



**CITY COUNCIL *REGULAR* MEETING  
MARCH 18, 2024/7:00 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 Robbins
- 3. INVOCATION:** Councilmember Pray

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

**4.1 RECOGNITION OF PROBATIONARY FIREFIGHTER ROSHAWNA ROLAND ON HER ACCOMPLISHMENT IN THE COMPLETION OF ALL DEPARTMENTAL TRAINING REQUIREMENTS AND SUCCESSFUL FULFILLMENT OF THE PROBATIONARY PERIOD – FIRE DEPARTMENT.**

**COMMUNITY IMPACT/ BACKGROUND:** Roshawna Roland joined the Riverview Fire Department on March 6, 2023 as a full-time Firefighter/Paramedic and has been a valuable addition to the department and community we all serve. Firefighter Roland brings four years' experience as a paramedic in private EMS as well as three years as an ER Tech at Detroit Receiving Hospital, completing her Firefighter I and II State Certification at Wayne County Community College.

**ACTION REQUESTED:** The Mayor and City Council are requested to recognize Firefighter Roland on her accomplishments and promotion to Firefighter in the Riverview Fire Department.

**ATTACHMENT:** None.

**5. APPROVAL OF MINUTES.**

**5.1 APPROVE MINUTES OF THE 03/04/24 REGULAR RIVERVIEW CITY COUNCIL MEETING AND THE 03/11/24 SPECIAL MEETING AND THE CONDENSED VERSIONS FOR PUBLICATION - CITY CLERK.**

**6. PUBLIC HEARINGS.**

None.

**7. PUBLIC COMMENTS.**

**8. ORGANIZATIONAL BUSINESS.**

None.

**9. CONSENT AGENDA.**

**9.1 ACCEPT THE ANNUAL FINANCIAL AUDIT REPORT FOR THE CITY OF RIVERVIEW FOR FISCAL YEAR ENDING JUNE 30, 2023 – FINANCE.**

**COMMUNITY IMPACT/BACKGROUND:** Public Act 2 of 1968 requires that local governmental entities obtain an independent financial audit of all accounts and operating funds on an annual basis. The firm of Plante & Moran PLLC has performed an independent audit for the fiscal year ending June 30, 2023 for the City.

The City has again obtained an “unmodified” opinion on the financial statements. This type of opinion is issued by an auditor when the financial statements presented are free of material misstatements and are represented fairly in accordance with the Generally Accepted Accounting Principles (GAAP), which in other words means that the entity's financial condition, position, and operations are fairly presented in the financial statements.

In addition, the City was not required to perform a Single Audit this year, as the amount of Federal Funds expended by the City did not exceed \$750,000. Copies of the Audit Report and Management Letter were presented to the Audit Committee on January 25, 2024 and reviewed with Plante & Moran.

The City Council is requested to consider the acceptance of the Financial Report for the City of Riverview for the fiscal year ending June 30, 2023. Plante & Moran will be attending an upcoming Study Session to review the audit report and management letter with the City Council and will also be available to answer any questions.

**ACTION REQUESTED:** City Council is requested to accept the financial audit report for the fiscal year ending June 30, 2023.

**ATTACHMENT:** None.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	01/25/24
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	01/25/24
Advisory Commission Recommendation	X	01/25/24

**9.2 PRESENTATION OF CERTIFIED SPECIAL ASSESSMENT DISTRICT TAX ROLL BY CLERK TO THE CITY COUNCIL - CITY CLERK.**

**COMMUNITY IMPACT/BACKGROUND:** City Council to receive from the Clerk the proposed Special Assessment District Tax Roll to review and order the proposed special assessment roll to be filed with the City Clerk for public examination and call for public hearing to receive comments on the proposed special assessment levy roll.

The cost estimates for the 2024 Police Protection/Public Safety special assessment for the Riverview Police Department have been prepared and shared with City Council, and filed with the City Clerk. For purposes of funding these costs and expenses, the City Council has created a special assessment district pursuant to Michigan Public Act 33 of 1951, as amended, against which the estimated costs and expenses will be assessed. The special assessment district will encompass all the lots and parcels of land located within the City of Riverview.

**ACTION REQUESTED:** City Council is requested to receive the Proposed Special Assessment Tax Roll for review and approve filing with the City Clerk for public examination.

**ATTACHMENT:** Special Assessment District Tax Roll. The full proposed Special Assessment Roll is on file at the Clerk’s office for public inspection.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	03/04/24
Financial Certification	X	03/04/24
City Attorney Endorsement	X	03/04/24
Department Recommendation	X	03/04/24
Advisory Commission Recommendation	N/R	

**9.3 APPROVE THE OFFER FROM HENRY HOTH TO PURCHASE 11811 GRANT AVENUE FROM THE CITY AND DIRECT CITY ATTORNEY TO PREPARE THE NECESSARY DOCUMENTS TO EFFECTUATE THE TRANSFER OF THE TITLE, AND AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE THE SAME – COMMUNITY DEVELOPMENT.**

**COMMUNITY IMPACT/BACKGROUND:** Mr. Henry Hoth of 11803 Grant Avenue agrees to the City’s purchase price offer of \$8,000 to purchase a vacant city-owned property at 11811 Grant Avenue. In addition to the purchase offer price, the purchaser also agrees to submit \$1,000 in escrow money for legal costs associated with preparing and filing sales agreements. Mr. Hoth’s offer was discussed at City Council’s March 11, 2024 Study Session.

**ACTION REQUESTED:** City Council is requested to approve the \$8,000 sale price and \$1,000 escrow fund and direct the City Manager to execute.

**ATTACHMENT:** Henry Hoth Offer Letter.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	03/11/24
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	03/11/24
Advisory Commission Recommendation	N/R	

**9.4 AUTHORIZE SOLICITATION OF BIDS FOR SPRING 2024 GAS COLLECTION AND CONTROL SYSTEM (GCCS) WELL DRILLING CONSTRUCTION PROJECT – LAND PRESERVE.**

**COMMUNITY IMPACT/BACKGROUND:** The Landfill Director is requesting the initiation of the bid process for the Spring 2024 Gas Collection and Control System (GCCS) annual expansion project. The project will include drilling new and replacement gas extraction wells, new header and lateral piping, and general improvements to the system as needed. The Engineer will prepare construction plans for the Director’s approval. This project is necessary to continue controlling gas odors, maintaining the functionality of the existing extraction system, and to maintain the requirements for the RNG Facility. Construction would be in the Fiscal Year 2023/24 with a completion date in late May. Funds have been budgeted in account #596-526-994.089 of the proposed 2023/24 budget.

**ACTION REQUESTED:** The City Council is requested to authorize solicitation of bids for the Spring 2024 GCCS Well Drilling Construction Project.

**ATTACHMENT:** None.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	03/13/24
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	03/13/24
Advisory Commission Recommendation	N/R	

**9.5 AUTHORIZE EXECUTION OF ADDENDUM EXTENDING AGREEMENT FOR CIVIC PLUS FOR CODE OF ORDINANCES-ZONING ORDINANCES SUPPLEMENT SERVICES – CITY CLERK.**

**COMMUNITY IMPACT/BACKGROUND:** On 07/07/2015, City Council awarded the bid for Code of Ordinances-Zoning Ordinances supplement services to Civic Plus for a three-year period, with yearly extensions. Civic Plus has requested a new three-year agreement in a letter dated 02/05/2024 to extend with new pricing for the duration expiring 07/05/2027.

Current pricing includes an annual fee of \$3,307.50 plus the cost of \$17.75 per supplement page, \$350 per online code, \$36.40 per copy of Zoning Ordinances, and \$214.24 Copy of Code. The new contract includes unlimited supplemental services and printing at a cost of \$2,744.46 for the first year, and \$3,497.08 for the remaining two (2) years.

**ACTION REQUESTED:** City Council is requested to authorize the execution of the addendum with Civic Plus to extend Codification Services for a three-year period under the new terms and conditions.

**ATTACHMENT:** Civic Plus Terms and Conditions.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	03/13/24
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	03/13/24
Advisory Commission Recommendation	N/R	

**9.6 AUTHORIZE SOLICITATION OF BIDS FOR SALE OF THE CITY OWNED CELL TOWER AND 9 ACRE VACANT PARCEL ON GRANGE ROAD – CITY MANAGER.**

**COMMUNITY IMPACT/BACKGROUND:** The City Manager has discussed the sale of both the cell tower and the vacant 9 acre parcel with City Council over the past 2 years. The City Manager prepared a 5 year City budget forecast which was reviewed and approved by Plante & Moran that included the sale of both the cell tower and the vacant parcel. Administration has received numerous inquiries from interested parties; soliciting formal proposals would allow City Council and Administration to review all options as it relates to revenue generation from City assets and to evaluate amounts compared to the 5 year forecast.

**ACTION REQUESTED:** City Council is requested to authorize the solicitation of bids for sale of the City owned cell tower and the 9 acre vacant parcel on Grange Road.

**ATTACHMENT:** None.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	03/13/24
Financial Certification	N/R	
City Attorney Endorsement	N/R	
Department Recommendation	X	03/13/24
Advisory Commission Recommendation	N/R	

**10. RESOLUTIONS.**

**10.1 ADOPT RESOLUTION TO CALL FOR PUBLIC HEARING ON APRIL 22, 2024 FOR COMMENTS ON PROPOSED SPECIAL ASSESSMENT LEVY ROLL – CITY MANAGER.**

**COMMUNITY IMPACT/BACKGROUND:** On January 22, 2024, City Council pursuant to the City’s Charter and Ordinances set forth its intent to undertake the establishment of the 2024 special assessment for Police Protection/Public Safety for the Riverview Police Department and authorized and directed the City Manager to prepare cost estimates for the 2024 Police Protection/Public Safety for the Riverview Police Department.

The cost estimates have been prepared and shared with City Council and filed with the City Clerk. For purposes of funding these costs and expenses, the City

Council has created a special assessment district pursuant to Michigan Public Act 33 of 1951, as amended, against which the estimated costs and expenses will be assessed. The special assessment district will encompass all the lots and parcels of land located within the City of Riverview.

A public hearing was held on March 4, 2024 to allow comments on the estimated costs and the creation of the special assessment district. Following the public hearing, Council approved the establishment of the special assessment district, and authorized and directed the Assessor to prepare the proposed special assessment roll and present to the Clerk.

The next step is for City Council to receive from the Clerk the proposed special assessment roll, review said proposed special assessment roll and order the proposed special assessment roll filed with the City Clerk for public examination and call for a public hearing to receive comments on the proposed special assessment levy roll.

The full proposed special assessment roll is on file at the Clerk’s office for public inspection.

**ACTION REQUESTED:** City Council is requested to adopt a resolution to receive the proposed special assessment roll, order the proposed special assessment roll to be filed with the City Clerk for public examination, and to schedule a public hearing on April 22, 2024 for the purpose of receiving comments on the proposed special assessment levy roll.

**ATTACHMENT:** Proposed Resolution.

**ENDORSEMENTS:**

	Required	Date
City Manager Endorsement	X	03/04/24
Financial Certification	X	03/04/24
City Attorney Endorsement	X	03/04/24
Department Recommendation	X	03/04/24
Advisory Commission Recommendation	N/R	

**11. ADMINISTRATION.**

None.

**12. ORDINANCES.**

None.

**13. OTHER BUSINESS.**



**14. CLOSED SESSION.**

**14.1 RECESS INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING FIRE FIGHTERS COLLECTIVE BARGAINING – HUMAN RESOURCES.**

**15. ADJOURNMENT.**