

APPROVED 07/06/2020
REGULAR MEETING
MINUTES

JUNE 15, 2020

THE REGULAR MEETING OF THE RICHMOND CITY COUNCIL WAS CALLED TO ORDER AT 7:00 P.M., ON MONDAY, JUNE 15, 2020, BY MAYOR RIX; WHO ALSO GAVE THE INVOCATION.

ROLL CALL

Present: Allen, Greene, LaFore, Misteravich, Reindel, Rix, Warn

Absent: None

Others: City Manager Moore, City Treasurer Hatfield

Visitors: City Assessor Cargo, Fire Chief Spens, Eric Gordon, Michelle Gordon

APPROVAL OF MINUTES

Motion by **Warn**, seconded by **Greene**, to approve the minutes of the May 27, 2020, Budget Workshop, as presented.

All yeas

Motion passes

Motion by **Warn**, seconded by **Greene**, to approve the minutes of the June 1, 2020 Regular Meeting, as presented.

All yeas

Motion passes

AUDIENCE PARTICIPATION (Agenda and Non-Agenda Items)

None.

ADOPTION OF AGENDA

Motion by **Reindel**, seconded by **Greene**, to adopt the agenda as amended:

Add Item #9 – Consideration of approving the Recommendation Letter from the City Manager recommending seeking competitive bids on old City Hall

All yeas

Motion passes

CONSENT AGENDA

- a) Receive and File DPW Activity Report for May 2020
- b) Receive and File City Clerk’s Activity Report for May 2020
- c) Receive and File City Planner’s Activity Report for May 2020
- d) Receive and File Treasury and Money Market Report for May 2020
- e) Receive and File Code Enforcement Activity Report for May 2020
- f) Receive and File Library Activity Report for May 2020
- g) Receive and File Police Department Statistics for May 2020
- h) Receive and File Arrest Code County Report for May 2020
- i) Receive and File Offense County Report for May 2020
- j) Receive and File Ticket Offense Report for May 2020
- k) Receive and File Traffic Accident Report for May 2020
- l) Receive and File Call Flow Report for May 2020
- m) Receive and File Statewide Total Crash Report for 1/1/19 through 12/31/19
- n) Approve of FY2019-20 Budget Amendments
- o) Receive and File Revenue and Expense Report for May 2020
- p) Approval of Schedule of Bills dated June 11, 2020, in the amount of \$64,685.16.

Motion by **LaFore**, seconded by **Misteravich**, to adopt the Consent Agenda as presented.

All yeas

Motion passes

PUBLIC HEARING

1. FY2020-2021 City Budget

Motion by **Allen**, seconded by **Warn**, to open the Public Hearing at 7:03 p.m.

All yeas

Motion passes

City Manager Moore briefed Council on the proposed City Budget as follows:

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The total City Budget is \$10.5 million, including a \$4.4 million General Fund Budget. The budget calls for a tax levy of 16.0873 mills for general operating purposes, which includes funding from TIFA and the General Fund equal to a set-aside of 1.63 mills for street improvements. The City does not levy any mills for debt. The City will levy a 1% administration fee on all tax collection and a flat fee of \$219.32 annually per collection unit for refuse and yard waste collection and curbside recycling services.

Motion by **Reindel**, seconded by **Warn**, to close the public hearing on the Proposed FY2020-21 Budget at 7:04 pm.

All yeas

Motion passes

ITEMS FOR CONSIDERATION

1. Consideration of Adopting Resolution No. 2020-3/Adoption of FY2020-21 City Budget

Motion by **Allen**, seconded by **Warn**, to adopt Resolution No. 2020-3 which adopts the City of Richmond FY2020-21 Budget, appropriates the necessary sums for each fund of the city, adopts the 2020-2026 Capital Outlay Program, directs the levy of taxes and fees for municipal purposes, and directs the preparation of the tax roll and collection of taxes.

All yeas

Motion passes

2. Consideration of Approving TIFA Tax Base Sharing Agreement

Under an agreement entered into by both the TIFA and City of Richmond, a portion of the “captured assessed value” can be shared by TIFA with the City of Richmond.

The agreement proposes sharing 15% of the TIFA capture in the 2020/2021 fiscal year.

Motion by **LaFore**, seconded by **Misteravich**, to approve the Captured Assessed Value Sharing Agreement between the City of Richmond TIFA and the City of Richmond for Fiscal Year 2020/21 and authorize the Mayor to sign the agreement.

All yeas

Motion passes

3. Consideration of Adopting the 2020-2021 City Fee Schedule

The proposed fee schedule includes the following changes:

Administration: Adjust the fee for having items notarized.

Assessing: A \$5.00 increase to the fees for lot splits and combinations.

Police Department: Adjusts fees for PBT Testing and Vehicle Impound Fee by \$5.00.

Recreation: Adjusts the fees for the pool and swim lessons for the summer of 2021.

Sanitary Sewer: Increases the Readiness-to-Serve fee from \$13.75 to \$16.00.

Water Department: Increases the Readiness-to-Serve fee from \$13.75 to \$16.00.

Motion by **Reindel**, seconded by **Greene**, to approve the City of Richmond FY2020-2021 Fee Schedule as presented by the City Manager.

All yeas

Motion passes

4. Consideration of Adopting Resolution 2020-4/A Resolution to Waive Penalties for Filing Property Transfers Late

City Manager Moore informed Council that in the City of Richmond, the interest and penalty is not levied nor has it been levied in previous years. A survey of the municipalities in Macomb County was done in 2018 to determine how many impose the penalty for late filed PTA's. The results of the survey show that 75% of Macomb County municipalities no not impose the penalty.

As part of the AMAR (Audit of Minimum Assessing Requirements) review which is currently performed every 5 years, the Michigan State Tax Commission asks that if the local government unit waives the penalty for failure to file a Property Transfer Affidavit, is it done "by resolution and is that resolution kept on file"

To be in compliance with the requirement administration is requesting that this resolution be approved by City Council.

Motion by **LaFore**, seconded by **Greene**, to approve the proposed Resolution to waive penalties for untimely and non-filed Property Transfer Affidavits.

All yeas

Motion passes

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5. Consideration of Lot Split Request/Lakeshore Building for 69053 Grove

Motion by **Allen**, seconded by **Reindel**, to approve the lot split request from Lakeshore Building & Holding, LLC for Parcel number 07-03-35-456-005; 69053 Grove Street.

All yeas

Motion passes

6. Consideration of Lot Split and Combination Request/Dick Huvaere Land, Inc. for various properties on Main Street and 31 Mile Road

Motion by **Allen**, seconded by **Warn**, to approve the lot split/combination requested by Dick Huvaere Land, Inc. for the following parcels:

- Parcel number 07-06-01-451-004/67631 Main Street
- Parcel number 07-06-01-451-005/67619 Main Street
- Parcel number 07-06-01-451-006/67609 Main Street
- Parcel number 07-06-01-451-040/67601 Main Street
- Parcel number 07-06-01-451-022/37147 31 Mile Road
- Parcel number 07-06-01-451-023/37201 31 Mile Road
- Parcel number 07-06-01-451-056/37305 31 Mile Road

All yeas

Motion passes

7. Consideration of Adopting Memorandum of Understanding for the Fire Contract with Richmond Township

City Manager Moore informed Council that Richmond Township has been reviewing their contracts with neighboring Fire Department and has decided to make a change.

Richmond Township asked Memphis and Richmond to provide estimates to cover the sections that up to this point were covered by Armada. Richmond would add essentially three sections of the township south of School Section Road. In addition to this, the RVFD would be responsible for both sides of School Section Road.

The Memorandum of Understanding would amend the service area outlined in A.1. of the contract from 17 sections to an area generally including all properties along School Section Road and south within the Township of Richmond.

If approved, the change would go into effect July 1, 2021. Richmond Township has already approved the Memorandum.

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Motion by **Greene**, seconded by **Warn**, to approve the Memorandum of understanding between the City of Richmond and Richmond Township relating to the 2019-2024 Fire Contract to add properties along School Section Road and south within the Township of Richmond.

All yeas

Motion passes

8. Consideration of Establishing a Quarterly Roundtable Meeting Date

Motion by **Reindel**, seconded by **Allen**, to schedule the special quarterly roundtable meeting of the City Council on July 20, 2020, at City Hall beginning immediately following the regular schedule meeting.

All yeas

Motion passes

9. Consideration of Approving the Waiving of Competitive Bid Requirements

City Manager Moore informed Council that Administration was requesting that Council consider approving a Recommendation Letter from the City Manager recommending the waiving of the competitive bid process for the sale of old City Hall at 68225 Main Street. An RFP for the building has been drafted, however, administration never finalized the exact terms with City Council.

A local business owner recently toured old City Hall with the City Manager. The business that is making the offer on old City Hall meets the criteria we have been looking for in a tenant.

The City Manager has spoken with the City Attorney on the legality of selling old City Hall without putting the building up for public competitive bids.

If Council agrees with the recommendation, we would waive the competitive bidding requirement at tonight's meeting, and we would place the offer on the July 6, 2020 Council meeting. Waiving the competitive bidding purchasing requirements does not obligate the Council to accept the offer, but it allows us to consider the offer.

Council was in agreement that there was no advantage to putting this out for bid. Waiving the bidding requirement will help a local business and help the City by getting this property back onto the tax roll.

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Motion by **Reindel**, seconded by **Greene**, to waive the competitive bidding requirements of the City Charter and Ordinance 64-41 for the sale of Old City Hall (68225 Main Street) due to no competitive advantage based on the written recommendation of the City Manager.

All yeas

Motion passes

MISCELLANEOUS MATTERS FROM THE CITY MANAGER

- The contractor has begun removing the pavement on Madison Street this week and this should be completed this week.
- Next week milling will be done on Pierce Street.

COUNCIL COMMENTS

Greene – Thanked Administration for the conservative budget presented.

CLOSED SESSION

None.

OTHER BUSINESS

None.

ADJOURNMENT

Motion by **Misteravich**, seconded by **Greene**, to adjourn the Regular Council Meeting at 7:36 p.m.

All yeas

Motion passes

Respectfully submitted:
Karen Stagl
City Clerk