

**CITY OF MADISON HEIGHTS
300 W. 13 MILE ROAD
REGULAR COUNCIL MEETING AGENDA
MARCH 28, 2022
7:30 P.M.**

AGENDA:

CALL TO ORDER

ROLL CALL

INVOCATION – COUNCILMAN FLEMING

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA:

1. Additions
2. Deletions

PRESENTATIONS

A – PUBLIC HEARINGS:

ITEMS ON AGENDA OF INTEREST TO PARTIES IN THE AUDIENCE

B - MEETING OPEN TO THE PUBLIC:

C – COMMUNICATIONS:

1. Zach McKenzie - Resignation from the Elected Officials Compensation Commission
2. Meredith Fleischer – Resignation from the Arts Board

D – REPORTS:

1. City Manager – Appointment of Michael Mitchell as an Administrative Hearing Officer
2. Finance Director – Two-year contract extension for financial auditing services with Plante Moran

E - ITEMS FOR FUTURE PUBLIC HEARINGS:

F - BID AWARDS/PURCHASES:

1. Purchasing Coordinator – Community Development Block Grant (CDBG) Funded Yard Service – Lawn Service
2. Fire Chief – the purchase of a new Self Contained Breathing Apparatus (SCBA)

G - ORDINANCES:

1. City Clerk – Ordinance No. 2179, Precinct Boundary Descriptions, Polling Locations and Precinct Numbers – Second Reading

H - UNFINISHED BUSINESS:

MINUTES:

1. Special City Council meeting minutes of 03-14-22
2. Regular City Council meeting minutes of 03-14-22

I – BOARDS AND COMMISSION APPOINTMENTS

J - EXECUTIVE SESSION:

ADJOURNMENT

NOTICE: Persons with disabilities who qualify under the Americans with Disabilities Act needing accommodations for effective participation through electronic or other means in this meeting should contact the City Clerk at (248) 583-0826 or by email: clerks@madison-heights.org at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

DATE: March 23, 2022

TO: City Council

FROM: Melissa R. Marsh, City Manager

SUBJECT: Agenda Comments for the Regular Council Meeting of Monday, March 28, 2022

The following are my comments for items appearing on the agenda of the Regular Council Meeting of Monday, March 28, 2022.

C - COMMUNICATIONS:

**NUMBER 1: ZACH McKENZIE – RESIGNATION FROM THE ELECTED
OFFICIALS COMPENSATION COMMISSION**

Zach McKenzie has submitted his resignation from the Elected Officials Compensation Commission. Staff recommends accepting the resignation and declaring his seat vacant. This seat expires August 31, 2022.

NUMBER 2: MEREDITH FLEISCHER – RESIGNATION FROM THE ARTS BOARD

Meredith Fleischer has submitted his resignation from the Arts Board Staff recommends accepting the resignation and declaring his seat vacant. This seat expires August 31, 2023

D - REPORTS:

**NUMBER 1: CITY MANAGER – APPOINTMENT OF MICHAEL MITCHELL AS
ADMINISTRATIVE HEARING OFFICER**

On March 4, 2021 City Council approved the appointment of Michael Mitchell as the 43rd District Court Magistrate to replace retiring Kimberly Wilson. At the time Kimberly Wilson was retained as the City's Administrative Hearing Officer. She has now moved out of the area and is not readily available. Therefore staff and I are recommending City Council approve the appointment of Michael Mitchell as the City's Administrative Hearing Officer effective immediately.

(The hourly rate for this service will be the same as his hourly Magistrate rate currently at \$66.10.)

NUMBER 2: FINANCE DIRECTOR – PLANTE MORAN AUDIT CONTRACT
EXTENSION

City Council approved a five-year professional service agreement for financial auditing services with Plante Moran, on March 28, 2016, after an extensive bid process. That agreement expired after the June 30, 2020 audit and a one-year extension was approved on February 8, 2021.

Due to prolonged and unprecedented financial times, including federal aid and grant programs, the need to rely on industry experts for guidance continues, leading us to request consideration for a two-year extension.

The City relies heavily on Plante Moran's guidance related to financial circumstances caused from of COVID-19, and the accounting treatment of federal and other government grants. We anticipate taking advantage of any and all pandemic relief and infrastructure improvement grants this current year and next, including American Rescue Plan Act (ARPA), Federal Emergency Management Agency (FEMA) and other grants. While we have been very successful in being awarded various grants this adds additional work load to our limited finance staff and our continued reliance on Plante Moran is essential to maintaining some continuity and efficiency of the City's financial operations. The potential of switching auditing firms during critical times is less than ideal.

Plante Moran has proposed a two-year extension, with modest increases that follow the past fee schedule, for audit services at \$74,900 and financial statement preparation at \$6,350. The City received more than \$750,000 in federal award funds last year and will again the next several fiscal years, which trigger a single audit. Plante Moran is familiar with the federal awards received by the City and has expertise in the single audit process. The proposed single audit cost will be \$12,500. This single audit amount may increase if the City secures additional federal aid, requiring more audit work. The second year of the proposed agreement has a 3% increase for the noted services.

Due to these unusual circumstances, staff and I are requesting City Council to consider approving a two-year extension of the contractual agreement with Plante Moran, for fiscal years 2022 and 2023. After this two-year extension, staff will issue a Request for Proposal (RFP) for these services, as we value the evaluation of professional services regularly.

F - BID AWARDS/PURCHASES:

NUMBER 1: PURCHASING COORDINATOR – CDBG LAWN SERVICE

In accordance with HUD regulations, the City posted a bid for CDBG funded lawn services. The bid was posted at City Hall and on the MITN online cooperative bidding system where it was emailed to 196 vendors. Out of the 196 vendors who received notice online, 28 vendors downloaded the bid documents. On March 15, 2022, three (3) electronic bids were opened.

The lowest qualified bidder is Net Solutions LLC Lawn & Snow at \$16.00 per lot. Madison Heights used Net Solutions for Code Enforcement mowing during 2021.

Staff and I would respectfully request that Council award the bid to the lowest responsible bidder Net Solutions LLC for a one-year contract at the unit rate of \$16.00 per lot for the 2022 mowing season. We would also respectfully request that Council authorize the City to proceed to the next lowest qualified bidders, Allen's Landscape & Lawn Services LLC at unit pricing of \$33.50 per lot or Gratiot Landscaping at unit pricing of \$42.00 per lot in the event that the contract with Net Solutions is cancelled due to non-performance or other issues.

NUMBER 2: FIRE CHIEF – SELF-CONTAINED BREATHING APPARATUS (SCBA)

Funds were included in the upcoming proposed FY 2023 Budget for the purchase new Self-Contained Breathing Apparatus (SCBA). New SCBAs are needed to replace worn-out, damaged, and outdated SCBAs that were purchased in 2013 and meet the National Fire Protection Agency (NFPA) Standard.

Over the past month, a committee met with representatives from three leading manufacturers of SCBA; 3M Scott, Drager, and MSA. The committee researched, field-tested, reviewed pricing and cost of maintenance. Based upon the committee's work and input for the department members, MSA's G1 SCBA was the overwhelming choice. MSA is also the current manufacturer of the department's SCBA. Utilizing MSA for this purchase will provide significant savings of over \$50,000 because the department will not have to change the manufacturer of the current air bottles and will not have to replace the two Rapid Intervention Team rescue packs.

Our meetings with each manufacturer noted the substantial increase in cost over in the coming months. The current proposed budget was \$220,000. 3M Scott advised the committee of an additional 10% increase coming April 1st, and MSA has a 9.54% increase on April 15th.

To take advantage of the current lower pricing, staff and I are requesting City Council approve the purchase of SCBA ahead of the July 1st fiscal year. The early purchase will save approximately \$22,000 in additional cost.

Apollo Fire Equipment Company & Fire Apparatus Repair, Inc. (Apollo Fire Equipment) is the only authorized provider of the MSA SCBA equipment in Michigan making this a sole source purchase. Therefore, staff and I request the purchase of MSA G1 SCBAs and related equipment to complete the project from Apollo Fire Equipment in the amount of \$219,257.

G - ORDINANCES:

NUMBER 1: CITY CLERK ORDINANCE NO. 2179, PRECINCT BOUNDARY DESCRIPTIONS, POLLING LOCATIONS AND PRECINCT NUMBERS – SECOND READING

Due to the 2020 Decennial Census, the State of Michigan has undergone reapportionment of elected offices including U.S. House of Representatives, State Senate and State House Representative, and County Commissioner.

Every precinct in Madison Heights has been affected by these changes and all of our elected representative districts have changed. For both the U.S. House and State Senate, the City of Madison Heights has been kept whole; in the State House, all but Precinct 7 is in the same district. Our new numbers are as follows:

U.S. House of Representative District 11

State Senate Representative District 3

State House Representative District 8 (all precincts except Precinct 7)

District 57 (Precinct 7 only)

County Commissioner District 3

Due to a delayed approval of the final maps by Michigan Independent Citizens Redistricting Commission, we just received the final maps in January. When making any changes to district maps, it is appropriate to review and make any changes to precinct boundaries at the same time. After review and analysis, I am recommending the following precinct changes:

1. Change the number of precincts from 11 to 9. This is accomplished by:

a. Permanently combining Precinct 5 & Precinct 6. These two precincts have been temporarily combined over the past two election cycles with no issues.

b. Combining $\frac{1}{2}$ of current Precinct 1 (north of Lincoln) into Precinct 2 and the other $\frac{1}{2}$ of current Precinct 1 (south of Lincoln) into Precinct 3. Previously, Precinct 2 was our second lowest registered voter count. By splitting Precinct 1 into these precincts, both Precinct 2 and Precinct 3 will have similar registered voter counts. Historically, we have combined two precincts in the non-federal and state elections due to these lower counts.

2. Changing the precinct numbers of combined current Precinct 5&6 to new Precinct 1; change current Precinct 11 to new Precinct 5 and change current Precinct 10 to new Precinct 6. This is just an administrative change and will allow for precincts to be numbered 1-9 consecutively; Precincts 1-4 will be Madison District (Precinct 2 will also have a small number of Royal Oak Schools voters) and Precinct 5-9 will be in the Lamphere District.

In addition, I am recommending these modifications due to the change in voting patterns in the City. Since the passage of Proposal 18-3 in 2018, 70% of our turnout has been absentee voting and 30% in-person, reducing the stress on the polling locations on Election Day. This will also be a cost savings to the City, reducing the number of ballot styles to be printed as well as decreases the number of required Election Inspectors we hire for each election.

As required by MCL 168.661(3), on March 9, 2022 the Election Commission approved a resolution with the proposed changes. According to the City Charter, precinct changes also require an ordinance change.

Agenda Comments

March 28, 2022

Page 5

Based on these considerations, staff recommends that City Council adopt Ordinance No. 2179 - Precinct Boundary Descriptions, Polling Locations, and Precinct Numbers, on second reading.

**CITY OF MADISON HEIGHTS
ELECTRONIC COUNCIL AGENDA REQUEST FORM**

SUBMITTED TO: _____

SUBMITTED BY: _____ DATE: _____

FOR CONSIDERATION AT THE COUNCIL MEETING OF: _____

ACTION REQUESTED

PRESENTATION _____	FUTURE PUBLIC HEARING _____
PUBLIC HEARING – SPECIAL APPROVAL _____	BID AWARDS / PURCHASES _____
PUBLIC HEARING – OTHER _____	ORDINANCE - FIRST _____
COMMUNICATION _____	ORDINANCE - SECOND _____
REPORT _____	OLD BUSINESS _____

DESCRIPTION OF ITEM

IF ORDINANCE, CITE TITLE/CHAPTER SECTIONS

POLICY CONSIDERATION

FINANCIAL IMPACT

No Impact _____	Fee Waiver Proposed _____
Budgeted Fund Name(s) _____	Department Name _____
Appropriated in Acct. No. _____	Budget Amount _____
Amount Available in Acct. _____	
Second Account Number _____	Budget Amount _____
Amount Available in 2 nd Acct. _____	Revenue Generated _____
Other Comments _____	

REVIEW CHECKLIST

DEPARTMENT _____ DATE _____

DEPARTMENT _____ DATE _____

CITY MANAGER _____ DATE _____

Cheryl Rottmann

From: Melissa Marsh
Sent: Thursday, March 17, 2022 9:33 AM
To: Zachary McKenzie
Cc: Cheryl Rottmann
Subject: RE: Compensation Commission Resignation

Hello Zach,

I'm sorry to see you leaving Madison Heights but I wish you the best!

Thank you for your services on the Compensation Commission.

Melissa Marsh

-----Original Message-----

From: Zachary McKenzie [<mailto:mckenzie.zachary@gmail.com>]
Sent: Tuesday, March 15, 2022 12:23 PM
To: Melissa Marsh
Subject: Compensation Commission Resignation

Hi Melissa,

I'm writing to inform you that I am resigning from the Elected Official Compensation Commission, effective immediately. I have sold my residence in Madison Heights.

I have enjoyed serving the community through the Elected Official Compensation Commission over the past several years. It has been a great experience. I thank the City Council for the appointment & opportunity to serve.

Best Regards,

Zach McKenzie
248-648-9716

**CITY OF MADISON HEIGHTS
ELECTRONIC COUNCIL AGENDA REQUEST FORM**

SUBMITTED TO: Melissa Marsh, City Manager

SUBMITTED BY: Cheryl Rottmann, City Clerk DATE: 03/24/22

FOR CONSIDERATION AT THE COUNCIL MEETING OF: 03/28/22

ACTION REQUESTED

PRESENTATION _____	FUTURE PUBLIC HEARING _____
PUBLIC HEARING – SPECIAL APPROVAL _____	BID AWARDS / PURCHASES _____
PUBLIC HEARING – OTHER _____	ORDINANCE - FIRST _____
COMMUNICATION _____	ORDINANCE - SECOND _____
REPORT _____	OLD BUSINESS _____

DESCRIPTION OF ITEM

Meredith Fleischer - Resignation from the Arts Board.

IF ORDINANCE, CITE TITLE/CHAPTER SECTIONS

POLICY CONSIDERATION

Meredith Fleischer has submitted her resignation from the Arts Board. Staff recommends accepting the resignation and declaring her seat vacant.

FINANCIAL IMPACT

No Impact _____	✓	Fee Waiver Proposed _____
Budgeted Fund Name(s) _____		Department Name _____
Appropriated in Acct. No. _____		Budget Amount _____
Amount Available in Acct. _____		
Second Account Number _____		Budget Amount _____
Amount Available in 2 nd Acct. _____		Revenue Generated _____
Other Comments _____		

REVIEW CHECKLIST

DEPARTMENT	<u>Cheryl Rottmann, City Clerk</u>	DATE	<u>03/24/22</u>
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DEPARTMENT	_____	DATE	_____
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CITY MANAGER	<u>Melissa R. Marsh, City Manager</u>	DATE	<u>03/22/22</u>
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Annette Boucher

From: Cheryl Rottmann
Sent: Wednesday, March 23, 2022 4:08 PM
To: Annette Boucher
Subject: FW: Arts Board Resignation

From: Meredith Fleischer
Sent: Wednesday, March 23, 2022 4:07:56 PM (UTC-05:00) Eastern Time (US & Canada)
To: Cheryl Rottmann
Cc: Amber Platzke
Subject: Arts Board Resignation

Hi Cheryl,
Unfortunately, this email is my official resignation from the MH Arts Board.

I appreciate the opportunity to be a part of the MH Arts Community and I hope/plan to revisit membership when I have the bandwidth to actually participate outside of just attending meetings.

My apologies for any inconvenience.
Please let me know if you need anything else from me.

Best Regards,
Meredith

sent from my iPhone

**CITY OF MADISON HEIGHTS
ELECTRONIC COUNCIL AGENDA REQUEST FORM**

SUBMITTED TO: _____

SUBMITTED BY: _____ DATE: _____

FOR CONSIDERATION AT THE COUNCIL MEETING OF: _____

ACTION REQUESTED

PRESENTATION _____	FUTURE PUBLIC HEARING _____
PUBLIC HEARING – SPECIAL APPROVAL _____	BID AWARDS / PURCHASES _____
PUBLIC HEARING – OTHER _____	ORDINANCE - FIRST _____
COMMUNICATION _____	ORDINANCE - SECOND _____
REPORT _____	OLD BUSINESS _____

DESCRIPTION OF ITEM

IF ORDINANCE, CITE TITLE/CHAPTER SECTIONS

POLICY CONSIDERATION

FINANCIAL IMPACT

No Impact _____	Fee Waiver Proposed _____
Budgeted Fund Name(s) _____	Department Name _____
Appropriated in Acct. No. _____	Budget Amount _____
Amount Available in Acct. _____	
Second Account Number _____	Budget Amount _____
Amount Available in 2 nd Acct. _____	Revenue Generated _____
Other Comments _____	

REVIEW CHECKLIST

DEPARTMENT _____ DATE _____

DEPARTMENT _____ DATE _____

CITY MANAGER _____ DATE _____

DATE: March 21, 2022

TO: City Council

FROM: Melissa R. Marsh, City Manager
Tim Burns, Assistant City Attorney

SUBJECT: Administrative Hearing Officer

As Council is aware, Kimberly Wilson retired as the 43rd District Court Magistrate effective April 30, 2021. Before her retirement in March 2021, City Council approved the appointment of Michael Mitchell to serve in this Magistrate role. At that time, Ms. Wilson was retained to serve as our Administrative Hearing Officer on an as-needed basis.

Since April 2021, Ms. Wilson has relocated outside the area and is not readily available to conduct Administrative Hearings. Therefore staff has contacted Michael Mitchell regarding his interest in serving as the City's Administrative Hearing Officer. He is interested and has proposed an hourly rate consistent with his magistrate's hourly rate. This rate is currently \$66.10 per hour. Given that the Hearing Officer's decision may only be appealed to Oakland County Circuit Court under City Code, we do not believe there would be an inherent conflict of interest by having Mr. Mitchell serve as our Hearing Officer.

We recommend that Council appoint Michael Mitchell as the Administrative Hearing Officer according to City Code Section 7-32 for Business Licenses Non-Renewal, Suspension and Revocation Hearings.

attachment

C: Corey Haines, Deputy City Manager/Police Chief
Cheryl Rottmann, City Clerk

Sec. 7-32. Cause for denial, non-renewal, suspension or revocation.

Any license issued under this chapter may be initially denied, denied renewal, suspended or revoked by a city department for the following reasons:

- (1) Fraud, misrepresentation, false statement, or withholding of information contained in the application for license;
- (2) Fraud, misrepresentation, false statement or withholding of information made in the operation of a business;
- (3) Violations of federal law, state law or local ordinances;
- (4) Failure to comply with all conditions, standards, plans or agreements entered into, or imposed by the city, in connection with the issuance or continuance of the license, or failure to comply with all agreements or judgments entered into subsequent to the issuance of the license;
- (5) Existence of any conditions listed under section 7-27;
- (6) Maintenance of a nuisance upon, or in connection with, the licensed premises including, but not limited to, any of the following:
 - a. The property is in violation of the building, electrical, mechanical, plumbing, zoning, health, fire prevention, property maintenance or other applicable regulatory codes;
 - b. A pattern of patron conduct in the neighborhood of the licensed premises that is in violation of the law or disturbs the peace, order and tranquility of the neighborhood;
 - c. Failure to maintain the grounds and exterior of the licensed premises, including litter, debris or refuse blowing or being deposited upon adjoining properties;
 - d. Activity on the licensed premises that disturbs the peace, order and tranquility in the neighborhood of the licensed premises;
 - e. Any advertising, promotion or activity in connection with the licensed premises which by its nature causes, creates or contributes to disorder, disobedience to rules, ordinances or laws, or contributes to the disruption of normal activity of those in the neighborhood of the licensed premises.
- (7) Failure by the licensee to permit the inspection of the licensed premises by the city's agents or employees in connection with the enforcement of this section.
- (8) Failure by the licensee to report any change in location, use, ownership or occupancy of the licensed business.
- (9) In addition to the foregoing provisions, **a hearing officer appointed by city council**, may deny renewal, suspend or revoke a license or permit based upon the following considerations:
 - a. The license renewal was subject to applicable provisions of existing policy for new license applicants and licensee or permittee failed to comply.
 - b. The licensee or permittee has failed to comply with all conditions, standards and plans established and approved at the time of issuance or renewal as required.

c. Tax considerations:

1. All licensees owning the property in which their business is located shall be held responsible for paying all real property taxes, personal property taxes and other bills due the city arising from their use and occupancy by their due dates each year.
2. All licensees renting or leasing the property in which their business is located shall be responsible for paying all personal property taxes and other bills due to the city arising from their use of that property by their due dates each year.

(Ord. No. 1062, § 1, 10-12-09; Ord. No. 2115, § 1, 11-14-16)

**CITY OF MADISON HEIGHTS
ELECTRONIC COUNCIL AGENDA REQUEST FORM**

SUBMITTED TO: Honorable Mayor and City Council

SUBMITTED BY: Melissa R. Marsh, City Manager DATE: 03/22/22

FOR CONSIDERATION AT THE COUNCIL MEETING OF: 03/28/22

ACTION REQUESTED

PRESENTATION _____	FUTURE PUBLIC HEARING _____
PUBLIC HEARING – SPECIAL APPROVAL _____	BID AWARDS / PURCHASES _____
PUBLIC HEARING – OTHER _____	ORDINANCE - FIRST _____
COMMUNICATION _____	ORDINANCE - SECOND _____
REPORT _____ <input checked="" type="checkbox"/>	OLD BUSINESS _____

DESCRIPTION OF ITEM

Two-year contract extension for financial auditing services with Plante Moran

IF ORDINANCE, CITE TITLE/CHAPTER SECTIONS

POLICY CONSIDERATION

See attached report. Due to the unprecedented financial circumstances, staff is recommending a two-year extension with Plante Moran for the FY 2022 and FY 2023 financial audits, which follows the recent contract fee schedule.

FINANCIAL IMPACT

No Impact _____	Fee Waiver Proposed _____
Budgeted Fund Name(s) _____	Department Name _____
Appropriated in Acct. No. _____	Budget Amount _____
Amount Available in Acct. _____	
Second Account Number _____	Budget Amount _____
Amount Available in 2 nd Acct. _____	Revenue Generated _____
Other Comments _____	

REVIEW CHECKLIST

DEPARTMENT Linda A. Kunath, Finance Director/Treasurer DATE 03/22/22

DEPARTMENT _____ DATE _____

CITY MANAGER Melissa R. Marsh, City Manager DATE _____



MEMORANDUM

DATE: March 22, 2022
TO: Melissa R. Marsh, City Manager
FROM: Linda A. Kunath, Finance Director
SUBJECT: Audit Services Contract Extension

City Council approved a five-year professional service agreement for financial auditing services with Plante Moran, on March 28, 2016, after an extensive bid process. That agreement expired after the June 30, 2020 audit and a one-year extension was approved on February 8, 2021. Due to prolonged and unprecedented financial times, the need to rely on industry experts for guidance continues, leading us to request consideration for a two-year extension.

The City relies heavily on Plante Moran's guidance during these unique financial circumstances of COVID-19, fluctuating market, and the accounting treatment of federal and other government grants. Over \$2 million of grants and federal financial relief were received last fiscal year. We anticipate being awarded \$4 to \$5 million in pandemic relief and infrastructure improvement grants this current year and next, including American Rescue Plan Act (ARPA), Federal Emergency Management Agency (FEMA) and other grants. Continued reliance on industry leading vendors like Plante Moran is essential to maintaining some continuity and efficiency of the City's financial operations. The potential of switching auditing firms during critical times is less than ideal.

In recognition of the challenges this local government continues to experience during these unprecedented times, Plante Moran has proposed a two-year extension, with modest increases that follow the past fee schedule, for audit services at \$74,900 and financial statement preparation at \$6,350. The City received more than \$750,000 in federal award funds last year and will again the next several fiscal years, which triggers a single audit. Plante Moran is familiar with the federal awards received by the City and has expertise in the single audit process. The proposed single audit cost will be \$12,500. This single audit amount may increase if the City secures additional federal aid, requiring more audit work. The second year of the proposed agreement has a 3% increase for the noted services.

Due to these unusual circumstances, staff and I are requesting City Council to consider approving a two-year extension of the contractual agreement with Plante Moran, for fiscal years 2022 and 2023. After this two-year extension, staff will issue a Request for Proposal (RFP) for these services, as we value the evaluation of professional services regularly.

If you have any questions or need additional information, please contact me.



Plante & Moran, PLLC
Suite 300
19176 Hall Road
Clinton Township, MI 48038
Tel: 586.416.4900
Fax: 586.416.4901
plantemoran.com

March 22, 2022

Ms. Melissa Marsh
City of Madison Heights
300 West Thirteen Mile Road
Madison Heights, MI 48071

Dear Ms. Marsh:

Thank you for your consideration of our extension as auditors for the City. The City has been an important and valued client of our Firm for a long time and we are proud of the relationship we have developed with the City over the past several years. We have found your staff to be very enjoyable to work with and we hope that our services have added value. Our experience is that our long history with our clients is an important element in providing outstanding service. With long-standing relationships, we are able to build the institutional knowledge which helps us understand the financial ramifications of items which may have occurred many years ago.

We hope that we have served the City well during our time as auditors. We have performed timely audits, assisted with accounting issues, made our firm-wide experts available to you to address questions and provide guidance, recommended suggestions for improvements, been available year-round to answer questions free of charge, and worked well with your staff. We have also offered free trainings and tools for you and your staff including our annual client training (replaced by a series of webinars due to the pandemic), periodic webinars on hot-button issues, and proprietary workaids to assist with implementing recent new accounting standards. The continuity of having our Firm perform the audit lessens the distractions for the Finance Department and allows you to avoid spending needless time training auditors.

Our institutional knowledge and strong working relationships with City personnel is particularly important in the current environment for municipal finance. The City is receiving a significant amount of federal grant funding. The Coronavirus Relief Funds triggered a single audit requirement for the first time in several years and the American Rescue Plan Act funds will require an additional single audit(s) when spent. On top of that, the City will be required to implement a significant new accounting pronouncement – GASB Statement No. 87 related to leases. Even if it is determined that there are little or no leases to be recorded under this new standard, preparation and analysis will require significant collaboration between the Finance team and Plante Moran. Existing contracts will need to be reviewed for potential accounting under GASB 87. We'd like to get started on this analysis as soon as possible in order for us both to have sufficient time to address these changes prior to the next audit. To assist with GASB 87 implementation, Plante Moran has prepared a proprietary workaid – which has already been provided to the City – for clients to use to navigate the new standard and document their analysis.

Because we work closely with over 200 municipal clients in the State of Michigan, we understand the financial challenges that communities are facing. We care about our clients and recognize that even with the influx of federal dollars, budgets remain tight. In that spirit, we would like to propose a two-year extension of our services that we believe is fair to both Plante Moran and the City. For the June 30, 2022 audit, we estimate our fees for audit services and financial statements preparation to be \$74,900 and \$6,350, respectively. If a single audit is required for 2022, our estimated fees are \$12,500 for one major program. Each additional major program would require an additional fee of approximately \$8,000. We are not quoting additional fees for GASB 87 implementation as we will be providing initial guidance to the City free of charge, as we have with

other recent pronouncements. We will only propose additional fees to the extent the new standard significantly impacts the amount of work to be done for the audit.

For the June 30, 2023 audit, we estimate our fees for audit services and financial statements preparation to be \$77,150 and \$6,540, respectively. If a single audit is required for 2023, our estimated fees are \$12,875 for one major program. Each additional major program would require an additional fee of approximately \$8,240.

We have taken the liberty to attach a list of our governmental clients. When you look at this list, you can see that we are a leader in the governmental industry. All of our clients get the benefit of the experiences which come from that level of participation. We can share our observations and experiences with the City regarding 'best practices'. We are proud of the many long-term clients included on the list (many over 40 years) as well as the additions of numerous new clients to the firm.

Once again, thank you for the opportunity to serve the City of Madison Heights. The City is an important client to me personally, as well as to Keith Szymanski, Dana Delboy, and to our Firm as a whole. We are appreciative of the opportunity to continue to serve the City and will work very diligently to ensure that the audit is effective and efficient.

If you have any questions, please contact me at 586-416-4937.

Very truly yours,

PLANTE & MORAN, LLP



Lisa C. Plonka
Partner

Governmental audit clients

Our client roster includes more than 500 governmental entities, 200 K-12 education and public school district clients, 75 colleges and universities, and 1,000 not-for-profit entities across the country. Below is a sample of the governmental clients we serve. Entities that have received a Certificate of Achievement for Excellence in Financial Reporting from the GFOA are marked with an asterisk (*).

MUNICIPALITIES

- City of Akron, OH
- City of Allen Park
- City of Auburn Hills
- Township of Benton
- City of Berkley
- Village of Berrien Springs
- Village of Beverly Hills
- City of Birmingham*
- City of Bloomfield Hills
- City of Brighton*
- Township of Brownstown
- City of Buchanan
- City of Burton
- Township of Canton*
- City of Charlotte*
- City of Chelsea
- Chesterfield Township
- Township of Clinton
- City of Clio*
- City of Coloma
- City of Columbus, OH*
- Township of Commerce
- City of Davison
- Davison Township
- City of Dearborn*
- City of Dearborn Heights
- City of Detroit*
- City of East Lansing*
- City of Eastpointe
- City of Farmington
- Fenton Township
- Flint Township
- Village of Franklin Park, IL*
- City of Garden City
- City of Gibraltar
- Township of Grand Blanc*
- City of Grand Rapids*
- City of Grosse Pointe
- City of Grosse Pointe Farms
- City of Grosse Pointe Woods*
- Township of Hamburg
- City of Harbor Beach
- City of Harper Woods
- Township of Highland
- Village of Holly
- Township of Huron
- Independence Township*
- Township of Keeler
- City of Lathrup Village
- Township of Lincoln
- City of Lincoln Park
- City of Livonia
- City of Longmont, CO
- City of Loveland
- Township of Macomb
- City of Madison Heights
- Township of Marshall
- City of Melvindale
- Township of Milford
- Village of Milford
- City of Monroe*
- City of Mt. Clemens
- City of Mt. Morris
- Township of Mt. Morris
- Orion Township
- City of Port Huron*
- City of Northville
- Township of Northville*
- Oakland Township
- Township of Plymouth
- Township of Redford
- City of Richmond
- City of Riverview
- City of Rockwood
- City of Romulus
- City of Roseville
- City of Saline
- Township of Scio
- Township of Shelby
- City of South Lyon
- City of Southfield*
- City of Southgate
- City of St. Joseph
- City of Sterling Heights*
- City of Swartz Creek
- City of Taylor
- City of Trenton
- Township of Van Buren
- Vienna Township
- City of Warren*
- Township of Washington
- Township of Waterford*
- Township of West Bloomfield
- City of Westland
- White Lake Township
- City of Wixom
- City of Woodhaven
- City of Wyandotte

*Awarded the Certificate of Achievement for Excellence in Financial Reporting from the GFOA.

COUNTIES AND OTHER GOVERNMENTAL UNITS

COUNTIES

- Genesee County*
- Ingham County*
- Livingston County
- Macomb County*
- Oakland County*
- Wayne County*

COUNTY ROAD COMMISSIONS AND OTHER RELATED ENTITIES

- County Road Association
Self-Insurance Fund
(CRASIF)
- Genesee County Road
Commission
- Kalamazoo County Road
Commission
- Kent County Road
Commission
- Michigan County Road
Commission Self-
Insurance Pool*
- Road Commission for
Oakland County
- Washtenaw County Road
Commission

DISTRICT COURTS

- 16th District Court
- 17th District Court
- 18th District Court
- 19th District Court*
- 20th District Court
- 21st District Court
- 23rd District Court
- 25th District Court
- 27th District Court
- 28th District Court
- 32A District Court
- 33rd District Court
- 35th District Court
- 37th District Court
- 39th District Court
- 41A District Court
- 41B District Court
- 47th District Court
- 51st District Court

LIBRARIES

- Auburn Hills Library
- Canton Public Library
- Flint Public Library
- Northville District Library
- Redford District Library
- Salem-South Lyon Library
- Saline District Library
- West Bloomfield Library
- Willard Library
- Wixom Public Library

STATE OF MICHIGAN

- Mackinac Bridge Authority
- Michigan Bureau of State
Lottery*
- Michigan Education Trust
- Michigan Finance
Authority
- Michigan Legislature
- Michigan Municipal
League
- Michigan State Housing
Development Authority

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PUBLIC TRANSPORTATION CLIENTS

- Ann Arbor Area Transportation Authority, MI
- Berrien County Road Commission, MI
- Bishop International Airport Authority, MI
- Bradley International Airport, CT
- Capital Area Transportation Authority, MI
- Central Ohio Transit Authority, OH
- City of Mount Clemens Dial-A-Ride funds, MI
- Coleman A. Young International Airport, MI
- Columbus Regional Airport Authority, OH
- Connecticut Airport Authority, CT
- Conway-Horry County Airport, SC
- Denver Regional Transportation District, CO
- Des Moines Airport Authority, IA
- Detroit Department of Transportation, MI
- Detroit Metropolitan Wayne County Airport, MI
- Mass Transportation Authority, MI
- Fort Lauderdale-Hollywood International Airport, FL
- Gerald R. Ford International Airport, MI
- Genesee County Road Commission, MI
- Golden Gate Bridge Highway and Transportation District, CA
- Grand Junction Regional Airport, CO
- Hampton Roads Transit (HRT), VA
- Hillsborough Area Regional Transit Authority, FL
- Hillsborough County Aviation Authority (Tampa Airport), FL
- Indianapolis Airport Authority, IN
- John Glenn (Columbus) International Airport, OH
- Kansas City Area Transit Authority (KCATA), MO
- Los Angeles County Employees Retirement Association (LACERA), CA
- Los Angeles County Metropolitan Transportation Authority (LA Metro), CA
- Louisville Regional Airport Authority, KY
- Mackinac Bridge Authority, MI
- Miami International Airport, FL
- Michigan County Road Commission Self-Insurance Pool, MI
- Milwaukee County Transit, WI
- Milwaukee County – General Mitchell International Airport, WI
- Muhammad Ali International Airport, KY
- Municipal Employees' Retirement System of Michigan (MERS of Michigan), MI
- Nankin Transit Commission, MI
- Nashville International Airport, TN
- New Hampshire Retirement System (NHRS), NH
- Oakland County International Airport, MI
- Oakland/Southwest Airport, MI
- Oakland/Troy Airport, MI
- Ohio Port of Greater Cincinnati Development Authority, OH
- Ohio Transit Risk Pool, OH
- Ohio Turnpike and Infrastructure Commission, OH
- Pittsburgh International Airport (PIT), PA
- Redford Township - own transportation funds, MI
- Regional Transportation Authority of Illinois, IL
- Regional Transportation Authority of Southeast Michigan, MI
- Rhode Island Airport Corporation, RI
- Road Commission for Oakland County, MI
- Sarasota Manatee Airport Authority, FL
- Spokane Airport Board, WA
- Suburban Mobility Authority for Regional Transportation (SMART), MI
- T.F. Greene International Airport, RI
- Tampa International Airport, FL
- Washington and Bruce Townships STAR, MI
- Washtenaw County Road Commission, MI
- State Departments of Transportation in Alaska, Colorado, Iowa, Louisiana, Mississippi, Missouri, Oregon, Washington

PUBLIC UTILITIES

- Benton Harbor – St. Joseph Joint Sewage Disposal Board, MI
- Central Wayne County Sanitation Authority, MI
- Cheyenne's Board of Public Utilities, WY
- City of Cheyenne, Wyoming's Board of Public Utilities, WY
- City of Columbia, MO
- City of Dearborn Heights, MI
- City of Independence Utilities, MO
- City of Independence, MO
- City of Kirkwood, MO
- City of Longview, TX
- City of Milan, MI
- City of Norman, OK
- City of Palo Alto, CA
- City of Peoria, IL
- City of Pinellas Park, FL
- City of Roswell, GA
- City of Seattle Light Department
- City of Southfield, MI
- City of Wauwatosa, WI
- City of Winter Park, FL
- Detroit Water and Sewage, MI
- Downriver Utility Wastewater Authority, MI
- East Lansing – Meridian Water and Sewer Authority, MI
- Emerald Coast Utilities Authority, FL
- Fenner Valley Water Authority, CA
- Ferndale, MI
- Fraser, MI
- Genesee County Drain Commission Division of Water and Waste Services, MI
- Great Lakes Water Authority, MI
- Hamilton County and the Metropolitan Sewer District of Greater Cincinnati, OH
- Hampton Roads Sanitation District, VA
- Hillsdale Board of Public Utilities, MI
- Inkster, MI
- Karegnondi Water Authority, MI
- Las Vegas Valley Water District, NV
- Louisville and Jefferson County Metropolitan Sewer District, KY
- Michigan Public Power Agency, MI
- New Baltimore, MI
- New Braunfels Utilities, TX
- North Miami Beach, FL
- Northern Colorado Water Conservancy District, CO
- Northern Water and Municipal Subdistrict, CO
- Pittsburg Water and Sewer Authority, PA
- Pleasant Ridge, MI
- Santa Clara Valley Water District, CA
- Solid Waste Authority of Central Ohio, OH
- Solid Waste Authority of Palm Beach County, FL
- South Huron Valley Utility Authority, MI
- Southeast Macomb Sanitary District, MI
- Southeastern Oakland County Water Authority, MI
- SW Barry County Sewer & Water Authority, MI
- Todd Creek Village Metropolitan District, CO
- Toho Water Authority, FL
- Town of Jupiter, FL
- Village of Elk Grove, IL
- Village of Mt. Prospect, IL
- Village of Wellington, FL
- Wayne, MI
- Western Townships Utilities Authority, MI
- Wyandotte Municipal Service Commission, MI

Those highlighted in teal above represent water and sewer utility clients that operate as separate authorities or districts.

OTHER GOVERNMENTAL UNITS

- Aerotropolis Development Corporation
- Attorneys Title Guarantee Fund
- Battle Creek Unlimited, Inc.
- Benton Harbor-St. Joseph Joint Sewage Disposal Board
- Birmingham Area Cable Board
- Bishop International Airport
- Boulder Housing Partners, CO
- Buchanan Dial-A-Ride
- Canton Regional Chamber Health Fund
- Capital Area Transportation Authority (CATA)
- Central Wayne County Sanitation Authority
- Chicago Teachers Pension Fund*
- Christian Brothers Services Risk Pooling Trust
- Cincinnati Metropolitan Housing Authority
- Colorado Health Facilities Authority
- Columbus-Franklin County Finance Authority
- Columbus Metropolitan Housing Authority
- Columbus Regional Airport Authority*
- Conference-Western Wayne
- Connecticut Airport Authority
- County Risk Sharing Authority
- County Road Association Self-Insurance Fund
- Davison Richfield Area Fire Authority
- Denton County Transportation Authority
- Denver Housing Authority
- Denver Regional Transportation District
- Des Moines Airport
- Detroit Housing Commission
- Detroit Retirement Systems
- Detroit VEBAs
- Detroit Wayne Integrated Health Network
- Downriver Community Conference
- Downriver Mutual Aid
- Downriver Utility Wastewater Authority
- East Lansing-Meridian Water and Sewer Authority
- Fiddler's Business Improvement District
- Flint Area Enterprise Community
- Franklin County Municipal Clerk of Courts
- Franklin Park Conservatory
- Genesee County 911 Consortium
- Genesee County Drain Commission
- Gerald R. Ford International Airport
- Governmental Interinsurance Exchange
- Grand Junction Regional Airport Authority
- Grand Rapids Housing Commission
- Huron Clinton Metropark Authority*
- Illinois Association of School Boards and Illinois Association of School Administrators
- Sponsored Illinois School District Agency
- Michigan Community College Risk Management Authority
- Michigan County Road Commission Self-Insurance Pool
- Michigan Education Trust
- Michigan Municipal League Liability & Property Pool
- Michigan Municipal League Workers' Compensation Fund
- Michigan Municipal Risk Management Authority
- Michigan Public Power Agency
- Mid-Ohio Regional Planning Commission
- Middle Cities Risk Management Trust
- Monroe County Retirement System
- Municipal Employees Retirement System of Michigan (MERS)*
- Nankin Transit Commission
- National Conference of State Legislatures
- New Hampshire Retirement System*
- Northern Colorado Water Conservancy District and Municipal Subdistrict
- Northville Community Recreation Commission
- Oakland County Art Institute Authority
- Oakland County Public Transportation Authority
- Oakland County Zoological Authority
- Ohio School Plan
- Ohio Turnpike
- Older Persons' Commission
- Park District Risk Management Agency
- Pittsburgh International Airport
- Pontiac Retirement Systems
- Port of Greater Cincinnati Development Authority
- Resource Recovery and Recycling Authority of Southwest Oakland County
- Rhode Island Airport Corporation
- Risk Management Association of the RCEC
- RiverSouth Authority
- Saline Area Fire Department
- Sarasota Manatee Airport Authority
- SEG Self-Insurers Workers' Compensation Fund
- South Huron Valley Utility Authority
- South Macomb Disposal Authority
- South Macomb Oakland Regional Services Authority
- Southeast Macomb Sanitary District
- Southeast Michigan Community Alliance (SEMCA)

- Illinois Association of School Boards and Illinois Association of School Administrators Sponsored Workers' Compensation Self-Insurance Trust
- Illinois Medical District Commission
- Illinois Municipal Retirement Fund*
- Intergovernmental Risk Management Association
- Karegnondi Water Authority
- Lansing Housing Commission
- Los Angeles County Retirement Association*
- Louisville Airport Authority
- Lowry Redevelopment Authority
- Macomb County Art Authority
- Macomb County COMET (Enforcement Team)
- Macomb County Zoological Authority
- MAISL Risk Management Trust
- MASB-SEG Property/Casualty Pool, Inc. and Subsidiary
- Metro Police Authority of Genesee
- Metropolitan Nashville Airport Authority
- Michigan Assisted Living Workers' Compensation Fund
- Southeast Michigan Council of Governments (SEMCOG)
- Southeast Oakland County Resource Recovery Authority (SOCRRA)
- Southeastern Oakland County Water Authority (SOCWA)
- Suburban Mobility Authority for Regional Transportation (SMART)
- STAR Ohio
- Taylor Community Development Corporation
- Todd Creek Village Metropolitan District
- Warren Police & Fire Retirement System
- Washington & Bruce Township Parks & Recreation
- Washington & Bruce Township Star Transportation
- Wayne County Airport Authority*
- West Bloomfield Parks and Recreation Commission
- West Michigan Risk Management Trust
- West Michigan Workers' Compensation Fund
- Western Michigan Health Insurance Pool
- Western Townships Utilities Authority
- Workers Compensation Self Insurance Trust
- Wyandotte Municipal Service Commission

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**CITY OF MADISON HEIGHTS
ELECTRONIC COUNCIL AGENDA REQUEST FORM**

SUBMITTED TO: _____

SUBMITTED BY: _____ DATE: _____

FOR CONSIDERATION AT THE COUNCIL MEETING OF: _____

ACTION REQUESTED

PRESENTATION _____	FUTURE PUBLIC HEARING _____
PUBLIC HEARING – SPECIAL APPROVAL _____	BID AWARDS / PURCHASES _____
PUBLIC HEARING – OTHER _____	ORDINANCE - FIRST _____
COMMUNICATION _____	ORDINANCE - SECOND _____
REPORT _____	OLD BUSINESS _____

DESCRIPTION OF ITEM

IF ORDINANCE, CITE TITLE/CHAPTER SECTIONS

POLICY CONSIDERATION

FINANCIAL IMPACT

No Impact _____	Fee Waiver Proposed _____
Budgeted Fund Name(s) _____	Department Name _____
Appropriated in Acct. No. _____	Budget Amount _____
Amount Available in Acct. _____	
Second Account Number _____	Budget Amount _____
Amount Available in 2 nd Acct. _____	Revenue Generated _____
Other Comments _____	

REVIEW CHECKLIST

DEPARTMENT _____ DATE _____

DEPARTMENT _____ DATE _____

CITY MANAGER _____ DATE _____

DATE: March 16, 2022

TO: Melissa R. Marsh, City Manager

FROM: Amy J. Mischak, HR Director/Purchasing Coordinator

RE: ITB 1056 – CDBG Lawn Services

In accordance with HUD regulations, the City posted a bid for CDBG funded lawn services. The bid was posted at City Hall and on the MITN online cooperative bidding system (www.mitn.info), where it was emailed to 196 vendors. Out of the 196 vendors who received notice online, 28 vendors downloaded the bid documents. On March 15, 2022, three (3) electronic bids were opened.

The lowest qualified bidder is Net Solutions LLC Lawn & Snow at \$16.00 per lot. Madison Heights used Net Solutions for Code Enforcement mowing during 2021. I spoke with Deputy City Manager/Police Chief Haines and he indicated that given the scope of work he thought they might work out well for this contract. I also called the owner of Net Solutions, Julian Burrows, and discussed his ability to fulfil the contractual obligations, and we agreed that they should be able to do so, and if not we would have the option to cancel the contract as is typical for CDBG Lawn Services.

Staff and I would respectfully request that Council award the bid to the lowest responsible bidder Net Solutions LLC for a one-year contract at the unit rate of \$16.00 per lot for the 2022 mowing season. We would also respectfully request that Council authorize the City to proceed to the next lowest qualified bidders, Allen's Landscape & Lawn Services LLC at unit pricing of \$33.50 per lot or Gratiot Landscaping at unit pricing of \$42.00 per lot in the event that the contract with Net Solutions is cancelled due to non-performance or other issues.

Please let me know if you have any questions or concerns. Thank you for your consideration.

**CDBG
Bid Tabulation
Deadline February 18, 2021**

Description of Item: City of Madison Heights CDBG Lawn Services (Home Chore Mowing)

Bid #1043 # of Bids Sent: 185 # Vendors who downloaded specs: 25 # of Bids Received : 7

	Vendor	Phone #	Contact Person	Base Price/RFP Evaluation Points*	Price Per Lot	Comments
1	Net Solutions LLC	313-54-4027	Julian Burrows		\$16.00	
2	Allen's Landscape & Lawn Services LLC	313-318-2604	Bernard Allen Jr		\$33.50	
3	Gratiot Landscaping	586-859-7059	Wade Daley		\$42.00	

PRICING SECTION

ALL FORMS (pages 8 through 11) must be completed in full and returned with your electronic bid.
PLEASE SEE PRIOR INSTRUCTIONS FOR ELECTRONIC SUBMITTAL
THE CITY IS NOT REQUIRING A BID BOND FOR ITB #1056

Join Zoom Meeting for Bid Opening ITB 1056 – CDBG Lawn Care:

Tuesday, March 15, 2022 - 2:05 pm

<https://us02web.zoom.us/j/8490182635>

Meeting ID: 849 018 2635

One tap mobile +13126266799,,8490182635# US (Chicago)

Number of full-time employees 10 Number of part-time employees 5

Years in Business: 10

List of Equipment to be used FOR THIS CONTRACT (attach additional sheets as necessary):

10 Craftsman push lawn mower 10 Craftsman Leaf blower
10 Craftsman Hedge trimmers
1 Craftsman 54" Zero turn

Price per lot (avg. 60' x 120')

\$ 18

Payment Terms: Contractor will be paid on a bi-weekly basis.

COMPANY INFORMATION

Signature Julian Burrows

Print name/title Julian Burrows

Company NET SOLUTIONS LLC

Address 17151 Howe Street

Detroit, MI 48205

Phone 313 544 4027 Fax _____ Date 03/14/2022

Email: Julian.Burrows@yahoo.com

Questions regarding services to be provided should be directed to Jennifer Cowan at (248) 545-3464.

References:

Please list contact information for three (3) references; municipalities preferred:

1. Contact Name: Minnie Pearce
Company/Municipality Name: Detroit Public Schools
Address: 3011 W. Grand Blvd Detroit, MI 48202
Contact Phone: (313) 433-2676
Contact Fax () N/A
Contact Email Address: Minnie.Pearce@detroitk12.org
2. Contact Name: Wanda Jones
Company/Municipality Name: City of Ecorse
Address: 3869 W. Jefferson Ave Ecorse, MI 48229
Contact Phone: (313) 294-3740
Contact Fax () N/A
Contact Email Address: WJones@ecorsemi.gov
3. Contact Name: James Williams
Company/Municipality Name: Midwest Construction
Address: 12009 E McNichols Rd Detroit MI 48204
Contact Phone: (248) 537 5729
Contact Fax () N/A
Contact Email Address: James.williams@yahoo.com

INDEMNIFICATION, DEFEND AND HOLD HARMLESS AGREEMENT

KNOW ALL MEN BY THESE PRESENTS: That NETSOLUTIONS LLC (Contractor/Company)
By and through the undersigned Tullian Burrows (Individual),
Its President (Title), respectively, agrees to indemnify and hold harmless the City of
Madison Heights, a Michigan Municipal Corporation, 300 W. Thirteen Mile Road, Madison Heights, Michigan
48071, (hereinafter "City"), its Council, officers, administrators, employees, attorneys, affiliates, successors and
assigns from any and all liability arising, directly or indirectly, from the following activity:

In the event any suit, proceeding, claim, loss, damage, cost, charge or expense shall be brought against the City,
its Council, officers, administrators, employees, attorneys, affiliates, successors and assigns by virtue of the
above-referenced activity, hereby covenants and agrees to assume the defense thereof and defend the same at its
own expense and pay all costs, charges, attorney fees and any other expenses related thereto. Notwithstanding
the foregoing, this Indemnification, Defend and Hold Harmless Agreement excludes the sole acts and/or the
sole omissions to act on the part of the City of Madison Heights.

Tullian Burrows
(Signature of person submitting bid)

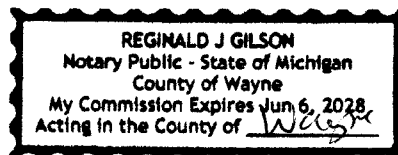
Subscribed and sworn this 15th day of March, 2022 before me, a Notary Public in and for
said County.

Reginald J. Gilson
Notary Public

County of Wayne

My Commission Expires: June 6, 2028

Acting in County of Wayne



NON-COLLUSION AFFIDAVIT

Return this completed form with your sealed bid.

Julian Burrows being duly sworn deposes and says:

That ~~he~~ she is President of NETSOLUTIONS LLC
(state official capacity in firm)

The party making the foregoing proposal or bid, that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price or that of any other bidder, or to secure the advantage against the City of Madison Heights or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

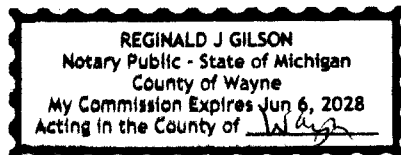
Julian Burrows
(Signature of person submitting bid)

Subscribed and sworn this 15th day of March, 2022 before me, a Notary Public in and for said County.

Reginald J. Gilson
Notary Public

My Commission Expires:

June 6th 2028



**CITY OF MADISON HEIGHTS
ELECTRONIC COUNCIL AGENDA REQUEST FORM**

SUBMITTED TO: _____

SUBMITTED BY: _____ DATE: _____

FOR CONSIDERATION AT THE COUNCIL MEETING OF: _____

ACTION REQUESTED

PRESENTATION _____	FUTURE PUBLIC HEARING _____
PUBLIC HEARING – SPECIAL APPROVAL _____	BID AWARDS / PURCHASES _____
PUBLIC HEARING – OTHER _____	ORDINANCE - FIRST _____
COMMUNICATION _____	ORDINANCE - SECOND _____
REPORT _____	OLD BUSINESS _____

DESCRIPTION OF ITEM

IF ORDINANCE, CITE TITLE/CHAPTER SECTIONS

POLICY CONSIDERATION

FINANCIAL IMPACT

No Impact _____	Fee Waiver Proposed _____
Budgeted Fund Name(s) _____	Department Name _____
Appropriated in Acct. No. _____	Budget Amount _____
Amount Available in Acct. _____	
Second Account Number _____	Budget Amount _____
Amount Available in 2 nd Acct. _____	Revenue Generated _____
Other Comments _____	

REVIEW CHECKLIST

DEPARTMENT _____ DATE _____

DEPARTMENT _____ DATE _____

CITY MANAGER _____ DATE _____

MADISON HEIGHTS



FIRE DEPARTMENT

To: Melissa Marsh, City Manager
From: Greg Lelito, Fire Chief
CC: Amy Mischak, Human Resource/Purchasing Director
Date: March 22, 2022
Re: Capital Purchase

Funds have been allocated to purchase new Self-Contained Breathing Apparatus (SCBA) in the 2022 - 2023 fiscal year budget. New SCBAs are needed to replace worn-out, damaged, and outdated SCBAs. The current SCBAs were purchased in 2013 and meet the National Fire Protection Agency (NFPA) 1981, Standard on Open-Circuit SCBA for Emergency Services, 2007 Standard.

The NFPA establishes standards to which SCBA manufacturers must adhere to build SCBA. NFPA standards are revised every five years to improve firefighter safety and implement technological advancements. New SCBAs must meet the NFPA's 2019 SCBA standard.

Over the past month, a committee met with representatives from three leading manufacturers of SCBA; 3M Scott, Drager, and MSA. The committee researched, field-tested, reviewed pricing and cost of maintenance. Based upon the committee's work and input for the department members, MSA's G1 SCBA was the overwhelming choice. MSA is the current manufacturer of the department's SCBA. The factors that led to the committee's decision included comfort, maneuverability, ease of use, enhanced technology, and MSA was the only manufacturer that offered an integrated thermal imaging camera on each SCBA pack. Also, with the selection of MSA, the City will see a significant saving of over \$50,000 because the department will not have to change the manufacturer of the current air bottles and will not have to replace the two Rapid Intervention Team rescue packs.

Our meetings with each manufacturer noted the substantial increase in cost over the past year. The current allocated budget to replace the SCBAs is \$220,000. 3M Scott advised the committee of an additional 10% increase coming April 1st and MSA has a 9.54% increase on April 15th. Staff requests City Council approval of the purchase of SCBA ahead of the July 1st fiscal year. The early purchase will save approximately \$22,000 in additional cost.

Apollo Fire Equipment Company & Fire Apparatus Repair, Inc. (Apollo Fire Equipment) is the only authorized provider of the MSA SCBA equipment in Michigan. Apollo has provided the attached quote in the amount of \$219,256.18. Staff and recommend that Council approve the purchase of MSA G1 SCBAs and related equipment to complete the project.

If you should have any questions or comments regarding this issue, I'd be happy to respond to them.

David Duddles, Sales Representative
Cell: (810) 877-5501
dduddles@apollofire.com

**CITY OF MADISON HEIGHTS
ELECTRONIC COUNCIL AGENDA REQUEST FORM**

SUBMITTED TO: Melissa Marsh, City Manager

SUBMITTED BY: Cheryl E. Rottmann, City Clerk DATE: 03/09/22

FOR CONSIDERATION AT THE COUNCIL MEETING OF: 03/14/22

ACTION REQUESTED

PRESENTATION	<u>✓</u>	FUTURE PUBLIC HEARING	
PUBLIC HEARING – SPECIAL APPROVAL	<u> </u>	BID AWARDS / PURCHASES	<u> </u>
PUBLIC HEARING – OTHER	<u> </u>	ORDINANCE - FIRST	<u> </u>
COMMUNICATION	<u> </u>	ORDINANCE - SECOND	<u>✓</u>
REPORT	<u> </u>	UNFINISHED BUSINESS	<u> </u>

DESCRIPTION OF ITEM

Ordinance No. 2179, Amendment to Chapter 10, Section 10-1 - Precinct Boundary Descriptions, Polling Locations, and Precinct Numbers

IF ORDINANCE, CITE TITLE/CHAPTER SECTIONS

Chapter 10, Section 10-1

POLICY CONSIDERATION

Please see attached memo.

FINANCIAL IMPACT

No Impact	Fee Waiver Proposed
Budgeted Fund Name(s) <u>FORMS AND PRINTING</u>	Department Name <u>ELECTIONS</u>
Appropriated in Acct. No. <u>101-191-7290</u>	Budget Amount <u>\$2,200</u>
Amount Available in Acct. <u> </u>	
Second Account Number <u>Postage 101-248-8500</u>	Budget Amount <u>\$3,800</u>
Amount Available in 2 nd Acct. <u> </u>	Revenue Generated <u> </u>
Other Comments <u> </u>	

REVIEW CHECKLIST

DEPARTMENT	<u>Cheryl E. Rottmann, City Clerk</u>	DATE	<u>03/04/22</u>
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DEPARTMENT	<u>Larry Sherman, City Attorney</u>	DATE	<u>03/04/22</u>
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CITY MANAGER	<u>Melissa R. Marsh, City Manager</u>	DATE	<u>03/08/22</u>
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MEMO

Office of the City Clerk

To: Melissa Marsh, City Manager

From: Cheryl Rottmann, City Clerk

Date: March 9, 2022

RE: Precinct Changes

Due to the 2020 Decennial Census, the State of Michigan has undergone reapportionment of elected offices including U.S. House of Representatives, State Senate and State House Representative, and County Commissioner. Every precinct in Madison Heights has been affected by these changes and all of our elected representative districts have changed. For both the U.S. House and State Senate, the City of Madison Heights has been kept whole; in the State House, all but Precinct 7 is in the same district. Our new numbers are as follows:

U.S. House of Representative	District 11
State Senate Representative	District 3
State House Representative	District 8 (all precinct except Precinct 7)
	District 57 (Precinct 7 only)
County Commissioner	District 3

Due to a delayed approval of the final maps by Michigan Independent Citizens Redistricting Commission, we just received the final maps in January. When making any changes to district maps, it is appropriate to review and make any changes to precinct boundaries at the same time. After review and analysis, I am recommending the following precinct changes:

1. Change the number of precincts from 11 to 9. This is accomplished by:
 - a. Permanently combining Precinct 5 & Precinct 6. These two precincts have been temporarily combined over the past two election cycles with no issues arising from the consolidation. They will continue to vote at Madison Elementary.

- b. Combining $\frac{1}{2}$ of current Precinct 1 (north of Lincoln) into Precinct 2 and the other $\frac{1}{2}$ of current Precinct 1 (south of Lincoln) into Precinct 3. Previously, Precinct 2 was our second lowest registered voter count. By splitting Precinct 1 into these precincts, both Precinct 2 and Precinct 3 will have similar registered voter counts. Historically, we have combined two precincts in the non-federal and state elections due to these lower counts.
2. Changing the precinct numbers of combined current Precinct 5&6 to new Precinct 1; change current Precinct 11 to new Precinct 5 and change current Precinct 10 to new Precinct 6. This is just an administrative change and will allow for precincts to be numbered 1-9 consecutively; Precincts 1-4 will be Madison District (Precinct 2 will also have a small number of Royal Oak Schools voters) and Precinct 5-9 will be in the Lamphere District.

In addition, I am recommending these modifications due to the change in voting patterns in the City. Since the passage of Proposal 18-3 in 2018, 70% of our turnout has been absentee voting and 30% in-person, reducing the stress on the polling locations on Election Day. This will also be a cost savings to the City, reducing the number of ballot styles to be printed as well as decreases the number of required Election Inspectors we hire for each election.

As required by MCL 168.661(3), on March 9, 2022 the Election Commission approved a resolution with the proposed changes. According to the City of Madison Heights Charter, precinct changes also require an ordinance change. April 4th is the deadline to submit precinct changes to the State of Michigan.

As required by MCL 168.499(3), a new voter registration card must be sent to each registered voter affected by a change. New voter registration cards will be sent to approximately 22,600 registered voters in the City. I am planning on sending these new cards out in June or July to keep the changes fresh in voters' minds for the August election and allow for any pending litigation at the State level to resolve itself.

Based on these considerations, staff recommends that City Council adopt Ordinance No. 2179 - Precinct Boundary Descriptions, Polling Locations, and Precinct Numbers, on First Reading and Schedule the Second Reading for March 28, 2022.

ORDINANCE NO. 2179

AN ORDINANCE TO AMEND ORDINANCE 571, BEING AN ORDINANCE CODIFYING AND ADOPTING A NEW CODE OF ORDINANCES FOR THE CITY OF MADISON HEIGHTS BY AMENDING CHAPTER 10, SECTION 10-1, OF THE CODE OF ORDINANCES, CITY OF MADISON HEIGHTS, MICHIGAN, TO ALTER VOTING PRECINCT BOUNARY LINES, DECREASE THE TOTAL NUMBER OF VOTING PRECINCTS TO 9 AND ESTABLISH NEW VOTING PRECINCT NUMBERS.

THE CITY OF MADISON HEIGHTS ORDAINS:

Section 1.

That Chapter 10, Section 10-1 of the Code of Ordinance, City of Madison Heights, Michigan, is hereby repealed in its entirety and replace as follows:

Sec. 10-1. Precincts established; numbers, boundaries.

- (a) There is hereby established, in the City of Madison Heights, ~~11~~⁹ voting precincts to be used by the electors of the City of Madison Heights for the purpose of casting their ballots at all future elections.
- (b) The following precincts are hereby established and shall be referred to by number, as follows:

~~Precinct No. 1 shall be the area bounded on the north by Eleven Mile; on the east by John R Road; on the south by Ten Mile; and on the west by the Chrysler Expressway (I 75). The voting place shall be at the Wilkinson Middle School located at 26524 John R Road.~~ shall be the area bounded as follows: Beginning at the intersection of the center line of John R Road and Gardenia Avenue; thence east along the center line of Gardenia Avenue to the southwest corner of Beauty Built Manor Subdivision; thence north along the west subdivision line of Beauty Built Manor Subdivision and Steven Heights Subdivision to the northwest corner of Steven Heights Subdivision; thence east along the north subdivision line of Steven Heights Subdivision to the center line of Dequindre Road; thence south along the center line of Dequindre Road to the center line of Eleven Mile Road; thence west along the center line of Eleven Mile Road to the center line of John R Road; thence north along the center line of John R Road to the point of beginning. The voting place shall be at the Madison Elementary School located at 27107 Hales Street.

Precinct No. 2 shall be the area bounded as follows: Beginning at the intersection of Gardenia and John R Road; thence south along John R Road to ~~Eleven Mile~~ **Lincoln**; thence west along ~~Eleven Mile~~ **Lincoln** to the Chrysler Expressway; thence north along the Chrysler Expressway to

First Reading:

Second Reading:

Effective:

Bellaire; thence east along Bellaire to Dartmouth; thence east along Gardenia to the point of beginning. The voting place shall be at ~~the Korean First Central United Methodist Church located at 500 W. Gardenia.~~
Wilkinson Middle School located at 26524 John R Road.

Precinct No. 3 shall be the area bounded on the north by Lincoln Avenue; on the east by Dequindre Road; on the south by Ten Mile Road; and on the west by ~~John R Road~~ **the Chrysler Expressway**. The voting place shall be at the Wilkinson Middle School located at 26524 John R Road.

Precinct No. 4 shall be the area bounded on the north by Eleven Mile; on the east by Dequindre Road; on the south by Lincoln Avenue; and on the west by John R Road. The voting place shall be at the Wilkinson Middle School located at 26524 John R Road.

~~*Precinct No. 5* shall be the area bounded as follows: Beginning at the intersection of the center line of John R Road and Gardenia Avenue; thence east along the center line of Gardenia Avenue to the southwest corner of Beauty Built Manor Subdivision; thence north along the west subdivision line of Beauty Built Manor Subdivision and Steven Heights Subdivision to the northwest corner of Steven Heights Subdivision; thence east along the north subdivision line of Steven Heights Subdivision to the center line of Dequindre Road; thence south along the center line of Dequindre Road to the center line of Eleven Mile Road; thence west along the center line of Eleven Mile Road to the center line of John R Road; thence north along the center line of John R Road to the point of beginning. The voting place shall be at the Madison Elementary School located at 27107 Hales Street.~~ **shall be the area bounded as follows: Beginning as the intersection of the Chrysler Expressway and Fourteen Mile; thence east along Fourteen Mile to Dequindre; thence south along Dequindre to Thirteen Mile; thence west along Thirteen Mile to John R Road; thence south along John R Road to Twelve Mile; thence west along Twelve Mile to the Chrysler Expressway; thence north along the Chrysler Expressway to the point of beginning. The voting place shall be at the Madison Heights Public Library located at 240 West Thirteen Mile Road.**

~~*Precinct No. 6* shall be the senior citizen buildings at Madison Tower located at 27777 Dequindre, the Solberg Tower located at 27787 Dequindre and Madison Manor located at 27795 Dequindre. The voting place shall be at the Madison Solberg Activities Center located at 27783 Dequindre.~~ **shall be the area bounded on the north by Thirteen Mile Road; on the east by Dequindre Road; on the south by the north boundary lines of the southwest and southeast one-fourth of Section 12, Township 1 North, Range 11 East; and on the west by John R Road. The voting place shall be at the Simonds Elementary School located at 30000 Rose.**

Precinct No. 7 shall be the area bounded as follows: Beginning at the intersection of Twelve Mile Road and Campbell Road; thence north along

First Reading:

Second Reading:

Effective:

Campbell Road to the southwest corner of parcel 25-02-101-043 also being the corporation line between the City of Madison Heights and the City of Royal Oak; thence east along the southerly boundary of parcel 25-02-101-043 to the southeast corner of parcel 25-02-101-043 also being the corporation line between the City of Madison Heights and the City of Royal Oak; thence north along the west line of the Mally's Industrial Subdivision No. 2 which is the east boundary line of parcel 25-02-101-043, parcel 25-02-101-059, and parcel 25-02-101-058 also being the corporation line between the City of Madison Heights and the City of Royal Oak to the northeast corner of parcel 25-02-101-058; thence west along the north boundary line of parcel 25-02-101-058 and parcel 25-02-101-052 which is also the corporation line between the City of Madison Heights and the City of Royal Oak to the northwest corner of parcel 25-02-101-052 also being the centerline of Campbell Road; thence north along Campbell Road to Fourteen Mile Road; thence east along Fourteen Mile Road to the Chrysler Expressway; thence south along the Chrysler Expressway to Twelve Mile Road; thence west along Twelve Mile Road to the point of beginning. The voting place shall be at the James S. McCann Administration Building located at 31201 Dorchester.

Precinct No. 8 shall be the area bounded as follows: Beginning at the intersection of Twelve Mile Road and the Chrysler Expressway; thence east along Twelve Mile Road to John R Road to Point A; thence south along John R Road to Gardenia Avenue; thence west along Gardenia to Dartmouth Street; thence north along Dartmouth Street to Bellaire Avenue; thence west along Bellaire Avenue to the Chrysler Expressway; thence north along the Chrysler Expressway to the point of beginning; thence continuing from said Point A north along John R Road to a line parallel to the south one-half of Section 12, Township 1 North, Range 11 East; thence east to Dequindre Road; thence south along Dequindre Road to Twelve Mile Road; thence west along Twelve Mile to Point A. The voting place shall be at the Senior Citizen Center located at 29448 John R. Road.

Precinct No. 9 shall be the area bounded as follows: Beginning at the intersection of Gardenia Avenue and John R Road; thence north along John R Road to Twelve Mile Road; thence east along Twelve Mile Road to Dequindre Road; thence south along Dequindre Road to the northeast corner of the Steven Heights Subdivision; thence west along the north subdivision line of the Steven Heights Subdivision; thence south along the west subdivision line of the Steven Heights Subdivision and the Beauty Built Manor Subdivision to a point on the southwest corner of the Beauty Built Manor Subdivision; thence west along the east-west one-quarter section line of Section 13, Township 1 North Range 11 East along Gardenia Avenue to the centerline of Rialto Street; thence south along Rialto Street to the centerline of Gardenia Avenue; thence west along the centerline of Gardenia Avenue to the centerline of Lorenz Avenue; thence north along

First Reading:

Second Reading:

Effective:

Lorenz Avenue to the center of Gardenia Avenue; thence west along Gardenia Avenue to the point of the beginning. The voting place shall be at the Edmondson Elementary School located at 621 East Katherine.

~~Precinct No. 10 shall be the area bounded on the north by Thirteen Mile Road; on the east by Dequindre Road; on the south by the north boundary lines of the southwest and southeast one fourth of Section 12, Township 1 North, Range 11 East; and on the west by John R Road. The voting place shall be at the Simonds Elementary School located at 30000 Rose.~~

~~Precinct No. 11 shall be the area bounded as follows: Beginning as the intersection of the Chrysler Expressway and Fourteen Mile; thence east along Fourteen Mile to Dequindre; thence south along Dequindre to Thirteen Mile; thence west along Thirteen Mile to John R Road; thence south along John R Road to Twelve Mile; thence west along Twelve Mile to the Chrysler Expressway; thence north along the Chrysler Expressway to the point of beginning. The voting place shall be at the Madison Heights Public Library located at 240 West Thirteen Mile Road.~~

Section 2. Repealer.

All ordinances, or parts of ordinances, in conflict with this ordinance are repealed only to the extent necessary to give this ordinance full force and effect.

Section 3. Severability.

Should any section, subdivision, clause, or phrase of this ordinance be declared by the courts to be invalid, the validity of the ordinance as a whole, or in part, shall not be affected other than the part invalidated.

Section 4. Savings.

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect, are saved and may be consummated according to the law in force when they were commenced.

Section 5. Effective Date.

This Ordinance as ordered shall take effect ten (10) days after its adoption and upon publication.

Section 6. Inspection.

A copy of this ordinance may be inspected or purchased at the City Clerk's office between the hours of 8:00 a.m. and 4:30 p.m. on regular business days.

First Reading:

Second Reading:

Effective:

ORDINANCE NO. 2179

AN ORDINANCE TO AMEND ORDINANCE 571, BEING AN ORDINANCE CODIFYING AND ADOPTING A NEW CODE OF ORDINANCES FOR THE CITY OF MADISON HEIGHTS BY AMENDING CHAPTER 10, SECTION 10-1, OF THE CODE OF ORDINANCES, CITY OF MADISON HEIGHTS, MICHIGAN, TO ALTER VOTING PRECINCT BOUNDARY LINES, DECREASE THE TOTAL NUMBER OF VOTING PRECINCTS TO 9 AND ESTABLISH NEW VOTING PRECINCT NUMBERS.

THE CITY OF MADISON HEIGHTS ORDAINS:

Section 1.

That Chapter 10, Section 10-1 of the Code of Ordinance, City of Madison Heights, Michigan, is hereby repealed in its entirety and replace as follows:

Sec. 10-1. Precincts established; numbers, boundaries.

- (a) There is hereby established, in the City of Madison Heights, ~~11~~9 voting precincts to be used by the electors of the City of Madison Heights for the purpose of casting their ballots at all future elections.
- (b) The following precincts are hereby established and shall be referred to by number, as follows:

Precinct No. 1 shall be the area bounded as follows: Beginning at the intersection of the center line of John R Road and Gardenia Avenue; thence east along the center line of Gardenia Avenue to the southwest corner of Beauty Built Manor Subdivision; thence north along the west subdivision line of Beauty Built Manor Subdivision and Steven Heights Subdivision to the northwest corner of Steven Heights Subdivision; thence east along the north subdivision line of Steven Heights Subdivision to the center line of Dequindre Road; thence south along the center line of Dequindre Road to the center line of Eleven Mile Road; thence west along the center line of Eleven Mile Road to the center line of John R Road; thence north along the center line of John R Road to the point of beginning. The voting place shall be at the Madison Elementary School located at 27107 Hales Street.

Precinct No. 2 shall be the area bounded as follows: Beginning at the intersection of Gardenia and John R Road; thence south along John R Road to Lincoln; thence west along Lincoln to the Chrysler Expressway; thence north along the Chrysler Expressway to Bellaire; thence east along Bellaire to Dartmouth; thence east along Gardenia to the point of beginning. The voting place shall be at Wilkinson Middle School located at 26524 John R Road.

First Reading:

Second Reading:

Effective:

Precinct No. 3 shall be the area bounded on the north by Lincoln Avenue; on the east by Dequindre Road; on the south by Ten Mile Road; and on the west by the Chrysler Expressway. The voting place shall be at the Wilkinson Middle School located at 26524 John R Road.

Precinct No. 4 shall be the area bounded on the north by Eleven Mile; on the east by Dequindre Road; on the south by Lincoln Avenue; and on the west by John R Road. The voting place shall be at the Wilkinson Middle School located at 26524 John R Road.

Precinct No. 5 shall be the area bounded as follows: Beginning as the intersection of the Chrysler Expressway and Fourteen Mile; thence east along Fourteen Mile to Dequindre; thence south along Dequindre to Thirteen Mile; thence west along Thirteen Mile to John R Road; thence south along John R Road to Twelve Mile; thence west along Twelve Mile to the Chrysler Expressway; thence north along the Chrysler Expressway to the point of beginning. The voting place shall be at the Madison Heights Public Library located at 240 West Thirteen Mile Road.

Precinct No. 6 shall be the area bounded on the north by Thirteen Mile Road; on the east by Dequindre Road; on the south by the north boundary lines of the southwest and southeast one-fourth of Section 12, Township 1 North, Range 11 East; and on the west by John R Road. The voting place shall be at the Simonds Elementary School located at 30000 Rose.

Precinct No. 7 shall be the area bounded as follows: Beginning at the intersection of Twelve Mile Road and Campbell Road; thence north along Campbell Road to the southwest corner of parcel 25-02-101-043 also being the corporation line between the City of Madison Heights and the City of Royal Oak; thence east along the southerly boundary of parcel 25-02-101-043 to the southeast corner of parcel 25-02-101-043 also being the corporation line between the City of Madison Heights and the City of Royal Oak; thence north along the west line of the Mally's Industrial Subdivision No. 2 which is the east boundary line of parcel 25-02-101-043, parcel 25-02-101-059, and parcel 25-02-101-058 also being the corporation line between the City of Madison Heights and the City of Royal Oak to the northeast corner of parcel 25-02-101-058; thence west along the north boundary line of parcel 25-02-101-058 and parcel 25-02-101-052 which is also the corporation line between the City of Madison Heights and the City of Royal Oak to the northwest corner of parcel 25-02-101-052 also being the centerline of Campbell Road; thence north along Campbell Road to Fourteen Mile Road; thence east along Fourteen Mile Road to the Chrysler Expressway; thence south along the Chrysler Expressway to Twelve Mile Road; thence west along Twelve Mile Road to the point of beginning. The voting place shall be at the James S. McCann Administration Building located at 31201 Dorchester.

First Reading:

Second Reading:

Effective:

Precinct No. 8 shall be the area bounded as follows: Beginning at the intersection of Twelve Mile Road and the Chrysler Expressway; thence east along Twelve Mile Road to John R Road to Point A; thence south along John R Road to Gardenia Avenue; thence west along Gardenia to Dartmouth Street; thence north along Dartmouth Street to Bellaire Avenue; thence west along Bellaire Avenue to the Chrysler Expressway; thence north along the Chrysler Expressway to the point of beginning; thence continuing from said Point A north along John R Road to a line parallel to the south one-half of Section 12, Township 1 North, Range 11 East; thence east to Dequindre Road; thence south along Dequindre Road to Twelve Mile Road; thence west along Twelve Mile to Point A. The voting place shall be at the Senior Citizen Center located at 29448 John R. Road.

Precinct No. 9 shall be the area bounded as follows: Beginning at the intersection of Gardenia Avenue and John R Road; thence north along John R Road to Twelve Mile Road; thence east along Twelve Mile Road to Dequindre Road; thence south along Dequindre Road to the northeast corner of the Steven Heights Subdivision; thence west along the north subdivision line of the Steven Heights Subdivision; thence south along the west subdivision line of the Steven Heights Subdivision and the Beauty Built Manor Subdivision to a point on the southwest corner of the Beauty Built Manor Subdivision; thence west along the east-west one-quarter section line of Section 13, Township 1 North Range 11 East along Gardenia Avenue to the centerline of Rialto Street; thence south along Rialto Street to the centerline of Gardenia Avenue; thence west along the centerline of Gardenia Avenue to the centerline of Lorenz Avenue; thence north along Lorenz Avenue to the center of Gardenia Avenue; thence west along Gardenia Avenue to the point of the beginning. The voting place shall be at the Edmondson Elementary School located at 621 East Katherine.

Section 2. Repealer.

All ordinances, or parts of ordinances, in conflict with this ordinance are repealed only to the extent necessary to give this ordinance full force and effect.

Section 3. Severability.

Should any section, subdivision, clause, or phrase of this ordinance be declared by the courts to be invalid, the validity of the ordinance as a whole, or in part, shall not be affected other than the part invalidated.

Section 4. Savings.

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect, are saved and may be consummated according to the law in force when they were commenced.

First Reading:

Second Reading:

Effective:

Section 5. Effective Date.

This Ordinance as ordered shall take effect ten (10) days after its adoption and upon publication.

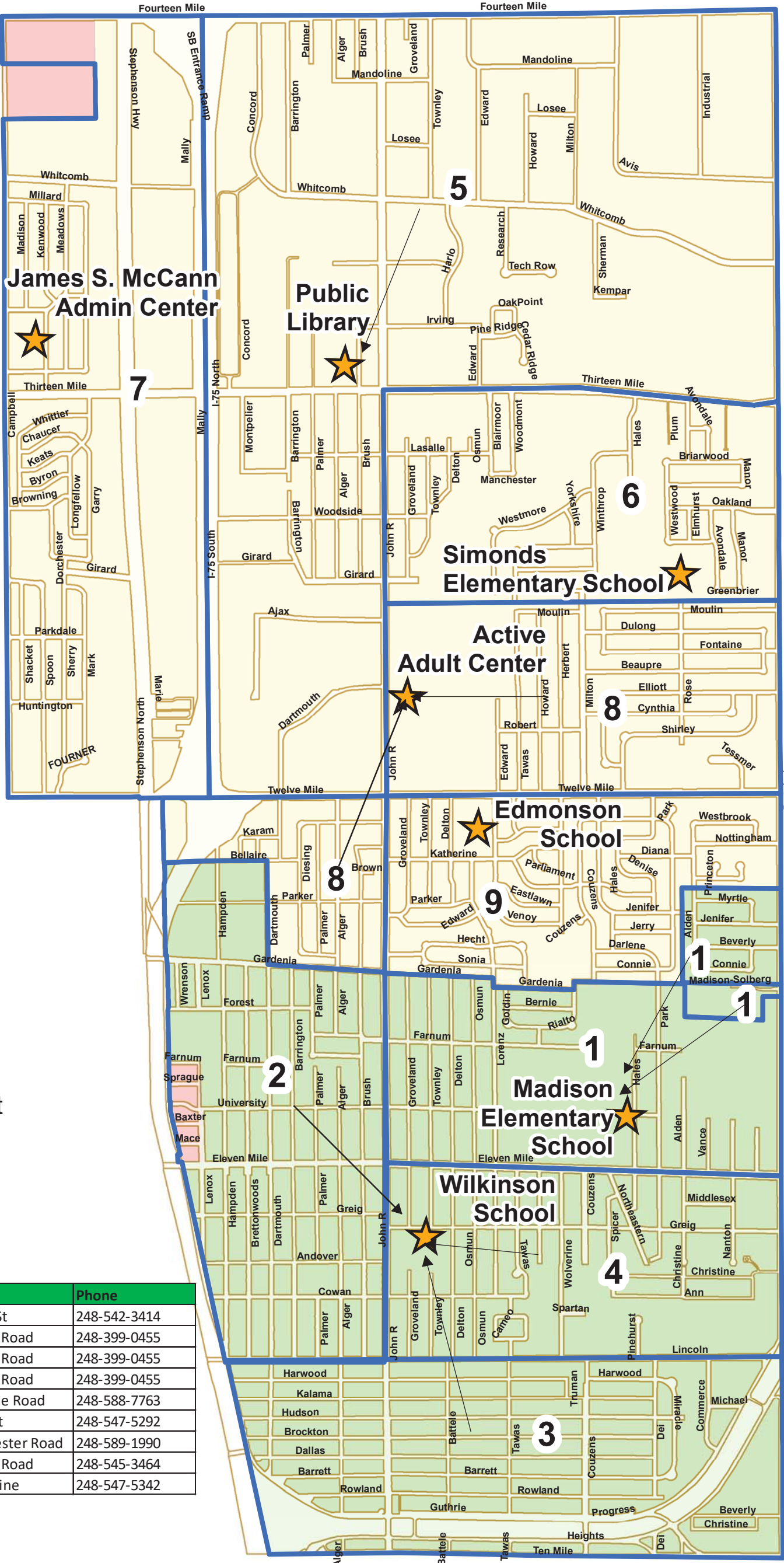
Section 6. Inspection.

A copy of this ordinance may be inspected or purchased at the City Clerk's office between the hours of 8:00 a.m. and 4:30 p.m. on regular business days.

First Reading:
Second Reading:
Effective:



Madison Heights - Voting Precincts



Effective as of August 2, 2022

- Voting Precinct
- Voting Location
- Royal Oak School District
- Lamphere School District
- Madison School District

Voting Precinct	Location	Address	Phone
1	Madison Elementary School	27101 Hales St	248-542-3414
2	Wilkinson School	26524 John R Road	248-399-0455
3	Wilkinson School	26524 John R Road	248-399-0455
4	Wilkinson School	26524 John R Road	248-399-0455
5	Public Library	240 W. 11 Mile Road	248-588-7763
6	Simmonds Elementary School	30000 Rose St	248-547-5292
7	James S. McCann Admin Center	31201 Dorchester Road	248-589-1990
8	Active Adult Center	29448 John R Road	248-545-3464
9	Edmonson School	621 E. Katherine	248-547-5342

Special City Council Meeting
Madison Heights City Council
Madison Heights, Michigan
March 14, 2022

A Special City Council Meeting of the Madison Heights City Council was held on Monday, March 14, 2022 at 7:03 p.m. in the Executive Conference Room at the Municipal Building at 300 West Thirteen Mile Road, Madison Heights, Michigan.

Present: Mayor Grafstein. Councilmembers: Bliss, Fleming, Rohrbach (arrived at 7:10 p.m.), and Wright. City Manager Marsh, City Attorney Sherman, and City Clerk Rottmann.

Absent: Mayor Pro Tem Corbett, Councilman Soltis.

Others Present: Special Legal Counsel Mithani (remotely), DPS Director Almas.

CM-22-69. Excuse Councilmembers.

Motion by Councilman Bliss, seconded by Councilman Fleming to excuse Mayor Pro Tem Corbett, Councilor Rohrbach and Councilman Soltis from tonight's meeting.

Yeas: Bliss, Fleming, Wright, Grafstein

Nays: None

Absent: Corbett, Rohrbach, Soltis

CM-22-70. Meeting Open to the Public.

There were no members of the public wishing to speak.

Due to the number of Councilmembers in attendance, it was City Council's discretion to not enter into Closed Session at this time and keep the meeting open to the public.

Discussion followed on pending litigation *Griffin v Madison Heights*.

Councilor Rohrbach arrived at 7:10 p.m.

CM-22-71. Closed Meeting – Pending Litigation – Griffin v Madison Heights.

Upon the arrival of Councilor Rohrbach, Mayor Grafstein requested a motion to move into Closed Meeting at 7:11 p.m.

Motion by Councilman Bliss, seconded by Councilor Wright to move to a

Closed Meeting to discuss a Pending Litigation – *Griffin v. Madison Heights* that is exempt from disclosure as provided for under Section 8 of the Open Meetings Act.

Roll Call Vote:

Yeas: Bliss, Fleming, Rohrbach, Wright, Grafstein

Nays: None

Absent: Corbett, Soltis

Motion Carried

CM-22-72. Adjournment.

There being no further business, Mayor Grafstein adjourned the meeting at 7:32 p.m.

Roslyn Grafstein
Mayor

Cheryl E. Rottmann
City Clerk

Regular Meeting
Madison Heights City Council
Madison Heights, Michigan
March 14, 2022

A Regular Meeting of the Madison Heights City Council was held on Monday, March 14, 2022 at 7:30 p.m. in the Municipal Building at 300 West Thirteen Mile Road, Madison Heights, Michigan.

Present: Mayor Grafstein. Councilmembers: Bliss, Fleming, Rohrbach, and Wright.

Absent: Mayor Pro Tem Corbett, Councilman Soltis.

Others Present: City Manager Marsh, City Attorney Sherman, and City Clerk Rottmann.

CM-22-73. Excuse Councilmembers.

Motion by Councilman Fleming, seconded by Councilor Wright, to excuse Mayor Pro Tem Corbett and Councilman Soltis from tonight's meeting.

Yeas: Bliss, Fleming, Rohrbach, Wright, Grafstein
Nays: None
Absent: Corbett, Soltis
Motion carried.

Councilman Bliss gave the invocation and the Pledge of Allegiance to the Flag followed.

CM-22-74. Approval of the Agenda.

Motion by Councilman Bliss, seconded by Councilor Wright, to add F-6, Proposal for Sewer Rate Update and Outreach Assistance from OHM Advisors, to the agenda.

Yeas: Bliss, Fleming, Rohrbach, Wright, Grafstein
Nays: None
Absent: Corbett, Soltis
Motion carried.

CM-22-75. Special Approval 22-01 – 630 E 11 Mile Road, Outdoor Seating.

City Manager Marsh reviewed the proposed Special Approval 22-01 for 630 E. 11 Mile Road.

A public hearing was held at 7:39 p.m. to hear comments pertaining to Special Approval 22-01 – 630 E. 11 Mile Road, request to permit outdoor seating. Seeing no public wishing to speak, Mayor Grafstein closed the public hearing at 7:40 p.m.

Motion by Councilman Bliss, seconded by Councilor Wright:

WHEREAS, a Special Approval Board application has been received from 630 E. 11 Mile Road, Request to permit an outdoor seating area associated with a restaurant that serves alcohol in a B-3, General Business District;

WHEREAS, a public hearing was published in the Madison Park News on February 23, 2022 and notices were mailed to property owners within 500 feet of the aforementioned property; and,

WHEREAS, a report has been received from the Community and Economic Development Department stating:

LOCATION: 630 E. 11 Mile Road

REQUEST:

Applicant is proposing an outdoor seating area associated with a restaurant that serves alcohol. The property is zoned B-3, General Business.

BACKGROUND AND ANALYSIS:

The applicant proposes to construct a covered outdoor patio area adjacent to the front façade of Woodpile BBQ. Per the project narrative, approximately 20 to 26 seats will be relocated from the indoor dining area to the patio during summer months. The concept site plan depicts a 36-inch-high decorative enclosure around the patio and ornamental plants between the patio and public sidewalk.

Per Section 10.326(10), outdoor seating areas associated with restaurants that serve alcohol require special use approval through City Council. Additional use-specific standards for outdoor seating areas are contained in Section 10.318(5), which are listed in full at the end of this report.

City Council recently rezoned the property immediately to the west, 26744 Osmun St., from R-3, the applicant intends to utilize this parcel for additional parking. The proposed parking improvements are not subject to this special use review.

EXISTING ZONING AND LAND USE

The table below denotes existing adjacent land uses and zoning designations.

	Existing Land Use	Existing Zoning
Site	Commercial (Restaurant)	B-3, General Business
North (across 11 Mile Rd.)	Commercial (Restaurant)	B-3, General Business
South	Single-Family Residential	R-3, Residential
East (across Lorenz St.)	Duplex	R-3, Residential
West	Vacant (Proposed Parking Lot)	B-3, Residential

The subject site is located along the 11 Mile road corridor within the boundaries of the Downtown Development Authority (DDA) district. Adjacent properties are zoned and used for a mixture of commercial, office, and single and multi-family residential. The subject site is zoned B-3 which, per the Zoning Ordinance, is intended to *“provide sites for more diversified business types and [...] serve passer-by traffic.”*

FUTURE LAND USE AND MASTER PLAN

The table below denotes adjacent future land use designations as contained within the 2021 Madison Heights Master Plan.

	Future Land Use
Site	Commercial
North (across 11 Mile Rd.)	Commercial
South	Single-Family Residential
East (across Lorenz St.)	Multi-Family Residential
West	Commercial

The future land use designation of the subject site is ‘*Commercial.*’ Per the Master Plan, the Commercial designation is intended to provide for a broad range of goods and services. Further, the Master Plan, *“recognizes the need for improvements of the function and appearance of the City’s linear commercial corridors.”*

Findings and Recommendation

Staff offers the following findings for City Council consideration:

1. The applicant requests special use approval for an outdoor seating area associated with a restaurant that serves alcohol at 630 E. 11 Mile Road. The property is zoned B-3, General Business. The proposed patio area is compatible with uses permitted in the B-3, General Business, zoning district.
2. The proposed patio area is located at the front of the property adjacent to 11 Mile Road and will not be detrimental to adjacent residential and commercial properties.
3. The proposed use is consistent and compatible with the description and intent of the '*Commercial*' future land use designation, as contained within the 2021 Master Plan, and will improve the aesthetic appearance of the 11 Mile Road corridor and DDA district.
4. The proposed use generally satisfies the special use approval review standards and criteria listed in Section 10.201(4).
5. The Site Plan Review Committee (SPRC) reviewed the proposed special approval request at their February 23rd, 2022 meeting and did not cite concerns regarding the proposed special use. Separate SRPC approval will be required for the final site plan.

NOW, THEREFORE, BE IT RESOLVED, that the Madison Heights City Council, acting as Special Approval Board in accordance with Section 10.201 of the Code of Ordinances, hereby APPROVES Special Approval 22-01 at 630 E. 11 Mile Road to permit an outdoor seating area associated with a restaurant that serves alcohol in a B-3, General Business District with the condition:

1. The final site plan shall satisfy the use-specific standards for outdoor seating areas contained in Section 10.318(5).

Yeas: Bliss, Fleming, Rohrbach, Wright, Grafstein

Nays: None

Absent: Corbett, Soltis

Motion carried.

CM-22-76. Meeting Open to the Public.

Jennifer Zmarzlik asked for a history of the Amazon development near BJs.

Martha Covert stated that she believes Councilman Soltis needs to have more committee responsibilities.

Merri Busch emailed comments supporting vacant home registration and penalties as well as increased enforcement of landlord licensing.

CM-22-77. Alison Fleming – Resignation from the Crime Commission.

Motion by Councilor Rohrbach, seconded by Councilman Bliss, to accept the resignation of Alison Fleming from the Crime Commission, declare the seat vacant and send a Certificate of Appreciation.

Yeas: Bliss, Fleming, Rohrbach, Wright, Grafstein

Nays: None

Absent: Corbett, Soltis

Motion carried.

CM-22-78. 2022 RCOC Summer Maintenance Agreement.

Motion by Councilor Wright, seconded by Councilor Rohrbach, to approve the 2022 RCOC Summer Maintenance Agreement with the Road Commission for Oakland County and authorize the Mayor and City Clerk to sign on behalf of the City.

Yeas: Bliss, Fleming, Rohrbach, Wright, Grafstein

Nays: None

Absent: Corbett, Soltis

Motion carried.

CM-22-79. Confirmation of Library Director.

Motion by Councilor Rohrbach, seconded by Councilor Wright, to confirm the City Manager's appointment of Vanessa Verdun-Morris as the new Library Director, effective March 28, 2022.

Yeas: Bliss, Fleming, Rohrbach, Wright, Grafstein

Nays: None

Absent: Corbett, Soltis

Motion carried.

CM-22-80. Code Enforcement Mowing and Debris Removal

Motion by Councilman Bliss, seconded by Councilor Rohrbach, to award the bid for Code Enforcement mowing and debris removal to Triple D's Lawncare and Property Preservation LLC for a contract through June 30, 2023 at the unit rates indicated, with option to extend on a year-to-year basis thereafter upon written agreement of the parties and authorize the City to contract with alternate vendors in the event that the contract with Triple D's Lawncare & Property Preservation is cancelled due to non-performance or other issues, provided that the alternate vendor guarantees unit pricing at or below that of Triple D's Lawncare & Property Preservation through June 30, 2023.

Yeas: Bliss, Fleming, Rohrbach, Wright, Grafstein
Nays: None
Absent: Corbett, Soltis
Motion carried.

CM-22-81. Major and Local Sectional Concrete Repairs.

Motion by Councilor Rohrbach, seconded by Councilman Fleming, to concur with the recommendation of our City Engineer and award the bid for the 2022 Major and Local Sectional Concrete Repairs to the lowest responsible bidder, Cipparrone Contracting, Inc., of Southfield, Michigan, for the total project amount of \$1,091,948.

Yeas: Bliss, Fleming, Rohrbach, Wright, Grafstein
Nays: None
Absent: Corbett, Soltis
Motion carried.

CM-22-82. R-3 Residential Road Projects.

Motion by Councilman Bliss, seconded by Councilman Fleming, to concur with the recommendation of our City Engineer and award the bid for the 2022 R-3 Residential Road Projects to the lowest responsible bidder, Cipparrone Contracting, Inc., of Southfield, Michigan, for the total project amount of \$1,494,824.50; and exercise options for years two and three, making this a three year bid award.

Yeas: Bliss, Fleming, Rohrbach, Wright, Grafstein
Nays: None
Absent: Corbett, Soltis
Motion carried.

**CM-22-83. Replacement of Fire Department Vehicle #704
(Rescind Motion CM-21-304).**

Motion by Councilman Fleming, seconded by Councilor Wright, to rescind approval of the prior purchase of one Chevy Silverado 1500 Pickup Truck to Todd Wenzel Chevrolet for \$31,065, Motion CM-21-304 of 10/25/21.

Yeas: Bliss, Fleming, Rohrbach, Wright, Grafstein
Nays: None
Absent: Corbett, Soltis
Motion carried.

CM-22-84. Replacement of Fire Department Vehicle #704 – Budget Amendment.

Motion by Councilor Rohrbach, seconded by Councilman Fleming, to approve a Budget Amendment of \$9,898 to account 101-336-9850-000.

Yeas: Bliss, Fleming, Rohrbach, Wright, Grafstein
Nays: None
Absent: Corbett, Soltis
Motion carried.

CM-22-85. Replacement of Fire Department Vehicle #704.

Motion by Councilor Wright, seconded by Councilor Rohrbach, to approve the purchase of one 2022 F-150 SuperCrew to Signature Ford, of Owosso, Michigan, as quoted in the amount of \$45,898.00.

Yeas: Bliss, Fleming, Rohrbach, Wright, Grafstein
Nays: None
Absent: Corbett, Soltis
Motion carried.

CM-22-86. Civic Center Complex Bid Package #2 – Structural Steel and Roofing Materials.

Motion by Councilman Bliss, seconded by Councilman Fleming, to award the bid for the Structural Steel to Ross Structural- Steel, Inc. and Roof Insulation to Benson's Building Supply for an amount including allowances and contingencies of \$553,257.

Yeas: Bliss, Fleming, Rohrbach, Wright, Grafstein
Nays: None
Absent: Corbett, Soltis
Motion carried.

CM-22-87. Proposal for Sewer Rate Update and Outreach Assistance from OHM Advisors - Budget Amendment.

Motion by Councilman Bliss, seconded by Councilor Rohrbach, to approve a budget amendment of \$76,000 to 590-590-8180-000.

Yeas: Bliss, Fleming, Rohrbach, Wright, Grafstein
Nays: None
Absent: Corbett, Soltis
Motion carried.

CM-22-88. Proposal for Sewer Rate Update and Outreach Assistance from OHM Advisors

Motion by Councilman Bliss, seconded by Councilor Wright, to approve the contract for Sewer Rate Update and Outreach Assistance from OHM Advisors in an amount not to exceed \$76,000.

Yeas: Bliss, Fleming, Rohrbach, Wright, Grafstein

Nays: None

Absent: Corbett, Soltis

Motion carried.

CM-22-89. Ordinance No. 2179 – Precinct Boundary Descriptions, Polling Locations and Precinct Numbers – First Reading.

Motion by Councilor Rohrbach, seconded by Councilman Fleming, to adopt Ordinance No. 2179, Precinct Boundary Descriptions, Polling Locations and Precinct Numbers, by name and title only on First Reading, as follows and schedule a Second Reading for March 28, 2022.

**ORDINANCE NO. 2179
CITY OF MADISON HEIGHTS,
OAKLAND COUNTY, MICHIGAN**

An Ordinance to add to Ordinance No. 571, being an Ordinance codifying and adopting a new Code of Ordinances for the City of Madison Heights by amending Chapter 10, Section 10-1, of the Code of Ordinances, City of Madison Heights, Michigan, to alter voting precinct boundary lines, decrease the total number of voting precincts to 9 and establish new voting precinct numbers.

Yeas: Bliss, Fleming, Rohrbach, Wright, Grafstein

Nays: None

Absent: Corbett, Soltis

Motion carried.

CM-22-90. Minutes.

Motion by Councilman Bliss, seconded by Councilor Wright, to approve the Regular City Council meeting minutes of 02-28-22, as printed.

Yeas: Bliss, Fleming, Rohrbach, Wright, Grafstein

Nays: None

Absent: Corbett, Soltis

Motion carried.

CM-22-91. Boards and Commission Appointments.

Brownfield Redevelopment and Downtown Development Authority Boards

Motion by Councilor Rohrbach, seconded by Councilman Fleming, to confirm with the Mayor's appointments to the Brownfield Redevelopment and Downtown Development Authority Boards as follows:

Name:	Term Type:	Term Expiration:
Rickey Busler	Regular	02-28-26
Gordon Davignon	Regular	02-28-26

Yeas: Bliss, Fleming, Rohrbach, Wright, Grafstein

Nays: None

Absent: Corbett, Soltis

Motion carried.

Crime Commission

Motion by Councilor Rohrbach, seconded by Councilman Fleming, to confirm Mayor's appointment of Peg Marentette to a regular term on the Crime Commission to expire 8/31/23 and declare her alternate seat vacant.

Yeas: Bliss, Fleming, Rohrbach, Wright, Grafstein

Nays: None

Absent: Corbett, Soltis

Motion carried.

CM-22-92. Mayor and Council - Comments.

Councilman Bliss stated that the City is doing lots of great things in the community. Please join us at Planning Commission, Arts Board, or any other meetings you may be interested in and consider joining our boards and commissions.

Councilor Wright stated that the 2nd annual Juneteenth is approaching and they are looking for participants for the rib competition as well as vendors. If you are interested, more information is available on the website or Facebook page. Juneteenth is an event for everyone. He expressed congratulations to the two law enforcement officers who received a promotion to Captain and Lieutenant. He wished his rainbow baby, Tiffany, a very Happy 9th Birthday.

City Attorney Sherman welcomed the City's new Library Director.

City Manager Marsh had no comments this evening.

City Clerk Rottmann had no comments this evening.

Councilor Rohrbach stated that spring is on her mind. Over the past few years, she has helped with spring cleanup and she is looking forward to the event and working together as a community. The cleanup date will be in early to mid-April. She will be heading to the State of the County address tomorrow and looking forward to see what Oakland County is going to be able to accomplish on behalf of our City. She stated that she will also be going to the MML conference on Wednesday and looking forward to talking to State officials to move things forward for the City.

Councilman Fleming thanked Councilman Levin for helping obtain \$500,000 for the modernization of our Library. This funding will really help to get things done. He welcomed the Library Director. He stated that he attended the Jeffry Brozich Healthy Heart Foundation fundraiser. This foundation will assist in extra cardiac screening for first responders to help prevent cardiac issues before they actually happen. He announced that the Fire Department is selling shirts for autism awareness and proceeds are going to Healing Haven which provides autism services to Madison Heights.

Mayor Grafstein welcomed to our new Library Director. She stated that lots of changes are happening at the Library. She commented that when she was at the Library recently she didn't notice any Passover children books and suggested this might be something the HREC could work on. She noted that the Fire Department sold autism awareness shirts last year and the money raised went to build a playground at Healing Haven. She stated that inclusion is important. Mayor Grafstein provided a history of Council's work on vacant property registration, but stated she would have legal to look into again and will update the public if anything changes. Thursday is St. Patrick's Day and the DDA is promoting a Green Crawl. She thanked Jennifer Zmarzlik for spearheading the event. She continued that this is an opportunity for all to see what we have to offer and there are a variety of things for all ages. She encourages everyone to participate. She thanked Councilor Rohrbach for attending the State of County. She noted that City Council has one employee and that is the City Manager. If you have concerns about a Council member, you can voice your opinion, but you need to reach out to Council members directly. The next meeting is March 28th.

CM-22-93. Adjournment.

There being no further business, the meeting was adjourned at 8:38 p.m.

Roslyn Grafstein
Mayor

Cheryl E. Rottmann
City Clerk