CITY OF ROMULUS – CITY COUNCIL
REGULAR MEETING AGENDA
July 6, 2021
7:30 PM

Pledge of Allegiance

Roll Call

1. **Agenda**
   - **A.** Approval of Agenda
2. **Minutes**
   - **A.** Approval of minutes from the regular meeting held on Monday, June 28, 2021, at 7:30 p.m.
   - **B.** Approval of minutes from the special meeting(s) held on Monday, June 28, 2021, at 6:45 p.m. to discuss the enhancement and enrollment into WRAP Option 1 Program.
3. **Petitioner**
4. **Chairperson's Report, John Barden, Mayor Pro-Tem**
   - **A.** Approval of the Chairperson's Report
5. **Mayor's Report – LeRoy D. Burcroff, Mayor**
   - **A.** Lease Agreement between the City of Romulus and Detroit Metro Airport Center LLC
   - **B.** Piggyback on NCPA Contract for RPD Carpet Replacement
   - **C.** Extension of pricing from ITB 20/21-05 with Davenport Masonry for the South and West Elevation Structural Repairs at Fire Station 4
6. **Clerk's Report – Ellen L. Craig-Bragg, Clerk**
   - **A.** **FOR YOUR INFORMATION:** Memo from Clerk's Department regarding DocuSign Contract
7. **Treasurer's Report – Stacy Paige, Treasurer**
8. **Public Comment** - Citizens are to limit their comments to three (3) minutes. All citizens wishing to speak will be heard.
9. **Unfinished Business**
10. **New Business**
11. **Communication**
12. **Adjournment**

RULES REGARDING THE PUBLIC ADDRESSING A CITY MEETING

Any member of the public shall have the right to address the City Council, Board or Commission on any item on the agenda under the following conditions:

1. **Individuals requesting to address City Council, a Board or Commission on an agenda item or under public comment must fill out a *"Request to Address"* card provided – listing name, address, phone number and agenda item on which comments are desired to be made and present it to the Clerk or recording secretary.**

2. **When the agenda item is reached, the clerk or recording secretary shall call upon the person or persons who filed the request to speak. A member of the public shall not be permitted to enter into debate with a petitioner.**

3. **Individuals that would like to address City Council under the public comment portion of the agenda, must raise their hand and when recognized by the chair, the person shall approach the microphone and state their name and address.**

4. **Remarks shall be limited to three (3) minutes, subject to being extended an additional three (3) minutes by consent of the chair. There shall be no personal attacks. Remarks shall not contain any profanity, racial, ethnic, religious, sexual or national origin slurs or overtones. Anyone making such remarks shall lose his/her right to address the City Council, Board or Commission.**

5. **No person shall be permitted to address the group on any item more than once at any one meeting without the approval of a majority of the quorum present.**

6. **All of the foregoing does not apply to a person previously granted a hearing at the meeting in question.**

7. **This rule does not permit members of the public to join in debate or discussion with petitioners, members of the body or with other members of the public present at such meeting.**

8. **Once a motion is on the floor, discussion from the public shall no longer be permitted on that agenda item.**

9. **The public may make a request to the Chairperson of the Council on a form provided by the Clerk, to be added to the agenda of a future Council meeting to address a subject that Council would have authority to address. If the Chairperson denies the request, the request may be made to the entire Council under the Public Comment section of the Council's agenda. If the request is granted by a majority of the Council, it will be added as an agenda item at the next regular meeting of the Council.**

The meeting will be held in the City Council Chambers, Romulus City Hall, 11111 South Wayne Road, Romulus, MI 48174. NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA), is asked to contact the Clerk's Office (734-942-7540) 48 hours prior to the meeting – the staff will be pleased to make the necessary arrangements.

City of Romulus

Agenda

Council Meeting Held: **July 6, 2021**

Item No. A.

General Description: Approval of Agenda

Resolution No. ___________________

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

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Ayes:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Nays:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Abstain:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

Minutes

Council Meeting Held: **July 6, 2021**

Item No. A.

General Description: Approval of minutes from the regular meeting held on Monday, June 28, 2021, at 7:30 p.m.

Resolution No. ___________________

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

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Ayes:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Nays:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Abstain:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED UNANIMOUSLY MOTION CARRIED MOTION FAILED

MINUTES OF THE REGULAR ROMULUS CITY COUNCIL MEETING

June 28, 2021

Romulus City Hall Council Chambers, 11111 Wayne Rd, Romulus, MI 48174

THIS MEETING WAS HELD ELECTRONICALLY VIA ZOOM MEETING TELECOMMUNICATIONS

The meeting was called to order at 7:30 p.m. by Mayor Pro-Tem John Barden

Pledge of Allegiance – Led by Councilperson Wadsworth

Roll Call

Present: Kathy Abdo (remote from Romulus, MI)**, John Barden** (remote from Romulus, MI)**, Celeste Roscoe** (remote from Romulus, MI)**, Tina Talley** (remote from Romulus, MI)**, William Wadsworth** (remote from Romulus, MI)**, Eva Webb** (remote from Romulus, MI)**, Virginia Williams** (remote from Romulus, MI)

Absent / Excused:

Administrative Officials in Attendance:
LeRoy Burcroff, Mayor
Ellen L. Craig-Bragg, Clerk

Administrative Staff in Attendance:
D'Sjonaun Hockenhull - Deputy Clerk; Stephen Hitchcock - City Attorney; Julie Wojtylko - Chief of Staff; Kevin Krause - Director of Fire & Emergency Services; Robert McCraight - Director of Public Service & Economic Development; Roberto Scappaticci - DPW Director; Stephen Dudek - Technology Services Director; Mike Laskaska - Director of Communications & Community Service; Damian Hull - Police Captain

1. Agenda

A. Moved by **Tina Talley**, seconded by **William Wadsworth** for Approval of Agenda.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Webb, Williams
Nays - None
Motion Carried Unanimously

2. Minutes

A. Res. #21-176 Moved by **William Wadsworth**, seconded by **Kathy Abdo** to approve the minutes from the regular meeting held on Monday, June 14, 2021, at 7:30 p.m.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Webb
Nays - None
Abstain - Williams
Motion Carried

B. Res. #21-177 Moved by **William Wadsworth**, seconded by **Kathy Abdo** to approve the minutes from the special meeting study session held on Monday, June 14, 2021, at 6:00 p.m. to discuss the leasing of marked patrol vehicles and purchase of Motorola radios; and, the special meeting closed session held on Monday, June 14, 2021, at 6:30 p.m. to discuss an attorney opinion.

Roll Call Vote: Ayes - Abdo, Barden, Talley, Wadsworth, Webb,
Nays - None
Abstain - Roscoe, Williams
Motion Carried

3. Petitioner

4. Chairperson's Report, John Barden, Mayor Pro-Tem

Res. #21-178 Moved by **Tina Talley**, seconded by **Eva Webb** to adopt a resolution in recognition of the retirement of Abbie Akins.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Webb, Williams
Nays - None
Motion Carried Unanimously

Res. #21-179 Moved by **Tina Talley**, seconded by **William Wadsworth** to adopt a resolution in recognition of the retirement of Maria Lambert and Ellen Bragg after 25 years of service on the Pumpkin Festival.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Webb, Williams
Nays - None
Motion Carried Unanimously

A. Moved by **Celeste Roscoe**, seconded by **Tina Talley** to accept the Chairperson's Report.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Webb, Williams
Nays - None
Motion Carried Unanimously

5. Mayor's Report – LeRoy D. Burcroff, Mayor

Kevin Krause, Director of Fire & Emergency Services, spoke briefly on the storms the State has experienced over the previous days. From an emergency management standpoint, the City is responding appropriately and coordinating with the county emergency management division. DPW is gathering statistical data for the county from residents impacted by the storms. Residents are directed to contact DPW. Robert McCraight, Director of Public Service & Economic Development, spoke on the infrastructure of the City and through maintenance of drain system throughout the City, water was efficiently pushed to the county's system and limited flooding in commercial and residential areas.

A. **Res. #21-180** Moved by **William Wadsworth**, seconded by **Eva Webb** to concur with the administration and authorize the Mayor and Clerk to enter into the Water Residential Assistance Program (WRAP) Memorandum Agreement with Wayne Metro Community Action Agency effective from July 1, 2021, until either party agrees to terminate with 30 days of written notice.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Webb, Williams
Nays - None
Motion Carried Unanimously

B. **Res. #21-181** Moved by **Virginia Williams**, seconded by **Kathy Abdo** to concur with the administration and grant authorization for the Mayor and Clerk to enter into the amended Commercial Lease Agreement with Big Steve's Designz, LLC for the lease of 35255 Goddard Road, Romulus, MI 48174.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Webb, Williams
Nays - None
Motion Carried Unanimously

C. **Res. #21-182** Moved by **Celeste Roscoe**, seconded by **William Wadsworth** to approve and concur with the administration and consent to piggyback on the MiDeal contract #19000001544 to purchase two (2) Police/Fire Dispatch Consoles and a total of seventy-seven (77) portable and mobile radios for a total cost of $560,779.00.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Webb, Williams
Nays - None
Motion Carried Unanimously

Res. #21-183 Moved by **Celeste Roscoe**, seconded by **Kathy Abdo** to approve and concur with the administration and consent to piggyback on the MiDeal contract #19000001544 for a five (5) year on-site support maintenance contract for $18,182.00.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Webb, Williams
Nays - None
Motion Carried Unanimously

Res. #21-184 Moved by **Eva Webb**, seconded by **Kathy Abdo** to approve and concur with the administration and consent to piggyback on the MiDeal contract #19000001544 for five (5) years of the Scout Care software for a total of $33,224.00.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Webb, Williams
Nays - None
Motion Carried Unanimously

Res. #21-185 Moved by **Eva Webb**, seconded by **William Wadsworth** to approve and concur with the administration and consent to piggyback on the MiDeal contract #19000001544 for a thirty-six (36) month lease agreement with Motorola Solutions for the total of $612,185 for the equipment, software, and support. A down payment of $1000,000.00 will be due in the fiscal year 2021/2022 (Jul 2021) and the agreement will require an annual payment of $172,067.00 for the next three (3) fiscal years beginning the fiscal year 2022/2023.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Webb, Williams
Nays - None
Motion Carried Unanimously

D. **Res. #21-186** Moved by **Eva Webb**, seconded by **Celeste Roscoe** to approve and concur with the administration and consent to the Piggyback on Livingston County Contract RFP-LC-19-16 to lease five (5) marked patrol vehicles for a four (4) year term at an annual cost of $52,622.40 and authorize the Mayor and Clerk to enter into the Master Equity Lease Agreement as amended in paragraph 3c by the Capital Lease Addendum to execute the Lease.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Webb, Williams
Nays - None
Motion Carried Unanimously

6. Clerk's Report – Ellen L. Craig-Bragg, Clerk

A. **Res. #21-187** Moved by **William Wadsworth**, seconded by **Eva Webb** to concur with the recommendation of the Executive Advisory Committee and approve the reappointment of Donald Morris to the Board of Zoning Appeals with a term to expire on June 30, 2024.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Webb, Williams
Nays - None
Motion Carried Unanimously

B. **Res. #21-188** Moved by **Celeste Roscoe**, seconded by **Tina Talley** to approve the Study Session Request by Clerk Bragg for August 2, 2021, @ 6:30 pm to discuss cemetery rules and regulations.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Webb, Williams
Nays - None
Motion Carried Unanimously

C. **FOR YOUR INFORMATION:** Memo from Maria Farris - Finance Director, regarding Changes in Water & Sewer Rates & Fees.

7. Attorney's Report - Stephen Hitchcock, City Attorney

A. Resolution to Declare a Local State of Emergency – **No action taken by City Council**

8. Treasurer's Report – Stacy Paige, Treasurer

9. Public Comment

A resident commented on the need for Council to return to in-person meetings and not extend the local state of emergency.
A resident commented on the need for Infinity Homes to remove their existing signs and prevent more signs from being erected that are a problem for the subdivision.

10. Unfinished Business

Mayor Burcroff stated that he will look into the issue of the signs with Infinity Homes.

11. New Business

12. Warrant

A **Res. #21-189** Moved by **Kathy Abdo**, seconded by **Tina Talley** to approve Warrant #: 21-12 Checks presented in the amount of $1,583,210.75.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Webb
Nays - Virginia Williams
Motion Carried

13. Communication

<u>Councilperson Abdo</u> announced the BZA meeting on 7/7/2021 at 7:00 p.m. for a use variance and requested residents to give their opinion. <u>Councilperson Talley</u> mentioned the PREP program by Jasmine Noble to help youth find employment through work sites. She thanked her colleagues for the resolution regarding the Tampon Tax as the Wayne county commissioner appreciated the City's support. She thanked Director Krause for his hard work during the storms. She also congratulated Lt. John Thiede for his performance in "39 Steps." Councilperson Talley concluded by soliciting support and participation from residents for the Pumpkin Festival. <u>Councilperson Williams</u> reminded residents that Forgotten Harvest will be at the high school on Tuesdays at 11:00 a.m.

14. Adjournment

Moved by **William Wadsworth**, seconded by **Celeste Roscoe** to adjourn the meeting at 9:32 p.m.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Webb, Williams

Nays - None
Motion Carried Unanimously

I, Ellen L. Craig-Bragg, Clerk for the City of Romulus, Michigan do hereby certify the foregoing to be a true copy of the minutes of the regular meeting of the Romulus City Council held on June 28, 2021.

Ellen L Craig-Bragg

Ellen L. Craig-Bragg, City Clerk
City of Romulus, Michigan

City of Romulus

Minutes

Council Meeting Held: **July 6, 2021**

Item No. B.

General Description: Approval of minutes from the special meeting(s) held on Monday, June 28, 2021, at 6:45 p.m. to discuss the enhancement and enrollment into WRAP Option 1 Program.

Resolution No. ________________

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

Ayes:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Nays:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Abstain:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED UNANIMOUSLY   MOTION CARRIED   MOTION FAILED

MINUTES OF THE ROMULUS CITY COUNCIL SPECIAL MEETING
June 28, 2021
Romulus City Hall Council Chambers, 11111 Wayne Rd, Romulus, MI 48174
THIS MEETING WAS HELD ELECTRONICALLY VIA ZOOM MEETING TELECOMMUNICATIONS

The meeting was called to order at 6:45 p.m. by Mayor Pro-Tem John Barden

1. **Roll Call**

   Present: Kathy Abdo, John Barden (remote from Romulus, MI)**, Tina Talley** (remote from Romulus, MI)**, William Wadsworth** (remote from Romulus, MI)**, Eva Webb** (remote from Romulus, MI)
   Absent / Excused: Virginia Williams (joined meeting at 6:50 p.m.), **Celeste Roscoe**

   Administrative Officials in Attendance:
   LeRoy Burcroff, Mayor
   Ellen L. Craig-Bragg, Clerk
   Administrative Staff in Attendance:
   D'Sjonaun Hockenhull - Deputy Clerk; Julie Wojtylko - Chief of Staff; Stephen Hitchcock - City Attorney; Maria Farris - Finance Director; Victoria Trush - Assistant Finance Director; Stephen Dudek - Technology Services Director

2. **Agenda - Motion to accept Study Session Agenda as presented**

   Moved by **Tina Talley**, seconded by **Kathy Abdo** to accept the Special Meeting Study Session agenda as presented.

   Roll Call Vote: Ayes - Abdo, Barden, Talley, Wadsworth, Webb
   Nays - None
   Motion Carried Unanimously

3. **Discussion: Enrollment and enhancement of the WRAP option 1 program**

   Councilperson Williams joined the meeting at 6:50 p.m.
   Maria Farris, Finance Director, led the discussion. She discussed the WRAP Option 1 Program through Great Lakes Water Authority. Jerome Drain, a representative on the WRAP Program, was introduced to further discuss the program. The City is currently enrolled in WRAP Option 2. GLWA recently approved changes to the WRAP program under Option 1. Option 1 increases eligibility based on the poverty level from 150% to 200%. It also provides up to $1000.00 in assistance to qualified households which is includes up to $700.00 towards past due water bills. $350.00 can be used immediately upon enrollment. The assistance includes $25.00 monthly credits to a household's water bill up to $300. After successful completion of the program, qualified households can apply for a second year for the $1000.00 assistance. Option 1 freezes the rollover of past-due water bills to the tax rolls. To transition into Option 1, Council would need to approve a Memorandum of Agreement for the switch.

4. **Public Comment –** No comments from the public

5. **Adjournment - Motion to adjourn the Special Meeting**

   Moved by **Eva Webb**, seconded by **William Wadsworth** to adjourn the Special Meeting Study Session at 7:24 p.m.

   Roll Call Vote: Ayes - Abdo, Barden, Talley, Wadsworth, Webb, Williams
   Nays - None
   Motion Carried Unanimously

I, Ellen L. Craig-Bragg, Clerk for the City of Romulus, Michigan do hereby certify the foregoing to be a true copy of the minutes of the regular meeting of the Romulus City Council held on June 28, 2021.

Ellen L Craig Bragg

Ellen L. Craig-Bragg, City Clerk
City of Romulus, Michigan

City of Romulus

Petitioner

Council Meeting Held: **July 6, 2021**

Item No. 6

General Description: ____

Resolution No.__________

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

Ayes:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Nays:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Abstain:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

Chairperson's Report, John Barden, Mayor Pro-Tem

Council Meeting Held: **July 6, 2021**

Item No. A.

General Description: Approval of the Chairperson's Report

Resolution No. ___________________

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

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Ayes:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Nays:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Abstain:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED UNANIMOUSLY   MOTION CARRIED   MOTION FAILED

City of Romulus

Mayor's Report – LeRoy D. Burcroff, Mayor

Council Meeting Held: **July 6, 2021**

Item No. A.

General Description: Lease Agreement between the City of Romulus and Detroit Metro Airport Center LLC

Resolution No. ________________

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

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Ayes:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Nays:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Abstain:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED UNANIMOUSLY | MOTION CARRIED | MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council

FROM: Mayor LeRoy D. Burcroff

SUBJECT: Lease Agreement between City of Romulus and Detroit Metro Airport Center LLC

DATE: July 1, 2021

I concur with the recommendation of Ellen Craig-Bragg, City Clerk, Gary Harris, Purchasing Director and legal counsel, and respectfully request that Council authorize the Mayor and Clerk to enter into the attached Lease Agreement with Detroit Metro Airport Center L.L.C., for 3,125 square feet of temperature controlled storage space for the City Clerk's Office and the Police Department, with a monthly split cost of $1,236.98 until such time as a 30 day written notice of cancellation is given by either party.

Victoria Trush, Assistant Finance Director, has verified funds for this purpose are available in the General Fund, Clerk's Office Contractual Services Expense account #101-215-818.000 and the Public Safety Fund, Police Contractual Services account #205-301-818.000.

Motion by_____________, supported by ______________, to concur with administration and grant authorization for the Mayor and Clerk to enter into the attached Lease Agreement with Detroit Metro Airport Center L.L.C., for 3,125 square feet of temperature controlled storage space for the City Clerk's Office and the Police Department, with a monthly split cost of $1,236.98 until such time as a 30 day written notice of cancellation is given by either party.

MEMORANDUM

DATE: June 30, 2021
TO: Mayor LeRoy D. Burcroff
FROM: Gary Harris, Purchasing Director
SUBJECT: **Lease Agreement between City of Romulus & Detroit Metro Airport Center LLC**

Ellen L. Craig Bragg, City Clerk, has negotiated a contractual agreement with Detroit Metro Airport Center LLC on a 3,125 square foot storage facility to house off-site records. The needs of the city have outgrown the current space utilized at 11189 Shook in Romulus. Due to the necessity of needing a larger space the clerk's office and police department are requesting the ability to enter into a larger temperature controlled facility. The Police Department records would be moved from private company Iron Mountain Inc., to this location resulting in a substantial savings (Estimated at $5,000-$6,000 per fiscal year). The monthly fee to the city will be $1,236.98. This agreement will continue until either party, The City of Romulus or Detroit Metro Airport Center LLC, gives 30 day written notice.

Section 39-2(2) of the City of Romulus Purchasing Ordinance, Contract approval threshold states: Contract approval threshold: proposed contract, the cost of which shall exceed $12,000.00, shall not be entered into unless the same has been approved by a majority of the city council elect.

Attached please find a copy of the agreement dated 6/10/2021. City Attorney Stephen J. Hitchcock has reviewed the document and has recommended for the City to enter into the agreement.

It is the recommendation of myself and City Clerk Ellen Craig-Bragg to enter into this agreement. If you concur, please request Council to approve for the Mayor and Clerk to enter into the attached lease-agreement with Detroit Metro Airport Center LLC at a monthly cost of $1,236.98 until such time as a 30 day written notice of cancellation is given by either party.

Assistant Finance Director Victoria Trush has verified that funds for this purpose are available in the General Fund Clerks office Contractual Services Expense Account (101-215-818.000) and the Public Safety Fund, Police Contractual Services Account (205-301-818.000).

If I can be of any further assistance to you regarding this matter, please contact me.

Gary Harris
Purchasing Director

FUNDS VERIFICATION FORM

DEPARTMENT: Clerk & Police Department	
FUND NAME: Contractual Services (Clerk)	
ACCOUNT NUMBER/S: 101-215.818.00 ($7,421.88) 205-301-730.000 7,421.88	
PURPOSE FOR REQUEST: Payment of lease between Detroit Metro Airport Center and City of Romulus for new records facility	
AMOUNT OF EXPENDITURE: $14,843.76 Split	
FUNDS CURRENTLY AVAILABLE: $7,500	
FINANCE DEPARTMENT APPROVAL: Victoria Ynisch	
DATE: 6/23/2021 Ellen L Craig-Bragg Robert Hanna	

C:\Users\dhockenhull\Documents\Records\FUNDS VERIFICATION FORM - Storage Facility.doc

Romulus
Home of Opportunity

MEMORANDUM

To: Gary Harris, Purchasing Director

From: Ellen L. Craig-Bragg, Clerk

Cc: D'Sjonaun Hockenhull, Deputy Clerk
Robert Pfannes, Chief of Police
Julie Wojtylko, Chief of Staff
Damian Hull, Police Captain – Patrol Operations

Date: June 24, 2021

Re: Lease Agreement between City of Romulus & Metro Detroit Airport Center LLC

The Clerk's Department has a contractual agreement with the Downtown Development Authority (DDA) to rent space from the property owned at 11189 Shook Rd to maintain off-site record storage. The Clerk's Department has far outgrown the space allotted at the Shook Rd location and the spaces provided to the Clerk's Office in City Hall. This necessitates the need for a large facility with the goal of consolidating all records storage locations to one single, secured, and temperature controlled place.

Through the assistance of Judy LaPorte from Detroit Metro Airport Center LLC, a 3,125 square foot storage facility has been secured via a 12 month lease agreement totaling $14,843.76. The Clerk's Department, Police Department, and DPW toured the facility and all agreed that it meets the qualifications necessary for records retention.

The Police Department has also agreed to finance half of the annual lease ($7,421.88) in exchange for equal use of the storage facility for their off-site records. This is a costs saving measure for the City as one costly contract will be replaced with a cheaper agreement and the added benefits of efficiency, access, location, and ease of use.

The attached lease agreement has been reviewed and approved by both City Attorney Stephen Hitchcock and the legal department for Metro Detroit Airport Center LLC.

Sufficient funds have been budgeted in the 2021/2022 FY Budget – Contractual Services account - #101-215-818.000.

Please process this in your normal fashion and upon your concurrence, submit to the Mayor to be included in his report at the next Regular Council Meeting for Council approval.

June 10, 2021

Ellen L. Craig-Bragg
City of Romulus Clerk
11111 Wayne Road
Wayne, MI 48174

Re: Detroit Metro Airport Center L.L.C./City of Romulus Lease Agreement

Dear Ms. Craig-Bragg:

This Agreement is made this ____ day of ____________, 2021, between Detroit Metro Airport Center L.L.C ("Landlord") and the City of Romulus ("City").

In consideration of the foregoing, from and after the date hereof, Landlord agrees to provide to the City of Romulus ("City") Three Thousand (3,125) square feet of warehouse/office storage space known as Suite 105 in the building located at 11677 Wayne Road, Romulus, MI (the "Temporary Building"), as more particularly described on Exhibit A attached hereto and incorporated herein by this reference (the "Temporary Space"), upon all of the terms and conditions of the Lease, including: (i) "Building" shall mean the Temporary Building, (ii) the stipulated "Rentable Area of the Premises" shall mean Three Thousand one hundred twenty five (3,125) square feet, (iii) "Lease Term" and "Term" shall mean consecutive monthly periods, pursuant to which Tenant shall lease the Temporary Space from Landlord on a month-to-month basis, pursuant to the terms and conditions hereof; provided, however, that Tenant's right to occupy the Temporary Space may be terminated by Landlord or Tenant upon thirty (30) days prior written notice to the other party, (iv) "Base Rent" for the Temporary Space shall be One thousand Two hundred thirty six and 98/100 dollars ($1,236.98) per month (the "Temporary Rent") and shall commence on July 1, 2021, (v) Tenant's Percentage Share or expenses shall be Zero percent (0%), (vi) "Security Deposit" shall be Zero and No/100 Dollars ($0.00), (vii) Landlord's Address for Notices" shall be Detroit Metro Airport Center L.L.C., 39533 Woodward Avenue, Suite 310 Bloomfield Hills, MI 48304 Attn: Managing Director, with a copy to Landlord's then current Mortgagee, as notified by Landlord from time to time, (viii) Tenant acknowledges that all items stored in the Temporary Space shall be secured by the Tenant and that Landlord will not provide any security or be held liable for any damages, and (ix) Tenant shall accept the Temporary Space in its "as-is" and "where-is" condition, and "with all faults", and Landlord shall not be obligated to perform any leasehold improvement work in the Temporary Space or give Tenant an allowance or other economic concession for any such work or for any other purpose, or pay any brokerage commission or other such fee with respect to the Temporary Space and (x) "Property Taxes", "Operating Expenses" and "Insurance Expenses" shall not be the responsibility of the City with respect to the Premises, the Building and the Project, as the case may be, but rather, those incurred by Landlord with respect to the Temporary Space, the Temporary Building and the Project.

OFAC REPRESENTATIONS. Tenant represents and warrants that (i) Tenant and each person or entity owning an interest in Tenant is (a) not currently identified on the Specially Designated Nationals and Blocked Persons List maintained by the Office of Foreign Assets Control, Department of the Treasury ("OFAC") and/or on any other similar list maintained by OFAC, pursuant to any authorizing statute, executive order or regulation (collectively, the "List"), and (b) not a person or entity with whom a citizen of the United States is prohibited to engage in transactions by any trade embargo, economic sanction, or other prohibition of United States law, regulation, or Executive Order of the President of the United States, (ii) none of the funds or other assets of Tenant constitute property of, or are beneficially owned, directly or indirectly, by any Embargoed Person (as hereinafter defined), (iii) no Embargoed Person has any interest of any nature whatsoever in Tenant (whether directly or indirectly), (iv) none of the funds of Tenant have been derived from any unlawful activity with the result that the investment in Tenant is prohibited by law or that the Lease is in violation of law, and (v) Tenant has implemented procedures, and will consistently apply those procedures, to ensure the foregoing representations and warranties remain true and correct at all times. The term "Embargoed Person" means any person, entity or government subject to trade restrictions under U.S. law, including, but not limited to, the International Emergency Economic Powers Act, 50 U.S.C. §1701 et seq., the Trading with the Enemy Act, 50 U.S.C. App. 1 et seq., and any Executive Orders or regulations promulgated thereunder, with the result that the investment in Tenant is prohibited by law or Tenant is in violation of law.

Tenant covenants and agrees (i) to comply with all requirements of law relating to money laundering, anti-terrorism, trade embargos and economic sanctions, now or hereafter in effect, (ii) to immediately notify Landlord in writing if any of the representations, warranties or covenants set forth in this paragraph or the preceding paragraph are no longer true or have been breached, or, if Tenant has a reasonable basis to believe that the same no longer may be true or have been breached, (iii) not to use funds from any "Prohibited Person" (as such term is defined in the September 24, 2001 Executive Order Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism) to make any payment due to Landlord under the Lease and (iv) at the request of Landlord, to provide such information as may be requested by Landlord to determine Tenant's compliance with the terms of this section.

Tenant hereby acknowledges and agrees that Tenant's inclusion on the List at any time during the Lease Term shall be a material default of the Lease. Notwithstanding anything herein to the contrary, Tenant shall not permit the Premises or any portion thereof to be used or occupied by any person or entity on the List or by any Embargoed Person (on a permanent, temporary or transient basis), and any such use or occupancy of the Premises by any such person or entity shall be a material default of the Lease.

This instrument contains the entire agreement of the parties with respect to the subject matter hereof, and all preliminary negotiations with respect thereto as merged into and superseded by this Amendment. Except as amended hereby, the Lease shall remain in full force and effect and is ratified by Landlord and Tenant. If any conflict exists between the terms or provisions of the Lease and the terms or provisions of this Amendment, the terms and provisions of this Amendment shall govern and control.

GOVERNING LAW. The Lease, is governed by federal law, including without limitation the Electronic Signatures in Global and National Commerce Act (15 U.S.C. §§ 7001 et seq.) and, to the extent that state law applies, the laws of the State of Michigan without regard to its conflicts of law rules.

COUNTERPARTS; ELECTRONIC SIGNATURES. This instrument may be executed in counterparts, including both counterparts that are executed on paper and counterparts that are in the form of electronic records and are executed electronically. An electronic signature means any electronic sound, symbol or process attached to or logically associated with a record and executed and adopted by a party with the intent to sign such record, including facsimile or e-mail electronic signatures. All executed counterparts shall constitute one agreement, and each counterpart shall be deemed an original. The parties hereby acknowledge and agree that electronic records and electronic signatures, as well as facsimile signatures, may be used in connection with the execution of this instrument and electronic signatures, facsimile signatures or signatures transmitted by electronic mail in so-called pdf format shall be legal and binding and shall have the same full force and effect as if an a paper original of this instrument had been delivered had been signed using a handwritten signature. Landlord and Tenant (i) agree that an electronic signature, whether digital or encrypted, of a party to this instrument is intended to authenticate this writing and to have the same force and effect as a manual signature, (ii) intend to be bound by the signatures (whether original, faxed or electronic) on any document sent or delivered by facsimile or, electronic mail, or other electronic means, (iii) are aware that the other party will rely on such signatures, and (iv) hereby waive any defenses to the enforcement of the terms of this instrument based on the foregoing forms of signature. If this instrument has been executed by electronic signature, all parties executing this instrument are expressly consenting under the Electronic Signatures in Global and National Commerce Act ("E-SIGN"), and Uniform Electronic Transactions Act ("UETA"), that a signature by fax, email or other electronic means shall constitute an Electronic Signature to an Electronic Record under both E-SIGN and UETA with respect to this specific transaction.

The rights of Tenant under this letter are personal and may not be assigned to or exercised by any other party, and the Temporary Space may not be subleased to any other party. In the event of any conflict between the provisions of this letter and the provisions of the Lease, the provisions of this letter shall govern and control. This letter contains the entire agreement of the parties with respect to the subject matter hereof, and all negotiations with respect thereto are merged into and superseded by this letter.

If the foregoing is acceptable to you, please indicate your acceptance by signing this letter in the space set forth below and returning a copy thereof to the undersigned for our files.

Accepted and agreed to this __ day of ________, 2021

DETROIT METRO AIRPORT CENTER, LLC, a
Delaware limited liability company

By: Principal Real Estate Investors, LLC,
a Delaware limited liability company,
its authorized signatory

By: ________________________
Name: ______________________
Its: ________________________

CITY OF ROMULUS ROMULUS, an entity With its
principal place of business in Romulus, Michigan

By: ________________________
Name: ______________________
Title: ______________________

EXHIBIT A

The Temporary Space

City of Romulus

Mayor's Report – LeRoy D. Burcroff, Mayor

Council Meeting Held: **July 6, 2021**

Item No. B.

General Description: Piggyback on NCPA Contract for RPD Carpet Replacement

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Resolution No. ___________________

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

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Ayes:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Nays:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Abstain:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED UNANIMOUSLY　　MOTION CARRIED　　MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council

FROM: Mayor LeRoy D. Burcroff

SUBJECT: Piggyback on NCPA Contract #02-60 for RPD Carpet Replacement

DATE: June 30, 2021

I concur with the recommendation of Robert Pfannes, Police Chief and Gary Harris, Purchasing Director, and respectfully request Council's authorization to piggyback on the NCPA Contract #02-60 for the replacement of the carpet in the hallways and the report writing/office room of the police department in the amount of $11,948.48 with Engineered Floors LLC (dba J&J Flooring Group and dba EF) with additional necessary supplies needed from ProSource Wholesale in the amount of $1,055.12 and $6,750.00 required for the installation of the carpet by Total Binding Floors (total cost of the project $19,753.60).

Maria Farris, Finance Director, has verified that funds for this purpose are currently available in the Public Safety Fund, Police Department, Capital Outlay Expense account #205-301-970.000.

Motion by__________, supported by _________, to concur with the administration and consent to piggyback on the NCPA Contract #02-60 for the replacement of the carpet in the hallways and the report writing/office room of the police department in the amount of $11,948.48 with Engineered Floors LLC (dba J&J Flooring Group and dba EF) with additional necessary supplies needed from ProSource Wholesale in the amount of $1,055.12 and $6,750.00 required for the installation of the carpet by Total Binding Floors (total cost of the project $19,753.60).

MEMORANDUM

DATE: **June 29, 2021**
TO: **Mayor LeRoy Burcroff**
FROM: **Gary Harris, Purchasing Director**
SUBJECT: **Piggyback on NCPA Contract # 02-60 for RPD Carpet replacement**

Police Chief Robert Pfannes, has requested to piggyback on the NCPA Contract # 02- 60 (National Cooperative Purchasing Alliance) for the replacement of the carpet in the hallways and the report writing/office room of the police department.

Please be informed that the requirement of the City of Romulus Purchasing Ordinance to solicit competitive bids for this purchase can waived under the exception to competition clause allowing piggybacking on a contract solicited and awarded by another agency and as further outlined in in subsection 39-11(d)(10) of the Ordinance:

> "The city's procurement by competitive sealed bids shall be waived and the city may piggyback on an existing extendable contract, where the materials, services or goods in combination with services are purchased from a state or local governmental agency's bid that has been sufficiently advertised and was the subject of sealed bids so that in the opinion of the purchasing director or their designee the procedure meets the intent of competitive sealed bidding under this chapter."

NCPA is a nationally approved cooperative purchasing organization for the public sector. All cooperative purchasing contracts available through NCPA are competitively solicited and publicly awarded by a lead agency using applicable procurement laws and regulations.

Region 14 Education Service Center in the State of Texas acted as the host community for this NCPA solicitation that resulted in a four (4) year contract (August 6, 2018 to August 31, 2022) being awarded to Engineered Floors LLC (dba J+J Flooring Group and dba EF). The pricing submitted is per the contract and I am confident that the pricing obtained meets the intent of the competitive sealed bidding requirement of our ordinance.

In addition to the purchase of the carpet tiles under the contract from Engineered Floors LLC ($11,948.48) it will be necessary to purchase needed supplies from ProSource Wholesale (a Romulus company) in the amount of $1,055.12 and $6,750.00 will be required for the installation of the carpet by Total Binding & Floors. The total cost of the project will be $19,753.60.

It is the recommendation of myself and Police Chief Robert Pfannes to proceed with the purchases. If you concur, please request Council's permission to piggyback on the NCPA Contract # 02-60 with Engineered Floors LLC (dba J+J Flooring Group and dba EF).

Maria Farris, Finance Director, has verified that funds for this purpose are currently available in the Public Safety Fund, Police Department, Capital Outlay Expense Account (205-301-970.000).

If I can be of any further assistance to you regarding this matter, please contact me.

Gary Harris
Purchasing Director

ProSource WHOLESALE
Products & Pros for Home & Commercial Projects

PROSOURCE OF DETROIT METRO
11700 METRO AIRPORT CENTER
SUITE 111
ROMULUS, MI 48174
Telephone: 734-942-9345 Fax: 734-942-9295

ES100803

ESTIMATE

Sold To	Ship To
CITY OF ROMULUS 1 ROMULUS, MI 48174 Home: Business: 1	

Order Date	Purchase Order	Order Number
04/05/21	COVE BASE	ES100803

Style/Item	Color/Description	Size	Quantity	Units	Price	Total
6" VINYL COVE BASE	COLOR TBD	--------	720.00	LF	1.32	950.40
COVE BASE ADHESIVE	1 GALLON	--------	3.00	EA	23.24	69.72
SHIPPING TO WAREHOUSE		--------	1.00	EA	35.00	35.00

NO RETURNS ON SPECIAL ORDER MERCHANDISE

06/28/21 1:54PM

Sales Representative(s):
MOLLY JENSEN

Material:	1,020.12
Service:	35.00
Misc. Charges:	0.00
Sales Tax:	0.00
Misc. Tax:	0.00
QUOTE TOTAL:	**$1,055.12**

Acceptance of Estimate

x____________________

Telephone: 1

Engineered FLOORS
COMMERCIAL DIVISION

J+J FLOORING GROUP   EF Contract

ENGINEERED FLOORS
COMMERCIAL DIVISION

PO Box 2207
Dalton, GA 30722

P 800 241 4586

jjflooring.com
efcontractflooring.com

QUOTE

Sales Rep: JENNIFER JOHNSTON

Submittal Date:	6/29/21
Proposal Valid Thru:	7/29/21

Information in the box below must be on PO

Contract: NCPA
Contract#: 02-60
Quote#: 2021-4737658442

Sold To: CITY OF ROMULUS
Address: 11111 WAYNE ROAD

City: ROMULUS
State: MI
Zip: 48174
Ship To: 11111 WAYNE ROAD

City: ROMULUS
State: MI
Zip: 48174

Project Scope:

Agreement Total: 11948.48
Contact: 734.955.4558
Phone:
Email:
Fax:
Contact: 734.955.4558
Installer: CITY OF ROMULUS
Phone:
Email:
Fax:
Project: 281 CITY OF ROMULUS

Mill Supplied Products

Style		Color		Size	Back	Qty	Price	UOM	Amount
1844	Z-FACTOR K	2861	STATISTI	18X36	KX	3744.00	2.88	SF	10782.72
A3734	KINETEX PR	PREM	KNTX ADH	GAL4	II	5.00	92.63	EA	463.15
1844	Z-FACTOR K	2861	STATISTI	18X36	KX	72.00	2.88	SF	207.36
					Total Material				11453.23

CONQUOT3

INSTALLER PROVIDED PRODUCTS AND SERVICES				
	Qty	Uom	Price	Amount
OLD- NOTIFY,JOBSITE&LIFTGATE				495.25
TOTAL MISC CHARGES				495.25
TOTAL AGREEMENT AMOUNT				11948.48

Only industry standard minimum floor prep is included, all other prep will be quoted on a per job basis.

Does not include disposal or recycling.

THIS AGREEMENT IS SUBJECT TO THE TERMS AND PROVISIONS AS NEGOTIATED WITH THE END USER AND ON FILE WITH ENGINEERED FLOORS.

Please sign and return quote along with your PO to contract.team@engineeredfloors.com

SIGNATURE ______________________________ DATE ______________

TITLE ______________________________

CONQUOT3

INVOICE

Al Huffman
734-735-5897

huffmanal@yahoo.com

4679 South St
Newport MI
48166

Romulus Police Department
11165 Olive Street,
Romulus, MI 48174
Carpet Tile Quote:

Description	Quantity	Unit Price	Cost
Install Carpet Tile in Hallway/Office Room	375	$ 6	$ 2,250
Tear Out Old Existing Carpet	375	$ 3	$ 1,125
Install 6 inch Base along walls	700	$ 2	$ 1,050
Install 4 inch Base along walls	700	1	$700
Removal of existing base	700	0.75	525
Minor Prep Work for Installation	All		350
Additional labor for priming of the floor	375	2	750
		Subtotal	$ 6,750
			$ 0
		Total	$ 6,750

Hi Karistin, Here ya go for your quote. I've included both types of Base Molding for along the walls. Depending on what you guys select we'll just subtract the other base from this quote. Also, I've included minor prep (patching of the floor). I don't see anything but a normal prep job once the carpet is taking up, but I like to mention it before removal just in case there is something more than a minor patch fix. If ya have any questions feel free to call me or whatever.

Al Huffman (734-735-5897)

FUNDS VERIFICATION FORM

DEPARTMENT: POLICE DEPARTMENT
FUND NAME: CAPITAL OUTLAY
ACCOUNT NUMBER/S: 205-301-970.000
PURPOSE FOR REQUEST: Piggy Back on the NCPA Contract# 02-60 for the replacement of the Police Department Hallway carpet, and Report Writing Room.
FUNDS CURRENTLY AVAILABLE: $19,753.60 - Cost available $ 20,900.00
SIGNATURE OF DEPARTMENT HEAD: Robert Fernandez
FINANCE DEPARTMENT APPROVAL: Victoria Armada
DATE: 6-30-2021

C:\Users\krodgers.ROMULUSPD\Documents\CARPET QUOTES\FUNDS VERIFICATION FORM (2).docx

Region XIV Education Service Center

1850 Highway 351
Abilene, TX 79601-4750
325-675-8600
FAX 325-675-8659

Monday, May 3rd, 2021

Engineered Floors, LLC dba J+J Flooring Group & EF Contract
ATTN: Kay Henderson
PO Box 2207
Dalton, GA 30722

Re: Annual Renewal of NCPA contract #02-60

Dear Kay:

Region XIV Education Service Center is happy to announce that Engineered Floors, LLC dba J+J Flooring Group & EF Contract has been awarded an annual contract renewal for Flooring and Outdoor Surfaces Solutions based on the proposal submitted to Region XIV ESC.

The contract will expire on August 31st, 2022, completing the fourth year of a possible five-year term. If your company is not in agreement, please contact me immediately.

If you have any questions or concerns, feel free to contact me at 325-675-8600.

Sincerely,

Shane Fields
Region XIV, Executive Director

City of Romulus

Mayor's Report – LeRoy D. Burcroff, Mayor

Council Meeting Held: **July 6, 2021**

Item No. C.

General Description: Extension of pricing from ITB 20/21-05 with Davenport Masonry for the South and West Elevation Structural Repairs at Fire Station 4

Resolution No. ___________________

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

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Ayes:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Nays:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Abstain:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED UNANIMOUSLY　　MOTION CARRIED　　MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council

FROM: Mayor LeRoy D. Burcroff

SUBJECT: Extension of pricing from ITB 20/21-05 with Davenport Masonry for the South and West Elevations Structural Repairs of Fire Station #4 – 28777 Eureka

DATE: June 30, 2021

I concur with the recommendation of Kevin Krause, Fire Chief and Gary Harris, Purchasing Director, and respectfully request Council's authorization to extend the contract from ITB 20/21-05 with Davenport Masonry Inc., for the Repairs of the final portion of the south elevation structural at a cost of $51,700.00 and the west elevation structural repairs in the amount of $23,700.00 of Fire Station #4 located at 28777 Eureka Road. Additionally, the remaining budget allocation of $2,300.00 is being requested as contingency for unforeseen necessary repairs.

Maria Farris, Finance Director, has verified that funds for this purpose are currently available in the Public Safety Fund, Fire Department, Capital Outlay account #205-336-970.000.

Motion by____________________, supported by ____________________ to concur with the administration and consent to extend the contract from ITB 20/21-05 with Davenport Masonry Inc., for the Repairs of the final portion of the south elevation structural at a cost of $51,700.00 and the west elevation structural repairs in the amount of $23,700.00 of Fire Station #4 located at 28777 Eureka Road. Additionally, the remaining budget allocation of $2,300.00 is being requested as contingency for unforeseen necessary repairs.

MEMORANDUM

DATE: **June 29, 2021**
TO: **Mayor LeRoy Burcroff**
FROM: **Gary Harris, Purchasing Director**
SUBJECT: **Extension of pricing from ITB 20/21-05 with Davenport Masonry for the Raised South Elevation and West Elevation Structural Repair of Fire Station #4-28777 Eureka**

At the regular Council Meeting held December 14, 2020, the honorable Council members by their action awarded bid ITB 20/21-05 (Resolution 20-339) to Davenport Masonry Inc., for the phased structural repairs of Fire Station #4 located at 28777 Eureka Rd in Romulus. It was known other phases to these repairs needed to be made, however due to budgetary constraints, only part of the bid was able to be awarded at that time.

Please be informed Davenport Masonry Inc. has agreed to complete Phase 2 and Phase 4 of the Fire Station #4 structural repair plan per the terms of their initial bid. The raised south elevation totaling $51,700 and the west elevation totaling $23,000.00 are due to be completed with Council approval. This approval will allow the project to be completed approximately one year early and is expected to save the City money due to predicted increasing labor and material costs.

I concur with the recommendation of Fire Chief, Kevin Krause to extend the contract from ITB 20/21-05 with Davenport Masonry Inc. for the repairs of the raised south elevation in the amount of $51,700.00 and the west elevation in the amount of $23,700 for a total of $80,700. Additionally, the remaining budget allocation of $2,300.00 is being requested as a contingency for unforeseen necessary repairs.

Maria Farris, Finance Director has verified that funds for this purpose are available in Fiscal Year 2021/2022 in the Public Safety Fund, fire department, capital outlay account (205-336-970.000)

If I can be of any further assistance to you regarding this matter, please contact me.

Purchasing Director

Romulus Fire Department

Memo

To: Gary Harris, Purchasing Director

From: Kevin Krause, Director of Fire Services & Emergency Management

Date: **June 23, 2021**

Re: Request to Extend 20/21-05 Fire Station #4 Building Structural Repairs

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Please consider a request for Romulus City Council's approval to move forward with phase 2 of 4 of the Fire Station #4 structural repair plan. This request will complete both the south raised elevation and the remainder of the west elevation. I am requesting to extend ITB 20/21-05 bid pricing which was awarded to Davenport Masonry, Inc. The raised south elevation repair cost is $51,700 and the west elevation is $23,000. This approval will move the total project ahead by an entire year, saving the City money, due to increasing labor and material cost.

Therefore, I am requesting to receive City Council approval to proceed with this extension and award.

Fund for these repairs have been budgeted verified and are available in the Public Safety Fund, Fire Department Capital Outlay Expense Account 205-336-970.000.

If you have any questions prior to the meeting please contact my office. I will also be in attendance to answer any questions.

Thank you.

FUNDS VERIFICATION FORM

DEPARTMENT: Fire Department
FUND NAME: Capital Outlay FY 21/22
ACCOUNT NUMBER/S: 205-336-970.000
PURPOSE FOR REQUEST: Phase 2 of 4 station renovation
AMOUNT OF EXPENDITURE: South Apparatus Bay Elevation $57,700 West Elevation Remaining $23,000
SIGNATURE OF DEPARTMENT HEAD: Kevin W. Krause
FUNDS CURRENTLY AVAILABLE: $83,000 allocated for project. $78,000 + $5,000 for any additional unforeseen.
FINANCE DEPARTMENT APPROVAL: Maria Lannis
DATE: 06/23/2021

C:\Users\gharris\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\SU6YS1FF\Fire Station #4 Reno FUNDS VERIFICATION FORM.docx

DAVENPORT

MASONRY, RESTORATION & PRESERVATION

ATTN: Kevin Krouse
RE: Romulus Fire Station additional repairs
6/21/2021

We propose to furnish labor & Equipment for the following work:

All Masonry repairs as recommended in OHMs assesment report. Replacing brick with brick in lieu of metal panels. Costs below reflect total amount if done that year.

South Apparatus Bay	**$51,700**	
West Elevation Remaining	**$23,000**	Removing and replacing all brick above windows.
East Elevation	**$42,000**	
Masonry repair at fire station 2.	**$9,300**	

Clarifications:
These Prices are good through 2021.
Masonry repairs at firestation 2 includes removing and replacing bottom four courses of brick with base flashing and patching/repainting spalled concrete block at southwest door.

If you should have any questions, please feel free to contact me at any time.

Rob Beard | Restoration Division Manager | rbeard@davenportmasonry.com
Davenport Masonry, Inc. | 1445 Edgar Road Holt, MI 48842
517.927.1354 Cell | **517.699.6159** Office | **517.699.6140** Fax

City of Romulus

Clerk's Report – Ellen L. Craig-Bragg, Clerk

Council Meeting Held: **July 6, 2021**

Item No. A.

General Description: **FOR YOUR INFORMATION:** Memo from Clerk's Department regarding DocuSign Contract

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Resolution No. ___________________

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

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Ayes:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Nays:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Abstain:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED UNANIMOUSLY | MOTION CARRIED | MOTION FAILED

MEMORANDUM

To: Honorable City Council

From: Ellen L. Craig-Bragg, City Clerk

Cc: D'Sjonaun Hockenhull, Deputy Clerk
Gary Harris, Purchasing Director

Date: July 6, 2021

Re: For Your Information: DocuSign Contract

The City of Romulus has entered into a contract with DocuSign, Inc effective July 1, 2021. DocuSign offers a web-based platform and user interface where documents can be electronically signed and stored.

The current contract piggybacks off of a state contract (071B6600041) and totals $3260.00; therefore, an action of Council is not necessary as the contract does not exceed $12,000.00 pursuant to Section 39-2 of the Purchasing Ordinance.

In this contract/plan the City is provided 500 "envelopes" which are containers for documents that one can send to a recipient to sign. Each envelope can contain up to 120 documents. Multiple documents can be added to one "envelope" and sent to multiple recipients.

DocuSign will better enable the City to streamline internal processes as well as digitize records and duplicate those records efficiently. This product will also greatly reduce the turnaround time for resolutions adopted by City Council where signatures of the councilmembers are needed.

Should you have any questions or concerns, please do not hesitate to contact myself or the Deputy Clerk.

City of Romulus

Treasurer's Report

Council Meeting Held: **July 6, 2021**

Item No. 7.

General Description: ____

____

Resolution No.______

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

Ayes:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Nays:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Abstain:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED UNANIMOUSLY　　MOTION CARRIED　　MOTION FAILED

City of Romulus

Public Comment

Council Meeting Held: **July 6, 2021**

Item No. 8.

General Description: ______________________________

____

Resolution No.______

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

Ayes:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Nays:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Abstain:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED UNANIMOUSLY   MOTION CARRIED   MOTION FAILED

City of Romulus

Unfinished Business

Council Meeting Held: **July 6, 2021**

Item No. 9.

General Description: ____

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Resolution No.______

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

Ayes:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Nays:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Abstain:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED UNANIMOUSLY   MOTION CARRIED   MOTION FAILED

City of Romulus

New Business

Council Meeting Held: **July 6, 2021**
Item No. 10.

General Description: ____

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Resolution No.______

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

Ayes:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Nays:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Abstain:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED UNANIMOUSLY   MOTION CARRIED   MOTION FAILED

City of Romulus

Communication

Council Meeting Held: **July 6, 2021**
Item No. 11

Councilperson Abdo:

Councilperson Roscoe:

Councilperson Talley:

Councilperson Wadsworth:

Councilperson Webb:

Councilperson Williams:

City of Romulus

Adjournment

Council Meeting Held: **July 6, 2021**

Item No. 12

General Description: ____

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Resolution No.______

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

Ayes:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Nays:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
Abstain:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED UNANIMOUSLY   MOTION CARRIED   MOTION FAILED