

OFFICE OF THE CITY ADMINISTRATOR

**Subject: Recommendations for the Regular Council Meeting of October 17, 2022**

- Item 1 CALL TO ORDER Prerogative of the Mayor to call this meeting to order.
- Item 2 ROLL CALL Prerogative of the Mayor to request a Roll Call from the City Clerk.
- Item 3 PLEDGE OF ALLEGIANCE Prerogative of the Mayor to lead the City Council, Administration, and members of the audience in the Pledge of Allegiance.
- Item 4 RECOGNITION OF COMMISSION MEMBERS Prerogative of the Mayor to request Commission Members in attendance at tonight's meeting to approach the podium and introduce themselves and the Commission on which they serve.
- Item 5 CONSENT AGENDA All items listed under the Consent Agenda are considered routine by the Council and will be enacted by one motion and a second. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the consent agenda and considered. One member may request that an item be removed and no second is required.

Prerogative of the City Council to approve all items listed under the consent agenda as presented.

**A. Approval of Minutes**

1. Council 10/03/22
2. Election Commission 10/03/22 with recommendation
3. Tree Commission 09/07/22

**B. Monthly Financial Report**

1. September 2022

**C. Bids/Proposals/Contracts**

1. MIDC Grant Agreement FY 2022-2023
  - a. Memo 10/03/22 - City Administrator
  - b. Proposed Agreement - Michael P. Kavanaugh
  - c. Certificate of Liability Insurance
2. Budget Amendment: Building Department
  - a. Memo 10/14/22 - Treasurer/Comptroller/City Administrator
  - b. Building Department Budget Amendment Spreadsheet

**D. Claims and Accounts**

1. Anderson, Eckstein & Westrick, Inc. (AEW) - City Engineers
  - a. 2021 Sewer Open Cut Repair Program - Project No. 0160-0430 - Pay Estimate #3 - Fontana Construction, Inc. - 10/06/22 - \$215,159.95.
  - b. 2022 Sewer Rehabilitation by Full Length CIPP Lining - Project No. 0160-0454 - Pay Estimate #2 - Insituform Technologies USA, LLC - 10/06/22 - \$196,471.20.
  - c. Allard Reconstruction (Harper-Chester) - Project No. 0160-0433 - Pay Estimate #6 - Florence Cement Company - 10/07/22 - \$6,228.00.
  - d. DPW Bag Barn Addition - Project No. 0160-0442 - Pay Application #2 - Ashor Associates - 10/11/22 - \$13,886.80.
2. Hallahan & Associates, P.C. - Legal Services - Invoice No. 19929 - September 2022 - 10/03/22 - \$5,857.77.
3. Jacobs and Diember, P.C. - Legal Services - Claim No. JPJPC-20222Q - USSIC v GPW - 10/06/22 - \$20,071.00.
4. McKenna - Building Department Services
  - a. Invoice No. 21849-60 - August 2022 - 09/29/22 revised 10/11/22 - \$42,408.20.
  - b. Invoice No. 21849-62 - September 2022 - 10/11/22 - \$60,787.90.
5. Plante Moran - Professional Services - 06/30/22 Audit Engagements - Invoice No. 2193019 - 09/28/22 - \$30,200.00.
6. Rosati, Schultz, Joppich & Amtsbuechler - Legal Services - Invoice No. 1078282 - September 2022 - 10/12/22 - \$3,223.24.
7. Stucky Vitale Architects - Architecture Services - Invoice No. 201-6076 - August/September 2022 - 09/29/22 - \$3,630.00.
8. York, Dolan & Tomlinson, P.C. - Legal Services - Invoice No. 29 - 10/03/22 - \$3,146.50.

Item 6      ACCEPTANCE OF THE AGENDA Prerogative of the City Council that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Item 7      COMMUNICATIONS

Item 7A    2022 DTE ENERGY FOUNDATION TREE PLANTING GRANT – TREE PURCHASE The Director of Public services, in his memo dated October 10, 2022, stated that the city was awarded \$4,000.00 from the 2022 DTE Energy Foundation Tree Planting Grant. Quotes were requested and received for various tree species from the following contractors:

- Landscape source Corp. - \$14,000.00 (42 trees)
- Marine City Nursery - \$14,000.00 (38 trees)
- Arbor Pro Tree Services - \$14,000.00 (14 trees)

Landscape Source Corp. was the contractor for the Fall Tree Program for the past six years and is qualified to provide this service.

The Director of Public Services is recommending the purchase and planting of city trees to the lowest qualified bidder, Landscape Source Corp. in an amount not to exceed \$14,000.00.

This item was included in the FY 2022/2023 Budget in the Municipal Improvements – Trees account in the amount of \$10,000.00 and will require a budget amendment and transfer from the prior year Reserve Fund Balance in the amount of \$4,000.00. A grant reimbursement of \$4,000.00 will follow, at the completion of the tree planting.

I concur with the Director’s recommendation and do not believe any benefit will accrue to the City by seeking further bids.

Prerogative of the City Council to concur with the City Administrator’s recommendation and approve the purchase and planting of trees to Landscape Source Corp., in the amount not to exceed \$14,000.00 and to authorize a budget amendment and transfer from Account No. 101-000-699.000, prior year Reserve Fund Balance, into Account No. 401-902-977.401, Municipal Improvements – Trees, in the amount of \$4,000.00.

Item 8      NEW BUSINESS/PUBLIC COMMENT Prerogative of the Mayor to ask if there is any New Business to come before the City Council from the City Council or Administration; and then, to ask members of the audience if there is any Public Comment to come before the City Council.

Item 9      ADJOURNMENT Upon the conclusion of public comment with no further business to be conducted by the City Council, prerogative of the City Council to motion for adjournment of tonight’s meeting.

Respectfully submitted,



Frank Schulte  
City Administrator