



**CITY COUNCIL *REGULAR* MEETING
OCTOBER 16, 2023/7:00 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 ONeil
3. **INVOCATION:** Councilmember Robbins

4. AWARDS, PRESENTATIONS, AND PROCLAMATIONS.

None.

5. APPROVAL OF MINUTES.

5.1 APPROVE MINUTES OF THE 10/02/23 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 APPOINT ONE REGULAR MEMBER TO THE BOARD OF REVIEW - CITY CLERK.

COMMUNITY IMPACT/BACKGROUND: The Board of Review is a three member Board with one alternate and meets February, March, July, and December to work with tax rolls and assessments.

Ms. Frances Gonzales has submitted her resignation. Mr. Fredrick Stull Jr. has submitted an application for a regular member for an unexpired term on the Board of Review set to expire January 1, 2025.

ACTION REQUESTED: The City Council is requested to consider the appointment of one regular member to the Board of Review for an unexpired three-year term set to expire January 1, 2025.

ATTACHMENTS: Resignation letter from Ms. Frances Gonzales dated October 3, 2023 and application from Mr. Fredrick Stull Jr. dated October 10, 2023.

ENDORSEMENTS:

| | Required | Date |
|------------------------------------|----------|----------|
| City Manager Endorsement | X | 10/10/23 |
| Financial Certification | N/R | |
| City Attorney Endorsement | N/R | |
| Department Recommendation | X | 10/10/23 |
| Advisory Commission Recommendation | N/R | |

9. CONSENT AGENDA.

9.1 AUTHORIZE SOLICITATION OF BIDS FOR ONE (1) WHEELCHAIR ACCESSIBLE MINIVAN – RECREATION DEPARTMENT.

COMMUNITY IMPACT/BACKGROUND: The Recreation Department is seeking bids for a wheelchair accessible van to provide in-house senior transportation. Due to a lack of qualified transportation companies in the area, the Recreation Department no longer has a contract to provide rides to seniors with transportation needs. The van will be purchased with funding from the SMART Transportation Grant.

ACTION REQUESTED: Authorize Solicitation of Bids for one (1) Wheelchair Accessible Minivan at the Recreation Department.

ATTACHMENTS: None

ENDORSEMENTS:

| | Required | Date |
|------------------------------------|----------|----------|
| City Manager Endorsement | X | 10/06/23 |
| Financial Certification | N/R | |
| City Attorney Endorsement | N/R | |
| Department Recommendation | X | 10/06/23 |
| Advisory Commission Recommendation | N/R | |

9.2 WAIVE BIDDING PROCESS FOR PURCHASE OF EQUIPMENT – GOLF COURSE.

COMMUNITY IMPACT/BACKGROUND: \$20,000 has been budgeted for the current year to buy a new tractor for ball picking. However, at the end of the summer, the Rough Tractor broke and is unrepairable. The Golf Course is looking to waive the bidding process to buy a used tractor for mowing. A new Golf Course Rough Mower typically runs between \$70,000 - \$80,000. Buying a used tractor with a low number of hours makes more sense than buying new.

The Golf Course Committee approved the waiving of the bidding process at their 10/02/23 meeting.

ACTION REQUESTED: City Council is requested to waive the bidding process for the purchase of equipment.

ATTACHMENT: None.

ENDORSEMENTS:

| | Required | Date |
|------------------------------------|----------|----------|
| City Manager Endorsement | X | 10/10/23 |
| Financial Certification | N/R | |
| City Attorney Endorsement | N/R | |
| Department Recommendation | X | 10/10/23 |
| Advisory Commission Recommendation | N/R | |

9.3 APPROVE REPAIR OF THE PUMP STATION AT THE BLUE 9 FOR \$19,207.77 – GOLF COURSE.

COMMUNITY IMPACT/BACKGROUND: The Blue 9 water pump, particularly the water tank, hasn’t been in working order all summer. The Golf Course has received a quote from Pro Pump & Controls Inc. for the repair in the amount of \$19,207.77. The Golf Course has \$20,000 budgeted for the current fiscal year for equipment repairs.

The Golf Course Committee approved the the repair at their 10/02/23 meeting.

ACTION REQUESTED: City Council is requested to approve the repair of the Blue 9 pump station.

ATTACHMENT: Quote from Pro Pump & Controls Inc.

ENDORSEMENTS:

| | Required | Date |
|------------------------------------|----------|----------|
| City Manager Endorsement | X | 10/10/23 |
| Financial Certification | N/R | |
| City Attorney Endorsement | N/R | |
| Department Recommendation | X | 10/10/23 |
| Advisory Commission Recommendation | N/R | |

9.4 AUTHORIZE EXECUTION OF ADDENDUM EXTENDING AGREEMENT FOR TOWING SERVICES WITH RIVERVIEW TOWING, INC. FOR A THREE (3) YEAR PERIOD – PURCHASING.

COMMUNITY IMPACT/BACKGROUND: Riverview Towing has been providing 24/7 towing for the City of Riverview for over 40 years and does not provide these services to any other municipality. Their services are vitally important during accidents, snow emergencies, and when city vehicles need road service or towing. Also, being located with the City of Riverview, they are extremely timely with their services.

On 09/17/2007, City Council approved a three (3)-year agreement with Riverview Towing, Inc. to provide towing services as requested by City personnel. This agreement was extended for an additional three (3)-year term on 06/07/2010, 09/16/2013, 10/3/2016, and on 12/16/2019 with no increase in rates. Riverview Towing has submitted a letter requesting an additional three (3)-year extension, with a rate increase to \$150 for towing services and \$25 a day for a storage fee.

The purchasing department has determined the proposed rates are competitive with local municipalities.

ACTION REQUESTED: City Council is requested to consider approval of a three (3) year contract extension for towing services with Riverview Towing, Inc.

ATTACHMENTS: Addendum and Riverview Towing, Inc. Request for Extension Letter.

ENDORSEMENTS:

| | Required | Date |
|------------------------------------|----------|----------|
| City Manager Endorsement | X | 10/11/23 |
| Financial Certification | N/R | |
| City Attorney Endorsement | N/R | |
| Department Recommendation | X | 10/11/23 |
| Advisory Commission Recommendation | N/R | |

9.5 AUTHORIZE TETRA TECH WORK AUTHORIZATIONS FOR FISCAL YEAR 2023/2024 – LAND PRESERVE.

COMMUNITY IMPACT/BACKGROUND: TetraTech provides annual regulatory environmental services for the operation of the Land Preserve. As established in Section 9.4B of the Purchasing Manual and Council Policy No. 63 – Assignment of Consulting Engineering Services, engineering services which exceed \$15,000 per project must be authorized by the City Council. The projects and services that are scheduled for fiscal year 2023/24 were presented and subsequently approved by City Council during the fiscal year 2023/24 budgeting process. Project Work Authorizations are on file in the office of the Finance Director/Purchasing Agent. Per the contract, the City reserves the right to terminate all work authorizations with a 30 day advance written notice. TetraTech is aware of this provision.

The Ad Hoc Land Preserve Committee concurred with this request at their 10/09/23 meeting.

ACTION REQUESTED: City Council is requested to approve RLP to prepare bid documents.

ATTACHMENTS: None.

ENDORSEMENTS:

| | Required | Date |
|------------------------------------|----------|----------|
| City Manager Endorsement | X | 10/13/23 |
| Financial Certification | N/R | |
| City Attorney Endorsement | N/R | |
| Department Recommendation | X | 10/13/23 |
| Advisory Commission Recommendation | N/R | |

9.6 APPROVE BUDGET AMENDMENT – FINANCE.

A.

| Description | Account Number | Current Appropriation | Amended Appropriation | Amended or Change |
|-------------------------|-----------------|-----------------------|-----------------------|-------------------|
| Operating Supplies | 271-790-740.000 | \$5,000 | \$30,000.00 | \$35,000.00 |
| Building Maintenance | 271-790-761.000 | \$2,000 | \$5,000.00 | \$7,000.00 |
| Central Library Service | 271-790-826.000 | \$59,000 | \$30,000.00 | \$89,000.00 |
| TLN Computer Service | 271-790-826.020 | \$37,000 | \$6,000.00 | \$43,000.00 |
| Telephone | 271-790-850.000 | \$1,900.00 | -\$1,900 | \$0.00 |
| Public Relations | 271-790-854.000 | \$8,000 | \$10,000.00 | \$18,000.00 |
| Travel, Ed. & Training | 271-790-862.000 | \$1,500 | \$3,500.00 | \$5,000.000 |
| Copier | 271-790-970.000 | \$2,500 | \$2,000.00 | \$4,500.00 |
| Computer | 271-790-990.000 | \$3,000 | \$9,000.00 | \$12,000.00 |

JUSTIFICATION: The Riverview Veterans Memorial Library Commission approved budget amendments from the Library’s general fund into current library accounts at the September 21, 2023 Commission meeting. Amendments will allow for continued capital improvements, building maintenance, increased materials purchase, and changes in costs for computer/technology services and patron resources.

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 TO APPROVE ALTERNATE DATES FOR THE JULY AND DECEMBER BOARD OF REVIEW MEETINGS - CITY ASSESSOR.

COMMUNITY IMPACT/BACKGROUND: The July Board meets on the Tuesday following the 3rd Monday of July and the December Board meets on the Tuesday following the 2nd Monday of December for correcting clerical errors or a mutual mistake of fact relative to the correct assessment figures, the rate of taxation of the mathematical computation related to the assessing of taxes and the error or mutual mistake is verified by the Local Assessing Officer.

The proposed will allow the Board to meet on any day during those required weeks, if necessary, as opposed to the specificity of Tuesday. With the allowance of this flexibility, it will alleviate any possible scheduling conflicts that may arise.

ACTION REQUESTED: City Council is requested to adopt a resolution to approve alternate dates for the July and December Board of Review meetings.

ATTACHMENT: Resolution to amend July and December Board of Review meeting dates.

ENDORSEMENTS:

| | Required | Date |
|------------------------------------|----------|----------|
| City Manager Endorsement | X | 10/10/23 |
| Financial Certification | N/R | |
| City Attorney Endorsement | N/R | |
| Department Recommendation | X | 10/10/23 |
| Advisory Commission Recommendation | N/R | |

11. ADMINISTRATION.

None.

12. ORDINANCES.

None.

13. OTHER BUSINESS.

14. CLOSED SESSION.

None.

15. ADJOURNMENT.