term set to expire July 31, 2022.

ATTACHMENT: Application from Ms. Maria Alderman received June 9, 2021.

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	06/17/21
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	06/17/21
Advisory Commission Recommendation	N/R	

8.2 APPOINTMENT TO THE CITY OF RIVERVIEW RETIREMENT BOARD OF TRUSTEES – CITY CLERK.

COMMUNITY IMPACT/BACKGROUND: The board consists of four citizens-at-large who are not members or retirants of the City. One of the four positions will expire June 30, 2021.

Commission vacancies have been advertised in the News Herald Newspaper and on the City Web Site.

An application has been received from the following: Mr. Bruce Pease dated June 8, 2021.

ACTION REQUESTED: The City Council is requested to consider the appointment of one applicant to the Retirement Board for a three-year term set to expire July 1, 2024.

ATTACHMENT: Application from Mr. Bruce Pease.

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	06/17/21
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	06/17/21
Advisory Commission Recommendation	N/R	

9. CONSENT AGENDA.

9.1 ACCEPT \$750.00 GRANT AWARD FROM THE PROFESSIONAL GOLF ASSOCIATION (PGA) JUNIOR GOLF DEVELOPMENT PROGRAM – GOLF COURSE.

COMMUNITY IMPACT/BACKGROUND: Due to high demand the Junior Golf Program at Riverview Highlands added another class this season. It currently has 323 kids in the lesson program, with an additional 39 kids in the league.

In April the Golf Course Director submitted a grant proposal for additional funding for the Riverview Highlands Junior Golf Program to the PGA, and for the fourth year in a row, the PGA awarded Riverview Highlands with a grant. The grant amount awarded for this year is \$750.00.

ACTION REQUESTED: Section 12.2 D of the Purchasing Manual establishes that donations exceeding \$500.00 in value shall be considered for acceptance by the City Council. The council is asked to receive and accept the grant ward from the Professional Golf Association Junior Gold Development Program in the amount of \$750.00.

ATTACHMENTS: None.

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	06/17/21
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	06/17/21
Advisory Commission Recommendation	N/R	

9.2 RATIFY EMERGENCY SEWAGE PUMP REPAIR AT GREENTREES LIFT STATION WITH KENNEDY INDUSTRIES FOR A TOTAL COST OF \$7,545.00 – WATER AND SEWER.

COMMUNITY IMPACT/BACKGROUND: After its last maintenance and testing DPW staff noted that the one of the sewage pumps at the Greentrees Lift Station was starting to fail, the city manager authorized the emergency repair of the sewage pump, using Kennedy Industries, Inc. (an authorized vendor for pump repairs for the City). A sewage pump repair of this type was budgeted for in the current fiscal year.

ACTION REQUESTED: City Council is requested to consider ratifying the emergency sewage pump repair at the Greentrees Lift Station from Kennedy Industries in the amount of \$7,545.00.

ATTACHMENT: Kennedy Industry Pump Repair Quote.

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

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	06/17/21
Financial Certification	X	06/17/21
City Attorney Endorsement	N/R	
Department Recommendation	X	06/17/21
Advisory Commission Recommendation	N/R	

9.3 AWARD BID AND AUTHORIZE EXECUTION OF AGREEMENT FOR SEVEN (7) FIRE HOUSE BAY DOOR OPENERS WITH WEST METRO DOOR, INC. IN THE AMOUNT OF \$7,300.02 PLUS 10% CONTINGENCY AMOUNT \$730.00 FOR A TOTAL \$8,030.02 - FIRE.

COMMUNITY IMPACT/BACKGROUND: On 11/02/2020, the City Council authorized solicitation of bids for Fire House Bay Doors and openers. The bids were advertised on Bidnet/Mitn and the city’s website on 02/10/2021. The bids were opened and read aloud on March 4, 2021. Two (2) vendors responded to the invitation to bid.

After the bids were opened it was determined by the Director of Public Works that the doors are functional and therefore, the project will only pertain to Section III Alternate #2 of the proposal, which is the replacement and installation of seven (7) bay door openers.

ACTION REQUESTED: The City Council is requested to consider bid award and execution of agreements for the purchase and installation of seven (7) bay door openers at the Fire House in the amount of \$7,300.02 plus 10% contingency of \$730.00 for a total \$8,030.02.

ATTACHMENTS: City Engineer’s Recommendation Letter and Bid tabulation.

FINANCE CERTIFICATION: The finance director certifies that funds have been appropriated and are available in the fiscal year 2021/22 budget.

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	06/17/21
Financial Certification	X	06/17/21
City Attorney Endorsement	N/R	
Department Recommendation	X	06/17/21
Advisory Commission Recommendation	N/R	

9.4 AUTHORIZE SOLICITATION OF BID PROPOSALS FOR AGGREGATE – LAND PRESERVE.

COMMUNITY IMPACT/BACKGROUND: The Assistant City Manager requests the City Council to consider authorizing the solicitation of bid proposals for Aggregate at the Land Preserve. The Department of Land Preserve is seeking bids for a three (3) year contract of Aggregate delivered.

The recommendation received concurrence from the Ad Hoc Land Preserve Committee on June 7, 2021.

ACTION REQUESTED: Authorize solicitations of bid proposals for Aggregate at the Land Preserve.

ATTACHMENT: None.

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	06/17/21
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	06/17/21
Advisory Commission Recommendation	X	06/07/21

9.5 AUTHORIZE SOLICITATION OF BIDS FOR GRANULATED ACTIVATED CARBON (GAC) CHANGE-OUT - LAND PRESERVE.

COMMUNITY IMPACT/BACKGROUND: The Assistant City Manager is requesting authorization to bid Granulated Activated Carbon Change-Out for the leachate pre-treatment building.

The recommendation received concurrence from the Ad Hoc Land Preserve Committee at their June 7, 2021 meeting.

Funds have been budgeted in account #596-526-994.200 of the 2021/2022 fiscal year.

ACTION REQUESTED: The City Council is requested to consider authorization to initiate the solicitation process for Granulated Activated Carbon (GAC) Change-Out.

ATTACHMENT: None.

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	06/17/21
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	06/17/21
Advisory Commission Recommendation	X	06/07/21

9.6 AUTHORIZE SOLICITATION OF BIDS FOR AERIAL PHOTOGRAPHY & DIGITAL MAPPING SPECIFICATIONS—LAND PRESERVE.

COMMUNITY IMPACT/BACKGROUND: The Assistant City Manager is requesting authorization to bid for Aerial Photography & Digital Mapping Specifications at Riverview Land Preserve. The project area to be photographed and mapped consists of approximately 476-acres and includes the RLP and adjacent wetland area. Additionally, a composite aerial photograph of the entire City of Riverview shall be required.

The Ad Hoc Land Preserve Committee concurred with this request at its June 7, 2021 meeting.

ACTION REQUESTED: The City Council is requested to consider authorization to initiate the solicitation process to bid for Aerial Photography & Digital Mapping Specifications.

ATTACHMENT: None.

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	06/17/21
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	06/17/21
Advisory Commission Recommendation	X	06/07/21

9.7 APPROVE BUDGET AMENDMENTS – FINANCE.

A.

Description	Account Number	Current Appropriation	Amended Appropriation	Amendment or Change
2020/21 General Fund				
Property Tax Revenue -- Fire Millage	101-000-404.450	0.00	452,364.00	\$ 452,364.00
Penalties & Interest -- Delinq Taxe	101-000-404.600	20,000.00	25,000.00	\$ 5,000.00
Admin Fee - Property Tax	101-000.640.010	104,270.00	111,270.00	\$ 7,000.00
Rental Inspection Fees	101-000-484.000	30,000.00	130,000.00	\$ 100,000.00
Other Federal Grants-CARES Act	101-000-528.000	0.00	482,826.30	\$ 482,826.30
State Grant - MMRMA RAP Grant	101-000-539.015	0.00	26,000.00	\$ 26,000.00
State Revenue - MDOT Reimburse	101-000-575.310	20,000.00	40,000.00	\$ 20,000.00
State Revenue-Personal Property F	101-000-575.330	111,900.00	204,000.00	\$ 92,100.00
District Court Reimbursement	101-000-575.655	71,500.00	0.00	\$ (71,500.00)
Administrative Fee -- Eng Reviews	101-000-630.090	25,000.00	33,000.00	\$ 8,000.00
Ambulance Billings	101-000-680.020	600,000.00	475,000.00	\$ (125,000.00)
Sale of Equipment	101-000-670.030	0.00	18,500.00	\$ 18,500.00
Proceeds-Debt Financing	101-000-698.100	0.00	77,064.00	\$ 77,064.00
Dues & Subscriptions	101-101-802.000	100.00	6,200.00	\$ 6,100.00
Destination Downriver Membership	101-101-802.053	0.00	5,000.00	\$ 5,000.00
Computer Equipment	101-101-990.000	0.00	3,500.00	\$ 3,500.00
Public Relations	101-172-854.00	0.00	47,000.00	\$ 47,000.00
Labor Relations	101-210-818.016	210,000.00	280,000.00	\$ 70,000.00
Bank Service Charge	101-253-860.000	0.00	41,000.00	\$ 41,000.00
Full-Time Salaries	101-301-725.000	1,785,692.00	1,710,692.00	\$ (75,000.00)
Part-Time Salaries	101-301-725.100	107,594.00	182,594.00	\$ 75,000.00
Deferred Compensation	101-301-725.600	34,077.00	50,000.00	\$ 15,923.00
Workers Comp Expense	101-301-735.000	69,430.00	53,507.00	\$ (15,923.00)
Full-Time Salaries	101-336-725.000	88,500.00	316,000.00	\$ 227,500.00
Part-Time Salaries	101-336-725.100	725,284.00	545,000.00	\$ (180,284.00)
Overtime	101-336-725.200	25,000.00	77,000.00	\$ 52,000.00
Deferred Compensation	101-336-725.600	3,900.00	19,000.00	\$ 15,100.00
Health Insurance Expense	101-336-725.700	17,177.00	30,000.00	\$ 12,823.00
GASB 45 OPEB Contribution	101-336-725.950	22,570.00	72,805.00	\$ 50,235.00
Operating Supplies	101-336-740.000	7,500.00	12,500.00	\$ 5,000.00
Contractual Services	101-336-818.000	34,000.00	451,250.00	\$ 417,250.00
Physical Exams	101-336-836.000	10,000.00	17,500.00	\$ 7,500.00

Description	Account Number	Current Appropriation	Amended Appropriation	Amendment or Change
2020/21 General Fund				
City OPEB Contribution	101-442-725.952	1,258.00	9,258.00	\$ 8,000.00
Contractual Services	101-442-818.000	63,000.00	98,000.00	\$ 35,000.00
Building Inspection Fees	101-448-822.000	60,000.00	82,000.00	\$ 22,000.00
Inspector Fees -- Rental Housing	101-448-822.100	22,000.00	122,000.00	\$ 100,000.00
Plumbing/Electrical /Mech Inspecti	101-448-823.000	40,000.00	48,000.00	\$ 8,000.00
Advertising and Delivery	101-751-854.020	38,500.00	60,500.00	\$ 22,000.00

JUSTIFICATION: This amendment is to adjust the general fund revenues and expenditures for year-end purposes.

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 ESTABLISHING THE 2021-22 RECREATION DEPARTMENT FEE SCHEDULE – RECREATION.

COMMUNITY IMPACT/BACKGROUND: Per Section 31-16 of the City Code, all fees for the Recreation Department are to be adopted by resolution of the City Council. The 2021-22 resolution has a few changes from the adopted 2020-21. A \$5 rise in Youth Special Events and Special Event Vendor Fees section has been added. The 2021-22 Fee Schedule was approved by the Recreation Commission on 5/5/21 and the City Attorney on 6/15/21.

ACTION REQUESTED: The City Council review and Adopt the 2021-22 Recreation Department Fee Schedule.

ATTACHMENT: 2021-22 Recreation Department Fee Schedule.

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	06/17/21
Financial Certification	N/R	
City Attorney Endorsement	X	06/15/21
Department Recommendation	X	06/17/21
Advisory Commission Recommendation	X	05/05/21

11. ADMINISTRATION

11.1 WAIVE PURCHASING MANUAL SECTION XIII: “ETHICS”, TO ALLOW ATTENDANCE AT THE RIVERVIEW HIGHLANDS INVITATIONAL GOLF OUTING ON 06/24/21 – CITY MANAGER.

COMMUNITY IMPACT/BACKGROUND: Riverview Highlands is hosting an invitational golf outing on June 24, 2021. They would like to invite Mayor and Council, City Manager, Department Heads and employees as designated by the City Manager to attend this function. 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: Riverview Highlands Invitational Golf Outing Invitation.

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	06/17/21
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	06/17/21
Advisory Commission Recommendation	N/R	

11.2 AWARD COOPERATIVE BID PURCHASE FOR CYBER SECURITY SERVICES WITH DARKTRACE FOR A (4) FOUR-YEAR TOTAL COST OF \$94,160.00 – POLICE

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 City is a participant in MiDeal Competitive Purchasing, which has awarded a contract for cyber security services to Darktrace. The IT Director is requesting the purchase of the Darktrace Enterprise Immune System for a four-year period.

Darktrace is allowing the City to make 4 yearly payments of \$23,540.00. Funds have been budgeted in the 2021/22 for these services. The IT Director will also submit this expense to MMRMA for possible RAP Grant reimbursement.

ACTION REQUESTED: The City Council is requested to consider the cooperative bid award for cyber security services from Darktrace for a (4) four-year total cost of \$94,160.00.

ATTACHMENT: Cooperative Purchase Quote from SHI for Darktrace Services and Darktrace Master Customer Agreement.

FINANCE CERTIFICATION: The Finance Director certifies that funds are available in the FY 2020/21 budget.

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	06/17/21
Financial Certification	X	06/17/21
City Attorney Endorsement	N/R	
Department Recommendation	X	06/17/21
Advisory Commission Recommendation	N/R	

11.3 APPROVE APPOINTMENTS OF CITY COUNCIL MEMBERS TO THE RIVERVIEW VETERANS MEMORIAL COMMITTEE – CITY COUNCIL.

COMMUNITY IMPACT/BACKGROUND: On 05/17/2021, City Council adopted a resolution to establish the Riverview Veterans’ Memorial Committee, comprised of three elected officials, three residents who are veterans, and the city manager. On 06/07/2021, three residents were appointed to the committee, along with one alternate.

The following elected officials have requested appointment to the committee:

- Mayor Andrew Swift
- Councilman James Trombley
- Councilman Chuck Norton

ACTION REQUESTED: City Council is requested to appoint three members of the city council to the Riverview Veterans Memorial Committee

ATTACHMENTS: None.

ENDORSEMENTS:

	Required	Date
City Manager Endorsement	X	06/17/21
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	06/17/21
Advisory Commission Recommendation	N/R	

12. ORDINANCES.

None.

13. OTHER BUSINESS.

14. CLOSED SESSION.

None.

15. ADJOURNMENT.