

**CITY OF WIXOM
49045 PONTIAC TRAIL
REGULAR CITY COUNCIL MEETING MINUTES
TUESDAY, AUGUST 22, 2017**

Councilmember Beagle called the meeting to order at 7:00 p.m. at which time the Pledge of Allegiance was recited.

Present:

Mayor: K. Hinkley (Excused)
Deputy Mayor: R. Ziegler (Excused)
Councilmembers: P. Beagle
K. Gottschall
N. Kennedy
T. Rzeznik
R. Smiley

AGENDA CHANGES: (None)

PRESENTATION:

1.) Salvation Army Presentation

Mr. Brown indicated that the presenters were delayed and that this might be postponed until a future meeting.

MINUTES:

CM-08-123-17: Moved and seconded by Councilmembers Kennedy and Smiley to approve the Regular City Council meeting minutes of August 8, 2017.

Vote:

Motion Carried

CORRESPONDENCE: (None)

CALL TO THE PUBLIC:

There were no comments at this time.

CITY MANAGER REPORTS:

1.) Departmental Monthly Reports – July 2017

There were no comments or questions regarding this report.

2.) Monthly Budget Report – May 31, 2017

There were no comments or questions regarding this report.

CONSENT AGENDA:

CM-08-124-17: Motion and seconded by made by Councilmembers Rzeznik and Kennedy to approve the Consent Agenda as presented which included:

- 1.) Approval to receive and file:
 - a. Tax Abatement Review Board Minutes of February 23, 2017
 - b. Parks & Recreation Commission Meeting Minutes of April 10, 2017

- c. Zoning Board of Appeals Meeting Minutes of July 10, 2017
- d. Zoning Board of Appeals Meeting Minutes of July 17, 2017
- 2.) Mayoral Proclamation – National Recovery Month – September 2017

Vote:

Motion Carried

UNFINISHED BUSINESS: (None)

NEW BUSINESS:

- 1.) **Recommendation to Authorize by Approval of a Resolution the City of Wixom’s Representative on the Commerce, Walled Lake and Wixom Trailway Management Council to Accept the Engineering Design Service Donation of Mr. Michael Levine**

CM-08-125-17: Moved and seconded by Councilmembers Kennedy and Rzeznik to authorize, by approval of the following Resolution, the City of Wixom’s representative on the Commerce, Walled Lake, and Wixom Trailway Management Council to accept the engineering design service donation of Mr. Michael Levine:

A RESOLUTION AUTHORIZING THE TRAILWAY COUNCIL REPRESENTATIVE TO ACCEPT THE ENGINEERING DESIGN SERVICE DONATION OF MR. MICHAEL LEVINE FOR THE TRAILWAY SURFACE

RESOLUTION 2017-44

WHEREAS, the Commerce, Walled Lake, and Wixom Trailway Management Council (“Trailway Council”) has solicited proposals from qualified engineering firms for design and engineering services relating to creating a recreational trailway over the railroad right of way it acquired from the Michigan Air Line Railway; and

WHEREAS, the scope of services to be included in the responses to the Request for Proposals (RFP) include those elements described in attached Exhibit 1; and

WHEREAS, the deadline for responses to the RFP is August 21, 2017, and

WHEREAS, a donor, Michael R. Levine, has offered to donate the entire cost of design and engineering services meeting the requirements of the RFP, said work to be done by Stantec, a design firm that provides services related to engineering, architecture, interior design, landscape architecture, surveying, environmental sciences, project management, and project economics, and provided that the authority to accept said design services is given by the Trailway Council and its member communities on or before August 30, 2017; and

WHEREAS, the Trailway Council at its meeting on August 9, 2017 voted unanimously to approve a Motion to accept Mr. Levine’s offer contingent upon preparation of a Memorandum of Understanding (MOU) detailing the terms and conditions of the donation of design and engineering services and contingent upon each municipal member’s governing body passing an appropriate authorizing resolution at their next scheduled meeting approving the Trailway Council’s decision. The Trailway Council also determined to withdraw the RFP and designated the City of Wixom, with Stantec’s assistance, to prepare an application to the Michigan Department of Transportation for a Transportation Alternatives Program grant on or before October 31, 2017; and

WHEREAS, a proposed MOU between the Trailway Council and Michael R. Levine has been prepared and is attached as Exhibit 2.

NOW, THEREFORE BE IT RESOLVED, by the Council of the City of Wixom, County of Oakland, State of Michigan that:

Section 1. The City of Wixom approves the Trailway Council's decision to accept the donation of design and engineering services from Michael R. Levine to be provided by the design firm Stantec in accordance with the terms and conditions set forth in the proposed MOU attached as Exhibit 2.

Section 2. Trailway representative Steven Brown is hereby directed to vote to accept the MOU at the next Trailway Council meeting.

Councilmember Rzeznik thought this was a great way to move this forward. It puts a deadline on this and it is always nice to have a deadline. We get someone who is very experienced in helping to support these trailways. He said he was very much in support of this and the biking community also supports this.

Vote:

Motion Carried

Mr. Brown pointed out that the Resolution has the City of Wixom serving as the lead on a Transportation Alternatives Program grant. We will be working closely with Stantec and Oakland County to finalize that.

2.) Recommendation to Award the Municipal Complex Routine Janitorial Services Contract to Du-All Cleaning, Inc. of Sterling Heights, Michigan, in the Amount of \$47,760 Annually for the First Three Years with a Ten Percent Increase Annually in Years Four and Five, Authorize the Mayor and Clerk to Sign the Contract on Behalf of the City and Authorize the Associated Budget Amendment

Mr. Brown noted one correction. The recommendation should be to award the municipal building janitorial services contract to Du-All Cleaning, Inc. of Sterling Heights, Michigan, in the amount of \$47,760 annually for three years with a City option for years four and five at annual costs of \$52,536 and \$57,790 for routine janitorial services; to authorize the Mayor and Clerk to sign the contract on behalf of the City; and authorize the associated budget amendment to align departmental costs properly with no change to fund balance.

CM-08-126-17: Moved and seconded by Councilmembers Rzeznik and Kennedy to award the municipal building janitorial services contract to Du-All Cleaning, Inc. of Sterling Heights, Michigan, in the amount of \$47,760 annually for three years with a City option for years four and five at annual costs of \$52,536 and \$57,790 for routine janitorial services; to authorize the Mayor and Clerk to sign the contract on behalf of the City; and authorize the associated budget amendment to align departmental costs properly with no change to fund balance.

In regard to the table of the budget amendment in the report, Councilmember Gottschall said he looked through the proposed budget which doesn't match the lists of the annual cost. He was confused as to what the differences were. In the

budget, one of them was \$24,000 or \$22,000 and the report lists that same one as \$10,000. Ms. Stamper indicated that the annual cost column is what the cleaning company has allocated to each of those departments. Some of those line items won't match up. For example, the Police Department will have a higher budget because they may have extra things like cell cleanings or accidents. A few departments have extra for expenditures above and beyond the normal cleaning contract. Councilmember Gottschall clarified that we were just amending the ones that are going to be different. Ms. Stamper said that we are amending the budget amount just to increase it for those departments. The City Hall account does not have \$9,600. They need the additional to pay for the original contract. Police and Library do not need additional money because they do have some cushion for other cleanings. We are only adjusting ones that did not have enough to cover the cleaning contract.

Councilmember Gottschall said that sometimes the contracts are included in the reports and sometimes they are not. He was kind of wary of not seeing the actual contract. Mr. Brown stated that we can add the contract to the reports each time.

Mr. Brown noted that there is a 15-day out as part of the contract. If there is ever any issue, we can get out of the contract within 15 days.

Councilmember Rzeknik said that because there was such a difference in the bids, he wondered about that 15-day out. Mr. Brown explained that if there is a performance issue identified by the City, we can basically opt out of the contract with a 15-day notice. If there are ever any issues with the cleaning quality or people aren't showing up, we can notify them that we are exercising our opt-out provision and within 15 days that contract would be null and void. Councilmember Rzeknik clarified this was a three-year contract with an option for years four and five. Mr. Brown said that was correct. Year four and five will be brought back to Council if we exercise that option.

Councilmember Gottschall said that we have a budgeted item for janitorial supplies. He wondered if they would provide all of their supplies or if we would still have to provide them. Mr. Sikma answered that there is a portion of supplies that we provide outside of this contract.

Councilmember Kennedy asked if the Police Department would run background checks on the employees that they put in the building. Mr. Sikma replied yes. Councilmember Kennedy wondered what supplies Du-All would be providing. Mr. Sikma stated that they would bring the janitorial supplies for cleaning. He indicated that the Request for Proposal and the Contract shows a list of their duties for each of the different areas in the City. They will have a checklist so they know what we are expecting.

Mr. Sikma added that the City of Novi uses Du-All and four Wixom employees visited them unannounced. They looked at their Police Department, their Community Center and City Hall and it all looked good. He said Du-All feels they can offer a better price because they will be utilizing the same personnel for Novi and Wixom.

Vote:

Motion Carried

- 3.) Approval of a Fiscal Year 2017-2018 Rollover Budget Amendment to Accurately Reflect the Installation Expense of the City's New Telephone System and Associated Hardware and Software, as Approved at the April 25, 2017 City Council Meeting**

CM-08-127-17: Moved and seconded by Councilmembers Smiley and Kennedy to approve the fiscal year 2017-2018 rollover budget amendment in the amount of \$12,541 to accurately reflect the installation expense of the City's new telephone system and associated hardware and software as approved at the April 25, 2017 City Council Meeting.

Vote:

Motion Carried

- 4.) Approval of a Fiscal Year 2017-2018 Rollover Budget Amendment to Accurately Reflect the Expense Related to the Purchase and Installation of Data and Voice-Over-IP (VOIP) Cables in City Hall, as Approved at the May 9, 2017 City Council Meeting**

CM-08-128-17: Moved and seconded by Councilmembers Kennedy and Smiley to approve the Fiscal Year 2017-2018 rollover budget amendment in the amount of \$35,775 to accurately reflect the purchase and installation expense of data and VOIP cables in City Hall as approved at the May 9, 2017 City Council Meeting.

Councilmember Rzeznik asked Ms. Stamper to explain the July 1st cutoff for both of these budget amendments for the record. Ms. Stamper stated that whenever the work is performed, that is when it has to be expended. With the telephone system, they were able to deliver the product prior to June 30th, so we were able to expense that last fiscal year. The installation did not occur until after July 1st, so that portion falls into this year. The Voice-Over IP Cables installation started today. We wanted to get the telephone system done before they did the cabling.

Mr. Brown added that the City budget runs from July 1st through June 30th. Our prior fiscal year ended June 30, 2017. Some of the expenses were reflected there and now some will be reflected in the 2017-2018 fiscal year.

Vote:

Motion Carried

CALL TO THE PUBLIC:

There were no comments at this time.

CITY MANAGER COMMENTS:

Mr. Brown stated that a local business was recently awarded a major military contract. Additional kudos to the Construction & Development Services Department with a variety of positive feedback from people who are doing business with them on a day-in and day-out basis. Wixom's OPS Solutions went with five other Oakland County businesses to China to explore export and job creation opportunities. There are a variety of work anniversaries taking place within the City this month. Also, a few Suez employees have passed additional exams and

achieved additional certification levels for their work with the City in our Wastewater Treatment Plant. Wendy Brink has been doing a great job with Facebook and boosting our numbers. His wife pointed out a post on Wixom's Facebook page because she thought it was so cool. St. John Providence had some on-site cardio screening where several employees participated in a set of tests at a no-cost or slightly low cost. We had 21 employees taking advantage of that opportunity that we provided through a partnership with St. John Providence.

Another item he mentioned that wasn't on his City Manager's Update was a map covering gaps within our sidewalk system in the City. That was at the request of Councilmember Kennedy. The map was put together by Tim Sikma and Debe Barker. In addition, he provided them with a spreadsheet that covers the 17 locations on the map as well as cost estimates. He indicated that he will be bringing something forward to Council for consideration of where we go next. We will take a look at funding available. There is approximately \$650,000 accumulated in the account we have for the millage for this purpose. We will also project forward some other collections and evaluate these different possibilities against the cost and areas of concern. This was provided for the Council's information. If anyone has any questions, he encouraged them to contact him.

COUNCIL COMMENTS:

Councilmember Kennedy thanked Mr. Sikma and everyone else who was involved in the Sidewalk and Safety Path Map. This was something Councilmember Cutright started a long time ago. He would like to see that done. He said he appreciates what everyone does and he hoped everyone would have a great weekend.

Councilmember Gottschall commented that last week an email went out about some homeowners' meetings and then a retraction email followed. He said that he likes trying to make all of those meetings so he would like to be kept in the loop. He likes to listen, not to speak, to see what is going on in the neighborhoods. It caught him off guard to get the retraction email because he thought all of Council should be striving to get to all of the HOA meetings to see what is going on.

Councilmember Smiley thanked Mr. Levine for what he is doing for the Trailway. The next time we meet, the kids will be back in school so watch out for them. He wished everyone a safe Labor Day holiday.

Councilmember Rzeznik echoed Councilmember Smiley's comments.

Councilmember Beagle congratulated everybody who has work anniversaries this month. He thanked everyone for all the hard work they do for the residents of the City. Lastly, he thanked everyone for being kind to him tonight.

ADJOURNMENT:

The meeting was adjourned at 7:27 p.m.

Catherine Buck
City Clerk

Approved 09-12-2017
