

OFFICE OF THE CITY ADMINISTRATOR

Subject: Recommendations for Regular Council Meeting of April 25, 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 Deputy 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. Appointment

1. Beautification Advisory Commission (Mayoral)
 - 1) Beautification Advisory Commission (Unapproved) Minutes 03/09/22 with recommendation
 - 2) Biographical Sketch

B. Approval of Minutes

1. Council 04/04/22
2. Beautification Advisory Commission 03/09/22 with recommendations
3. Citizens' Recreation Commission 03/08/22
4. Historical Commission 02/10/22
5. Tree Commission 03/02/22

C. Monthly Financial Report

1. March 2022 – Monthly Financial Report

D. Bids/Proposals/Contracts

1. Bark Mulch for City Landscape Beds and Installation of Playground Mulch
 - a) Memo 03/24/22 - Director of Public Services
 - b) Bid Opening Documents
 - c) Certificate of Liability Insurance
2. Rubbish Collection Contract
 - a) Memo 04/11/22 - Director of Public Services
 - b) GFL Environmental Services Proposal
3. Paint Interior of Torrey Road Pump Station
 - a) Memo 04/14/22 - Director of Public Services
 - b) Quote 03/14/22 - Rely-On Construction
4. MIDC Managed Assigned Counsel Coordinator (MACC) Contract
 - a) Memo 04/19/22 - Municipal Court Clerk
 - b) Independent Contractor Agreement

E. Claims and Accounts

1. Anderson, Eckstein & Westrick, Inc. (AEW) - City Engineers
 - a) Mack Ave. Plan Review - Invoice No. 0130283 - 03/09/21 - \$1,535.50.
 - b) 2021-2022 GIS Maintenance - Invoice No. 0136334 - 03/22/22 - \$1,420.85.
 - c) 2020-2021 Water Main Replacement Program - Invoice No. 0136453 - 03/25/22 - \$2,304.40.
 - d) Sewer Rehabilitation - Lining - Invoice No. 0136454 - 03/25/22 - \$164.35.
 - e) Sewer Rehabilitation - Open Cut - Invoice No. 0136455 - 03/25/22 - \$12,493.15.
 - f) 2021 Misc. Concrete Repair - Invoice No. 0136456 - 03/25/22 - \$366.21.
 - g) 2021 CCTV Investigation - Invoice No. 0136457 - 03/25/22 - \$2,261.35.
 - h) 2021 Sewer Rehab. by FCIPP - Invoice No. 0136458 - 03/25/22 - \$629.48.
 - i) 2021-2022 General Engineering - Invoice No. 0136459 - 03/25/22 - \$3,446.26.
 - j) Bournemouth WM Replacement - Invoice No. 0136462 - 03/25/22 - \$2,552.80.
 - k) Oxford Rd. Recon. - Mack to Holiday - Invoice No. 0136463 - 03/25/22 - \$2,389.80.
 - l) Allard Rd. Recon. - Chester/Harper (WCL) - Invoice No. 0136464 - 03/25/22 - \$26,996.53.
 - m) Vernier Rd. Water Main Replacement - Invoice No. 0136465 - 03/25/22 - \$13,992.00.
 - n) GP North Field Turf Improv. Plan Review - Invoice No. 0136466 -

03/25/22 - \$1,250.00.

o) Sewer System Evaluation - Invoice No. 0136661 - 03/30/22 – \$9,629.80.

2. Hallahan & Associates, P.C. - Professional Services - Invoice No. 19398 - March 2022 - \$1023.38.
3. Keller Thoma - Labor Attorney - Invoice No. 121791 - 04/01/22 - \$350.00.
4. York, Dolan & Tomlinson, P.C. - City Attorney - March 2022 - 04/05/22 - \$3,317.00.
5. Rosati, Schultz, Joppich & Amtsbuechler, P.C. - City Attorney - Invoice No. 1077307 - 04/14/22 - \$7,301.34.

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 CITY CLERK POSITION/PROMOTION - RECOMMENDATION The City Administrator, in his memo dated April 19, 2022, states that the position of City Clerk has been vacant since the beginning of the year. Since then, Deputy Clerk Paul Antolin has assumed the responsibilities of the position while still performing his own duties. During this time, the clerk's office has run seamlessly without any disruptions.

Deputy Clerk Antolin has been employed with the city for the past 4+ years. In addition to maintaining the necessary daily operations of the clerk's office, one of his primary duties is to facilitate the elections. Previously, he worked for the City of Romulus for 17 years assisting in elections and worked in the clerk's office for 13 of those 17 years. The other 4 years were in the Department of Public Works and Building Department.

Over the past few months, I have been working closely with him and have found him to be very reliable, thorough, and has a very thoughtful approach in his decision making. Additionally, his 4+ years of employment with the city provides him with the knowledge of how the city operates, the work flow, handling of resident's concerns, and has good working relationships with other appointed officials, department heads and employees.

A list of Paul's qualifications and duties are listed on the memo. In addition, his education credentials include:

- Wayne State University: Bachelor's Degree in Business Management
- Michigan Municipal Clerks Institute Certificate of Achievement
- Henry Ford Community College: Associates Degree in Liberal Arts

It is my recommendation to appoint Paul Antolin to the position of City Clerk and increase his salary to \$75,000.00.

Prerogative of the City Council to appoint Paul Antolin to the position of City Clerk and increase his salary to \$75,000.00.

Item 8 ORDINANCE

Item 8A SECOND READING: THE REPEAL AND REPLACEMENT OF CHAPTER 50 ZONING ORDINANCE, TEXT AND MAP AMENDMENT Prerogative of the City Council to approve this proposed ordinance amendment as presented and make it effective 20 days after its enactment.

Item 9 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 10 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,

A handwritten signature in black ink, appearing to read "Frank Schulte", written in a cursive style.

Frank Schulte
City Administrator