



**PRE-CITY COUNCIL MEETING *STUDY* SESSION  
SEPTEMBER 20, 2021/7:00 P.M.  
RIVERVIEW CITY HALL  
COUNCIL CHAMBERS  
14100 CIVIC PARK DR.  
RIVERVIEW, MI 48193-7600  
1-734-281-4201**

<b>AGENDA</b>
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**1. CALL TO ORDER.**

**2. DISCUSSION ITEMS.**

**2.1 Discussion of items on the regular agenda of 9/20/21.**



**CITY COUNCIL *REGULAR* MEETING  
SEPTEMBER 20, 2021/7:30 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 Trombley
3. **INVOCATION:** Councilmember Workman

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

None.

**5. APPROVAL OF MINUTES.**

**5.1 APPROVE MINUTES OF THE 09/07/21 REGULAR RIVERVIEW CITY COUNCIL MEETING AND THE CONDENSED VERSION FOR PUBLICATION - CITY CLERK.**

**6. PUBLIC HEARINGS.**

None.

**7. PUBLIC COMMENTS.**

**8. ORGANIZATIONAL BUSINESS.**

**8.1 APPOINTMENT TO THE ZONING BOARD OF APPEALS AND ADJUSTMENTS – CITY CLERK.**

**COMMUNITY IMPACT/BACKGROUND:** Currently the ZBA has 5 regular members of a seven member board along with 2 alternate vacancies.

Commission vacancies are posted on the website, cable and in the local newspaper.

**ACTION REQUESTED:** The City Council is requested to consider one application for appointment to the Board of Zoning Appeals and Adjustments for an unexpired three-year term set to expire July 31, 2022.

**ATTACHMENT:** Application from Mr. Ricky Travis, Sr.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	09/14/21
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	09/14/21
Advisory Commission Recommendation	N/R	

**9. CONSENT AGENDA.**

**9.1 APPROVE SPECIAL EVENTS APPLICATION FROM MICHIGAN INITIATIVE, FOR A MEET THE CANDIDATES EVENT USING YOUNG PATRIOTS PARK AND THE COMMUNITY CENTER ON SEPTEMBER 23, 2021 AND WAIVE FEES – RECREATION.**

**COMMUNITY IMPACT/BACKGROUND:** In accordance with City Council Policy No. 64 – Special Events, all organizations wishing to sponsor a special event must submit an application to the Recreation Department. Michigan Initiative has put in an application for Young Patriots Park and the Riverview Community Center for a City Council Candidates Resident Roundtable. This event will be held on September 23, 2021. The Michigan Initiative is requesting the City to waive fees for the Park and Community Center for this event. Michigan Initiative is not requesting any further support from the City.

**ACTION REQUESTED:** The City Council is requested to consider and approve the Special Events Application from Michigan Initiative and waive fees for the Park and Community Center for the City Council Candidates Resident Roundtable on September 23, 2021.

**ATTACHMENT:** Special Events Application from Michigan Initiative.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	09/15/21
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	09/15/21
Advisory Commission Recommendation	N/R	

**9.2 AWARD BID AND AUTHORIZE EXECUTION OF AGREEMENT WITH SPARTAN DISTRIBUTORS, INC., FOR PURCHASE OF ONE (1) SAND PRO 3040 IN THE AMOUNT OF \$19,744.14 ACCEPT TRADE-IN OF ONE (1) JOHN DEERE 1200A SAND RAKE UNIT IN THE AMOUNT OF \$1,400.00 FOR A NET AMOUNT OF \$18,344.14 – GOLF COURSE.**

**COMMUNITY IMPACT/BACKGROUND:** On 08/16/2021, The City Council authorized the seeking of bids for one (1) Sand Rake Unit. On 08/18/2021 notice of Invitation to Bid was published on the City website and MITN/BidNet. Bid response from one (1) vendor was opened on 09/02/2021. It is proposed that the bid be awarded to Spartan Distributors, Inc. for the total purchase amount of \$18,344.14.

The John Deere Sand Rake that would be traded in is 10 years old and doesn't fully operate. Typical useful life for this piece is 5 to 7 years.

The Ad Hoc Riverview Highlands Facilities Committee concurred with this recommendation at their 09/08/2021 meeting.

Executed copies of the agreements will be on file in the Purchasing Department. Funds are available in account 584-542-995.075 of the 2021/2022 fiscal year.

**ACTION REQUESTED:** The City Council is requested to consider bid award and authorization to execute the agreement for the purchase of one (1) Sand Pro 3040 in the amount of \$19,744.14 and accept trade-in of one (1) John Deere 1200A sand rake in the amount of \$1,400 for total amount of \$18,344.14.

**ATTACHMENT:** Bid tabulation.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	09/15/21
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	09/15/21
Advisory Commission Recommendation	N/R	

**9.3 AWARD BID AND AUTHORIZE EXECUTION OF AGREEMENT WITH SPARTAN DISTRIBUTORS, INC. OF SPARTA, MI, FOR PURCHASE OF ONE (1) PROCORE 648 WALK BEHIND AERATOR IN THE AMOUNT OF \$28,094.60 ACCEPT TRADE-IN OF ONE (1) PROCORE AERATOR FOR THE AMOUNT OF \$100.00 FOR A NET TOTAL OF \$27,994.60 – GOLF COURSE.**

**COMMUNITY IMPACT/BACKGROUND:** On 08/16/2021, The City Council authorized the seeking of bids for one (1) Walk Behind Aerator. On 08/18/2021 notice of Invitation to Bid was published on the City website and MITN/BidNet. Bid responses from two (2) vendors were opened on 09/02/2021. It is proposed that the bid be awarded to Spartan Distributors, Inc. of Sparta, MI for the total purchase amount of \$27,994.60.

The Procore Aerator that will be traded in is 33 years old and doesn’t operate. Typical useful life for this piece of equipment is 8 to 10 years.

The Ad Hoc Riverview Highlands Facilities Committee concurred with this recommendation at their 09/08/2021 meeting.

Executed copies of the agreements will be on file in the Purchasing Department. Funds are available in account 584-542-995.075 of the 2021/2022 fiscal year.

**ACTION REQUESTED:** The City Council is requested to consider bid award and authorization to execute the agreement for the purchase of one (1) ProCore 648 Walk Behind Aerator and accept trade in of one (1) procore aerator for \$100.00 for a net total of \$27,994.60.

**ATTACHMENT:** Bid tabulation.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	09/15/21
Financial Certification	X	09/15/21
City Attorney Endorsement	N/R	
Department Recommendation	X	09/15/21
Advisory Commission Recommendation	X	09/08/21

**9.4 AUTHORIZE SOLICITATION TO BID FOR A NEW SCALE AT TICKET OFFICE – LAND PRESERVE.**

**COMMUNITY IMPACT/BACKGROUND:** The Assistant City Manager/Land Preserve Director requests the City Council to consider the authorization to prepare bid documents for a new scale at the ticket office.

The current inbound scale was installed in 2006. The pit underneath the scale holds water due to a drain never being installed. This standing water has caused the scale and structure to fail over time. RLP pumps out the water after major rain events but it is impossible to get the pit completely dry. The scale is designed to move, however, due to its age the bumpers are worn out and have been replaced many times but it has caused the load cells themselves to be damaged more and more over time. We have replaced these as well but it is happening more frequently. The C-Channel which is the frame of the scale is failing and causing the concrete itself to crumble and fail. The cost to replace the C-Channel and concrete alone is enough to justify getting a new scale. Even if those repairs were made it would not repair the load cells or the “Pit” deterioration that has occurred.

The Ad Hoc Land Preserve Committee concurred with the recommendation at the meeting of 09/13/2021.

**ACTION REQUESTED:** Authorize Solicitation to prepare bid documents for a new scale -Land Preserve.

**ATTACHMENT:** None.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	09/15/21
Financial Certification	X	09/15/21
City Attorney Endorsement	N/R	
Department Recommendation	X	09/15/21
Advisory Commission Recommendation	X	09/13/21

**9.5 AUTHORIZE SOLICITATION OF BIDS FOR HEAVY EQUIPMENT REPLACEMENT TIRES – LAND PRESERVE.**

**COMMUNITY IMPACT/BACKGROUND:** The Assistant City Manager / Director of Riverview Land Preserve is requesting authorization to bid for heavy equipment replacement tires for the Riverview Land Preserve. The tires are a standard piece of equipment utilized for truck maintenance.

The Ad Hoc Landfill Committee concurred with this request at their 09/13/2021 meeting.

Funds have been budgeted in the 2021/2022 fiscal year.

**ACTION REQUESTED:** The City Council is requested to consider authorization to initiate the solicitation process for heavy equipment replacement tires.

**ATTACHMENT:** None.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	09/15/21
Financial Certification	X	09/15/21
City Attorney Endorsement	N/R	
Department Recommendation	X	09/15/21
Advisory Commission Recommendation	X	09/13/21

**10. RESOLUTIONS.**

None.

**11. ADMINISTRATION.**

**11.1 AMEND COUNCIL POLICY NO. 1, SECTION 5 – “REGULAR MEETINGS”, TO CHANGE THE MEETING TIME AND DELETE REFERENCE TO STUDY SESSION PRECEDING THE REGULAR MEETING – CITY COUNCIL.**

**COMMUNITY IMPACT/BACKGROUND:** At their 08/16/2021 meeting, city council raised the question of the need to hold a study session preceding the regular council meeting in accordance with Council Policy No. 1 (“Rules of Procedure for Meetings of the City Council”). The city manager was directed to place this item on the next study session agenda for discussion.

This topic was discussed at the 09/13/2021 study session, with city council directing the city manager to amend the policy by changing the start time of regular meetings to 7:00 PM and deleting the reference to a study session held preceding the regular meeting.

**ACTION REQUESTED:** City Council is requested to consider amending Council Policy No. 1 by changing the start time of regular meetings and deleting reference to the study session prior to the regular meeting.

**ATTACHMENT:** AMENDED Council Policy No. 1 – “Rules of Procedure for Meetings of the City Council”.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	09/16/21
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	09/16/21
Advisory Commission Recommendation	N/R	

**11.2 AUTHORIZE MAYOR SWIFT TO EXECUTE PROGRAM YEAR 2021 SUB-RECIPIENT CONTRACT WITH WAYNE COUNTY FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND CERTIFICATIONS – COMMUNITY DEVELOPMENT.**

**COMMUNITY IMPACT/BACKGROUND:** The City of Riverview has received the Program Year 2021 Sub-recipient Contract for Community Development Block Grant (CDBG) from the Wayne County Community Development Department. The request for reimbursement of the \$20,000.00 of 2021 CDBG funds, which have been earmarked Senior Citizen Services, cannot be started until this contract is executed by Wayne County.

**ACTION REQUESTED:** City Council is requested to authorize Mayor Swift to execute the Program Year 2021 Sub-recipient contract with Wayne County for Community Development Block Grant (CDBG) and Certifications.

**ATTACHMENT:** CDBG Consultant Memo of Recommendation and CDBG Sub-Recipient Contract.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	09/16/21
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	09/16/21
Advisory Commission Recommendation	N/R	



**12. ORDINANCES.**

**12.1 AUTHORIZE FIRST READING, BY TITLE ONLY, OF PROPOSED ORDINANCE NO. 725 - TO AMEND THE CODE OF ORDINANCES OF THE CITY OF RIVERVIEW, CHAPTER 78, “WATERWAYS” AS IT PERTAINS TO “FLOODPLAIN MANAGEMENT” – CITY ATTORNEY.**

**COMMUNITY IMPACT/BACKGROUND:** FEMA has completed a Flood Insurance Study (FIS) and Flood Insurance Rate Map (FIRM) for the city, and now requires the city to amend our ordinance to reflect the floodplain management measures required under the FIS and FIRM. The city engineer and city attorney have updated our ordinance, and the amended ordinance was presented to City Council at the 09/13/2021 Study Session.

Adoption of the compliant floodplain management measures will provide protection for the City of Riverview and will ensure its participation in the National Flood Insurance Program (NFIP).

**ACTION REQUESTED:** The City Council is requested to authorize the first reading, by title only, of proposed Ordinance No. 725.

**ATTACHMENT:** Proposed Ordinance No. 725.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	09/14/21
Financial Certification	N/R	
City Attorney Endorsement	X	09/14/21
Department Recommendation	X	09/14/21
Advisory Commission Recommendation	N/R	

**12.2 AUTHORIZE FIRST READING, BY TITLE ONLY, OF PROPOSED ORDINANCE NO. 726 – TO AMEND THE CODE OF ORDINANCES OF THE CITY OF RIVERVIEW, SECTION 66-3 TO RATIFY AND APPROVE TRAFFIC CONTROL ORDER NUMBER 428 – CITY ATTORNEY.**

**COMMUNITY IMPACT/BACKGROUND:** Two Autistic children reside on Kennebec between Pennsylvania and Parkview. Currently, there are no signs alerting drivers that Autistic children live in the area. A request was made to post warning signs that Autistic children live in the area. A review of the area found there is a need to post (1) sign “Autistic Child in area” to be posted at the intersection of E/B Pennsylvania and S/B Kennebec, and (1) sign “Autistic Child in area” at S/B Kennebec and E/B Parkview.

**ACTION REQUESTED:** The City Council is requested to authorize the first reading, by title only, of proposed Ordinance No. 726.

**ATTACHMENTS:** Proposed Ordinance No. 726, Traffic Control Order No. 428 and Google Map measurements and proposed sign location.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	09/13/21
Financial Certification	N/R	
City Attorney Endorsement	X	09/13/21
Department Recommendation	X	09/13/21
Advisory Commission Recommendation	N/R	

**13. OTHER BUSINESS.**

**14. CLOSED SESSION.**

None.

**15. ADJOURNMENT.**