



**CITY OF ROMULUS – CITY COUNCIL
REGULAR MEETING AGENDA
April 4, 2022
7:30 PM**

Members of the public can view the Regular City Council Meetings live via the Romulus Public Access Channel 12 and YouTube at www.youtube.com/cityofromulus. Public comments can also be emailed to publiccomment@romulusgov.com

Pledge of Allegiance

Roll Call

1. Agenda

- A. Approval of Agenda

2. Minutes

- A. Approval of Minutes from the Regular Meeting held on Monday, March 28, 2022, at 7:30 p.m.
- B. Approval of minutes from the special meeting - public hearings held on Monday, March 28, 2022, at 6:45 p.m. to discuss the DNR Trust Fund Grant Application for the Historical Park Comfort Station/Concession Building Project; and at 7:00 p.m. to discuss the Recreation Passport Grant Application for the MaryAnn Banks Social Equity and Universal Access Project.

3. Petitioner

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

- A. Approval of the Chairperson's Report

5. Mayor's Report – Robert A. McCraight, Mayor

- A. Intergovernmental Agreement with Wayne County - 2020 Justice Assistance Grant (JAG)
- B. Sole Source Purchase - Upgrade of Hastings Air Plymovent System
- C. Municipal Library Reappointments

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

- A. Second Reading and Final Adoption of amendments to Chapter 28, Article III of the City of Romulus Code of Ordinances
- B. Appointment to the Romulus Board of Zoning Appeals
- C. Study Session Request for Monday, April 25, 2022, at 6:00 p.m.
- D. Study Session Request for Monday, April 25, 2022, at 6:30 p.m.

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: **April 4, 2022**

Item No. A.

General Description: Approval of Agenda

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Minutes

Council Meeting Held: **April 4, 2022**

Item No. A.

General Description: Approval of Minutes from the Regular Meeting held on Monday, March 28, 2022, at 7:30 p.m.

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



MINUTES OF THE REGULAR ROMULUS CITY COUNCIL MEETING

March 28, 2022

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

Meeting called to order at 7:30pm

Pledge of Allegiance

Roll Call

Present: John Barden, Celeste Roscoe, Tina Talley, William Wadsworth, Eva Webb

Absent / Excused: Kathy Abdo, Virginia Williams

Administrative Officials in Attendance:

Robert McCraight, Mayor

Ellen L. Craig-Bragg, Clerk

Stacy Paige, Treasurer

Administrative Staff in Attendance:

D'Sjonaun Hockenhull, Deputy Clerk; Julie Wojtylko, Chief of Staff; Steven Hitchcock, City Attorney; Robert Pfannes, Chief of Police; Derran Shelby, Deputy Chief of Police; Kevin Krause, Director of Fire Services & Emergency Management; Merry Druyor, DDA/TIFA Director; Colleen Dumas, Director of Parks & Recreation; Mike Laskaska, Director of Cable & Community Services

1. Agenda

- A. Moved by **Tina Talley**, seconded by **Celeste Roscoe** to approve the Agenda.

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, Tina Talley, William Wadsworth, Eva Webb

Nays - None

Motion Carried Unanimously.

2. Minutes

- A. **Res. # 22-059** Moved by **William Wadsworth**, seconded by **Tina Talley** to approve the Minutes from the Regular Meeting held on Monday, March 14, 2022, at 7:30 p.m.

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, Tina Talley, William Wadsworth, Eva Webb

Nays - None

Motion Carried Unanimously.

- B. **Res. #22-060** Moved by **Eva Webb**, seconded by **Tina Talley** to approve the Minutes from the Special Meeting - Executive Session held on Monday, March 14, 2022, at 6:15 p.m. to discuss an attorney's opinion.

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, Tina Talley, William Wadsworth, Eva Webb

Nays - None

Motion Carried Unanimously.

3. Petitioner - None

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

Res. # 22-061 Moved by **Tina Talley**, seconded by **William Wadsworth** to adopt a memorial resolution in memory of Barbara Morrison.

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, Tina Talley, William Wadsworth, Eva Webb

Nays - None

Motion Carried Unanimously.

Res. # 22-062 Moved by **Tina Talley**, seconded by **William Wadsworth** to adopt a memorial resolution in memory of James Boler, Jr.

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, Tina Talley, William Wadsworth, Eva Webb

Nays - None

Motion Carried Unanimously

A. Res. # 22-063 Moved by **Celeste Roscoe**, seconded by **Tina Talley** to accept the Chairperson's Report.

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, Tina Talley, William Wadsworth, Eva Webb

Nays - None

Motion Carried Unanimously.

5. Mayor's Report – Robert A. McCraight, Mayor

A. Res. # 22-064 Moved by **William Wadsworth**, seconded by **Tina Talley** to approve the Request for No Fee Permit for the Bird Family Reunion at the Historical Park.

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, Tina Talley, William Wadsworth, Eva Webb

Nays - None

Motion Carried Unanimously.

B. Res. # 22-065 Moved by **Tina Talley**, seconded by **Eva Webb** to approve the Request for a No-Fee Permit for the First Baptist Church Annual Family Reunion and Fun Day at Elmer Johnson's Park.

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, Tina Talley, William Wadsworth, Eva Webb

Nays - None

Motion Carried Unanimously.

C. Res. #22-066 Moved by **Celeste Roscoe**, seconded by **William Wadsworth** to approve and concur with the administration and adopt a resolution to authorize submission of the DNR Recreation Passport Grant Application for enhancements at Mary Ann Banks Park.

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, Tina Talley, William Wadsworth, Eva Webb

Nays - None

Motion Carried Unanimously

- D. **Res. # 22-067** Moved by **Eva Webb**, seconded by **Celeste Roscoe** to approve and concur with the administration to submit the Michigan Natural Resources Trust Fund Grant Application for the construction of a Comfort Station/Concession Building in the Historical Part.

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, Tina Talley, William Wadsworth, Eva Webb

Nays - None

Motion Carried Unanimously

- E. FYI - Emergency Purchase of the Electrical for Burnt Hotbox – No action required.

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

- A. **Res. # 22-068** Moved by **Celeste Roscoe**, seconded by **Tina Talley** to approve the First Reading and Introduction of amendments to Chapter 28, Article III of the City of Romulus Code of Ordinances.

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, Tina Talley, William Wadsworth, Eva Webb

Nays - None

Motion Carried Unanimously

- B. **Res. # 22-069** Moved by **Tina Talley**, seconded by **Celeste Roscoe** to approve the adoption of a resolution proposing an amendment to Section 11.1 of the Romulus City Charter to continue the levy by the City of an additional ad valorem property tax in an amount not to exceed 4 mills for 5 years, from 2024 through 2028. (Police and Fire Services Millage). The proposed charter amendment shall be placed on the ballot for the August 2, 2022, Primary Election.

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, Tina Talley, William Wadsworth, Eva Webb

Nays - None

Motion Carried Unanimously

7. Treasurer's Report – Stacy Paige, Treasurer

8. Public Comment - None

9. Unfinished Business

10. New Business

11. Warrant

- A. **Res. #22-070** Moved by **Celeste Roscoe**, seconded by **Tina Talley** to approve Warrant #: 22-6 for checks presented in the amount of \$1,256,341.82.

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, Tina Talley, William Wadsworth, Eva Webb

Nays - None

Motion Carried Unanimously.

12. Communication

The Council members announced upcoming community events.

13. Adjournment

- A. Moved by **William Wadsworth**, seconded by **Tina Talley** to adjourn the meeting at 8:06 pm.

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, Tina Talley, William Wadsworth, Eva Webb

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 March 28, 2022.



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



City of Romulus

Minutes

Council Meeting Held: **April 4, 2022**

Item No. B.

General Description: Approval of minutes from the special meeting - public hearings held on Monday, March 28, 2022, at 6:45 p.m. to discuss the DNR Trust Fund Grant Application for the Historical Park Comfort Station/Concession Building Project; and at 7:00 p.m. to discuss the Recreation Passport Grant Application for the MaryAnn Banks Social Equity and Universal Access Project.

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



**MINUTES OF THE ROMULUS CITY COUNCIL SPECIAL MEETING – PUBLIC HEARING
March 28, 2022**

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

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

1. Roll Call

Present: John Barden, Celeste Roscoe, Tina Talley, William Wadsworth, Eva Webb

Absent / Excused: Kathy Abdo, Virginia Williams

Administrative Officials in Attendance:

Robert McCraight, Mayor

Ellen L. Craig-Bragg, Clerk

Stacy Paige, Treasurer

Administrative Staff in Attendance:

D'Sjonaun Hockenhull - Deputy Clerk; Stephen Hitchcock - City Attorney; Julie Wojtylko - Chief of Staff;

Merrie Druyor - TIFA/DDA Director; Mike Laskaska – Director of Communication & Community Service;

Colleen Dumas - Recreation Coordinator

2. Moved by Tina Talley, seconded by William Wadsworth to accept the Public Hearing Agenda as presented.

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, Tina Talley, William Wadsworth, Eva Webb

Nays - None

Motion Carried Unanimously.

3. Public Hearing Discussion: DNR Trust Fund Grant Application - Historical Park

Merrie Druyor, Director of TIFA/DDA, presented a PowerPoint discussing the Trust Fund Grant. She reviewed the criteria and eligibility of the grant and the timeline for the application. The DDA has committed to matching funding for the project. Multiple options/maps were provided for the placement of the comfort station/concession building, in addition to the proposed schematic of its construction.

4. Public Comment - None

5. Moved by Celeste Roscoe, seconded by Tina Talley to adjourn the public hearing at 7:03 p.m.

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, Tina Talley, William Wadsworth, Eva Webb

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 March 28, 2022.

A handwritten signature in black ink, reading "Ellen L. Craig-Bragg".

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



**MINUTES OF THE ROMULUS CITY COUNCIL SPECIAL MEETING – PUBLIC HEARING
March 28, 2022**

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

The meeting was called to order at 7:03 p.m. by Mayor Pro-Tem John Barden.

1. Roll Call

Present: John Barden, Celeste Roscoe, Tina Talley, William Wadsworth, Eva Webb

Absent / Excused: Kathy Abdo, Virginia Williams

Administrative Officials in Attendance:

Robert McCraight, Mayor

Ellen L. Craig-Bragg, Clerk

Stacy Paige, Treasurer

Administrative Staff in Attendance:

D'Sjonaun Hockenhull - Deputy Clerk; Stephen Hitchcock - City Attorney; Julie Wojtylko - Chief of Staff;

Merrie Druyor - DDA/TIFA Director; Mike Laskaska - Director of Communication & Community Service;

Colleen Dumas - Recreation Coordinator

- 2. Moved by Celeste Roscoe, seconded by William Wadsworth to accept the Public Hearing Agenda as presented.**

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, Tina Talley, William Wadsworth, Eva Webb

Nays - None

Motion Carried Unanimously.

3. Public Hearing Discussion: DNR Passport Grant Application - MaryAnn Banks Park

Merrie Druyor, Director of TIFA/DDA, presented a PowerPoint discussing the Recreation Passport Grant.

She reviewed the criteria and eligibility of the grant and the timeline for the application. Examples of eligible projects under the terms of the grant were provided as well as the proposed inclusive whirl. Director Druyor discussed the scope of the project, which is to create an ADA-compliant extension of paved walkways, resurfacing the ice rink, playground safety surfacing, improved signage, sustainability design elements, and added equipment and features for wheelchair access. The DDA has committed to matching funding for the project. Maps were provided to show the proposed ADA-compliant routes and equipment placement.

4. Public Comment - None

- 5. Moved by William Wadsworth, seconded by Tina Talley to adjourn the public hearing at 7:12 p.m.**

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, Tina Talley, William Wadsworth, Eva Webb

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 March 28, 2022.

A handwritten signature in black ink, reading "Ellen L. Craig-Bragg". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

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



City of Romulus

Petitioner

Council Meeting Held:

April 4, 2022

Item No. 3

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: **April 4, 2022**

Item No. A.

General Description: Approval of the Chairperson's Report

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **April 4, 2022**

Item No. A.

General Description: Intergovernmental Agreement with Wayne County - 2020 Justice Assistance Grant (JAG)

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Abstain:</i>	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 Robert A. McCraight
SUBJECT: Intergovernmental Agreement with Wayne County – 2020 Justice Assistance Grant
DATE: March 30, 2022

I concur with the recommendation of Derran Shelby, Deputy Police Chief, and Attorney Steve Hitchcock, and respectfully request City Council adopt the attached resolution authorizing the Mayor and Clerk to enter into the Inter-Governmental Agreement with Wayne County for the 2020 Justice Assistant Grant funding program award to the City of Romulus and accept monies from Wayne County Department of Homeland Security in the amount of \$11,138.00.

Motion by _____, supported by _____, to concur with the administration and adopt the attached resolution authorizing the Mayor and Clerk to enter into the Inter-Governmental Agreement with Wayne County for the 2020 Justice Assistant Grant funding program award to the City of Romulus and accept monies from Wayne County Department of Homeland Security in the amount of \$11,138.00.

Memo

To: Mayor Robert McCraight
From: Deputy Chief Derran Shelby
Date: March 30, 2022
Re: U.S. Department of Justice (DOJ), Bureau of Justice
Assistance. # JAG 2020-DJ-BX-0504, CDFA# 16.738

The Romulus Police Department has received an award through the Department of Justice (DOJ), and I am respectfully requesting that the City of Romulus enter into this intergovernmental Agreement with Wayne County.

Wayne County is the applicant and fiscal agent for the award and this signed intergovernmental agreement will enable the City of Romulus to accept these monies. The City of Romulus allocation of 2020 JAG funds is \$11,138.00

City Attorney Steve Hitchcock has reviewed and approved the agreement.

If you concur, please seek city council approval to enter into the Intergovernmental Agreement.

RAPHAEL WASHINGTON*Wayne County Sheriff***OFFICE OF THE SHERIFF**

4747 WOODWARD AVE. DETROIT, MI 48201

TEL: (313) 224-2222 • FAX: (313) 833-0871

March 15, 2022

Chief Robert Pfannes
Romulus Police Department
11165 Olive Street
Romulus, MI 48174

RE: 2020 JAG Grant Intergovernmental Agreement

Dear Chief Pfannes:

This letter is an official notification that the Romulus Police Department has received an award through the U.S. Department of Justice (DOJ), Bureau of Justice Assistance. Wayne County is the applicant and fiscal agent for the award # JAG 2020-DJ-BX-0504, CDFA# 16.738.

The attached intergovernmental agreement, (IGA) serves as the award of the grant to your community and agency. Please review the agreement and provide the following information:

1. Your chief elected official, (Mayor) is required to sign the agreement on page 12. A fully executed signature page will be returned to you once it has been signed by the County Executive.
2. Pursuant to appendix F on page 18, please complete and return the EEOP form as in prior years.
3. Pursuant to appendix G on page 19, please have your jurisdiction's, (Chief Legal Officer) sign the FY2020 Certification of Compliance with 8 U.S.C. 1373 & 1644
4. Pursuant to appendix H on page 22, please complete the Suspension and Debarment Forms for your agency.

Please scan and email the signed pages to rbhall@waynecounty.com and send the original signed pages only (numbers 1 through 4 above) not the entire contract via U.S. Mail to:

Dr. Regina Banks-Hall
Director of Grants Administration
4747 Woodward Avenue
Detroit, MI 48201

Please contact me by email, (rbhall@waynecounty.com) or by phone, 313-202-7153 should you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Regina Banks-Hall".

Dr. Regina Banks-Hall
Wayne County Sheriff's Office

"Safer communities through effective, professional law enforcement."

JAG 2020
Intergovernmental Agreement
Between
The County of Wayne and The City of Romulus

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**INTERGOVERNMENTAL AGREEMENT BETWEEN THE
CITY OF ROMULUS AND THE COUNTY OF WAYNE
JAG 2020-DJ-BX-0504
CFDA #16.738**

THIS AGREEMENT is between the City of Romulus (the Municipality), and the County of Wayne, Michigan, a body corporate and Charter County, acting through the Office of the Wayne County Sheriff (The County).

1. PURPOSE

1.01 The U.S. Department of Justice, Bureau of Justice Services has designated 12 units of local government in Wayne County, as Disparate Jurisdictions and therefore, these communities are eligible to receive a grant under the 2020 Justice Assistance Grant (JAG) program.

1.02 The 2020 Justice Assistance Grant (JAG) solicitation notice outlined the process for application, approval and acceptance of federal funds under the JAG program. All grants must conform to Uniform Grant Regulations (2 CFR 200) Jurisdictions certified as disparate must submit a joint application for the aggregate of funds allocated to them, specifying the amount of the funds that are to be distributed to each of the units of local government and the purposes for which the funds will be used.

1.03 The parties to this agreement authorized and designated the Wayne County Department of Homeland Security as the applicant for the 2020 JAG funds. The Wayne County Sheriff's Office has been designated by the Wayne County Department of Homeland Security to serve as the grant administrator for the program.

1.04 According to the rules and procedures of the JAG award, the Municipality has designated the Wayne County Department of Homeland Security as the applicant for the 2020 JAG funds. The Wayne County Sheriff's Office has been designated by the Wayne County Department of Homeland Security to serve as the grant administrator for the program. As administrator to the program the Wayne County Sheriff's Office will be responsible for monitoring the award; submitting reports including performance measure and program assessment data; and providing ongoing assistance to the sub recipient of the funds.

1.05 The Municipality through its police agency and authorized by its Mayor has accepted participation in the 2020 Justice Assistance Grant (JAG) program. The Mayor must execute this contract and Appendix (H) "Certification Regarding Debarment and Suspension" form return to the Wayne County Sheriff's Office.

2. ENGAGEMENT OF MUNICIPALITY

2.01 The County engages the Municipality and the Municipality agrees to faithfully and diligently purchase JAG eligible equipment and programs for use in local law enforcement in accordance with the terms and conditions contained in this Agreement and consistent with the standard of practice in the community.

3. SCOPE OF SERVICE

3.01 The Municipality must make any purchases described in Appendix A in a satisfactory manner following local procurement rules and, as determined within the discretion of the County.

3.02 The Municipality agrees to accept the 2020 JAG grant and expend the grant according to all rules, regulations, procedures and laws as established by the U.S. Department of Justice, Bureau of Justice Services. The Municipality must establish a trust fund to deposit its share of JAG funds for non-reimbursement expenditures.

3.03 Expenditures requiring prior approval by the Office of Justice Programs are referenced in Appendix B. Allowable expenditures are in accordance with Appendix C and as follows: law enforcement programs; prosecution and court programs; prevention and education programs; corrections and community correction programs; drug treatment programs; planning, evaluation, technology improvement programs and crime victim and witness programs (other than compensation).

3.04 Unallowable costs are detailed in Appendix D. Prohibited uses of grant funds are: directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety; vehicles (excluding police cruisers), vessels

(excluding police boats), or aircraft (excluding police helicopters); luxury items*; real estate*; construction projects, other than penal or correctional institutions*. Funds may be expended in areas marked with an asterisk (*) based on extraordinary or exigent circumstances, and, with pre-approval by BJA and written authorization from the County.

3.05 The Municipality shall expend its grant as described in Appendix B. The Municipality may amend the purpose area of the grant provided it has received pre-authorization from the Wayne County Sheriff's Office and approval of the Bureau of Justice Assistance.

3.06 The Municipality shall provide all fiscal and programmatic reports and documentation including performance measures and program assessment data as established by the Wayne County Sheriff's Office to meet its obligation under the JAG grant.

3.07 The Municipality's legislative body must approve a resolution adopting the terms and conditions of this Agreement prior to this agreement taking effect and shall become a part hereof.

3.08 If there is any dispute between the parties regarding the extent and character of the services to be performed, the interpretation and determination of the County governs.

3.09 The services include all conferences and consultation deemed necessary by the County to properly and fully perform the services.

3.10 All services are subject to review and approval of the County for completeness and fulfillment of the requirements of this Agreement. Neither the County's review, approval, or payment for any of the services shall be construed to operate as a waiver of any rights under the Agreement, and the Municipality shall be and remain liable according to applicable law for all damages to the County caused by the Municipality's negligent performance or nonperformance of any of the Services furnished under this Agreement.

4. TERM OF AGREEMENT

4.01 This Agreement begins upon approval by the Wayne County Commission, execution by the County Executive and approval of Bureau of Justice Services, and ends September 30, 2023. The Municipality must expediently perform the services to achieve the objectives of this Agreement. The Bureau of Justice, at its option may extend the grant for an

additional year with a new expiration date of September 30, 2024. Sub-recipient Disclosure under 2 CFR 200 for the Municipality is provided in Appendix E as required by the grant.

5. ADMINISTRATION

5.01 The Municipality must inform the County as soon as the following types of conditions become known:

- A. Probable delays or adverse conditions, which do or may materially, prevent the meeting of the objectives of the Agreement. The Municipality must accompany this disclosure with a statement of any remedial action taken or contemplated by it; and

5.02 The Municipality must regularly inform the County of its activities in connection with its duties and must keep the County informed of the status of any program. The Municipality is not required to perform in a manner materially in conflict with requirements imposed by any applicable law, including any statute, county charter, ordinance, resolution or executive order.

5.03 The Municipality shall have no authority in the name of the County to borrow money, commence or defend litigation, spend money or enter into contracts except as otherwise provided in this Agreement.

6. COMPENSATION

6.01 The County shall pay the Municipality according to the budget in Appendix B, attached. The Municipality must secure prior County approval for any deviations from the budget. The budget includes all remuneration to which the Municipality may be entitled. Maximum compensation shall not exceed \$11,138.

6.02 The Municipality must, upon reasonable notice, be available to participate in any proceeding, whether legal, administrative or otherwise, or in any internal County preparatory meetings for the proceeding, in order to assist the County in any matter relating to the purpose or outcome of this Agreement.

7. METHOD OF PAYMENT

7.01 The County will pay the Municipality after the County receives an invoice for payment. The invoice must certify the total cost of the equipment procured to the project to date for that billing period, and must describe the purchases made. The Municipality must sign the invoice and send it to the County to the attention of the individual specified in the Notice provisions, Article 13. This section is limited by the provisions of Article 6 with regard to the amounts payable for performance.

7.02 The Municipality must submit as part of the invoice, a progress report indicating the Municipality's activities and being signed by an authorized officer of the Municipality.

8. RECORDS - ACCESS

8.01 The Municipality must maintain complete books, ledgers, journals, accounts, or records in which it keeps all entries reflecting its operation pursuant to this Agreement. The Municipality must keep the records according to generally accepted accounting practices and for a minimum of 3 years after the Agreement's termination and completion.

8.02 The County has the right to examine and audit all books, records, documents and other supporting data as the County deems necessary of the Municipality, or any subcontractors, or agents rendering services under this Agreement, whether direct or indirect, which will permit adequate evaluation of the services or the cost or pricing data submitted by the Municipality. The Municipality must include a similar covenant allowing for County audit in any contract it has with a consultant or agent whose services will be charged directly or indirectly to the County. The County may delay payment to the Municipality pending the results of any such audit without penalty or interest.

8.03 The Municipality agrees that representatives of the County are entitled to make periodic inspections to ascertain that the Municipality is properly performing the services. The inspections may be made at any time during normal business hours of the Municipality. If, in the course of the inspections, the representatives of the County should note any deficiencies in the performance of the services of the Municipality, or any other mutually agreed upon performance deficiencies, the alleged deficiencies must be reported promptly to the Municipality, in writing.

The Municipality agrees to promptly remedy and correct any reported deficiencies within 24 hours of notification by the County.

8.04 If, as a result of any audit conducted by or for a County or Federal agency relating to the Municipality's performance under this Agreement, a discrepancy should arise as to the amount of compensation due the Municipality, the County may retain the amount of compensation in question from any funds allocated to the Municipality but not yet disbursed under the Agreement. Should a deficiency still exist, the County may offset such a deficiency against the compensation to be paid the Municipality in any successive or future Contracts between the parties.

9. RELATIONSHIP OF PARTIES

9.01 The Municipality agrees that the County is acting fiduciary with regard to the instant agreement and that it, the Municipality, must procure the agreed upon equipment as stated in this agreement. The Municipality further understands that it is obligated as is the County to fulfill the terms of this agreement in consideration and for the purpose of receiving the subject grant.

10. INSURANCE

10. 01 Municipality shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Municipality, his agents, representatives, employees or subcontractors.

Minimum Scope and limit of Insurance

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general

aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Municipality has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of Michigan, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
4. **Professional Liability (Errors and Omissions):** Insurance appropriate to the Municipality, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate. If the Municipality maintains higher limits than the minimums shown above, the Entity requires and shall be entitled to coverage for the higher limits maintained by the Municipality. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Primary Coverage

For any claims related to this agreement, the Municipality's insurance coverage shall be primary insurance as respects the Entity, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Entity, its officers, officials, employees, or volunteers shall be excess of the Municipality's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Entity.

Waiver of Subrogation

Municipality hereby grants to Entity a waiver of any right to subrogation which any insurer of said Municipality may acquire against the Entity by virtue of the payment of any loss under such

insurance. Municipality agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Entity has received a waiver of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the Entity. The Entity may require the Municipality to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Entity.

Claims Made Policies (note – should be applicable only to professional liability, see below)

If any of the required policies provide claims-made coverage:

1. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided ***for at least five (5) years after completion of the contract of work.***
3. If coverage is canceled or non-renewed, and not replaced ***with another claims-made policy form with a Retroactive Date prior to*** the contract effective date, the Municipality must purchase "extended reporting" coverage for a minimum of ***five (5)*** years after completion of work.

Verification of Coverage

The Municipality shall furnish the Entity with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Entity before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Municipality's obligation to provide them. The Entity reserves the right to require

complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Special Risks or Circumstances

Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

11. LIABILITY

11.01 All liability, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities to be carried out pursuant to the obligations of the Municipality under this Agreement are the responsibility of the Municipality, and not the responsibility of the County, if the liability loss, or damage is caused by, or arises out of; the actions or failure to act on the part of the Municipality, any of its departments, or anyone directly or indirectly employed by the Municipality. This article is not a waiver of any governmental immunity the Municipality or its agents or employees have under Michigan law.

11.02 All liability, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities to be carried out pursuant to the obligations of the County under this Agreement are the responsibility of the County and not the responsibility of the Municipality if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any County employee or agent. This section is not to be construed as a waiver of any governmental immunity the County, its agencies, or employees, is provided by statute or modified court decisions.

11.03 If liability to third parties, loss, or damage arises as a result of activities conducted jointly by the parties in fulfillment of their responsibilities under this Agreement, the liability, loss, or damage must be borne by the parties in relation to each party's responsibilities under these joint activities. This section is not to be construed as a waiver of any governmental immunity by the parties, their agents or their employees. Each party has a duty to mitigate its damages.

11.04 For purposes of these provisions, the term "County" includes, County of Wayne and all other associated, affiliated, or subsidiary departments or division now existing or to be created by their agents and employees.

12. TERMINATION

12.01 If the Municipality violates a condition or conditions of the JAG grant, the County may terminate this Agreement without incurring any further liability, other than as indicated in the Article by giving written notice to the Municipality of the termination. The notice must specify the effective date, at least 14 days prior to the effective date of the termination, and this Agreement will terminate as if the date were the date originally given for the expiration of this Agreement. If the Agreement is terminated, the County will pay the Municipality for the programs and/or equipment procured prior to termination, as soon as can be authorized. The County will compute the amount of the payment on the basis of the programs and/or equipment procured, and other means which, in the judgment of the County represents a fair value of the programs and/or equipment, less the amount of any previous payments made. The final payment constitutes full payment. The parties agree that no payments under this section will exceed the amount payable under Article 6.

12.02 After receipt of a Notice of Termination each party shall assist the other party in the orderly termination of this Agreement and the transfer of all aspects, tangible or intangible, as may be necessary for the orderly, non-disrupted business continuance of each party.

13. NOTICES

13.01 All notices, consents, approvals, requests and other communications ("Notices") required or permitted under this Agreement must be given in writing and mailed by first-class mail and addressed as follows:

If to the Municipality:

Chief Robert Pfannes
Romulus Police Department
11165 Olive Street
Romulus, MI 48174

If to the County:

Regina Banks-Hall
Wayne County Sheriff's Office
4747 Woodward Avenue
Detroit, MI 48201

13.02 All Notices are deemed given on the day of mailing. Either party to this Agreement may change its address for the receipt of notices at any time by giving notice to the other as provided. An authorized representative must sign any notice given by a party. Termination notices, change of address notices, and other notices of a legal nature are an exception and must be sent by registered or certified mail, postage prepaid return receipt requested.

14. LAW AND JURISDICTION

14.01 This Agreement, and all actions arising from it, must be governed by, subject to, and construed according to the laws of the State of Michigan. Each party consents to the personal jurisdiction of any competent court in Wayne County, Michigan, for any action arising out of this Agreement. Service of process at the address and in the manner specified in this Agreement will be sufficient for notice. Neither party will commence any action against the other because of any matter arising out of or relating to the validity, construction, interpretation and enforcement of this Agreement, in any courts other than those in the County of Wayne, State of Michigan unless original jurisdiction is in the United States District Court for the Eastern District of Michigan, Southern Division, the Michigan Supreme Court or the Michigan Court of Appeals. Both parties agree not to commence any action or suit relating to the Agreement more than 3 years after date of termination and to waive any statute of limitation to the contrary.

15. NON-DISCRIMINATION PRACTICES

15.01 Each party must comply with the below and complete the Appendix G Compliance with Equal Employment Opportunity Plan (EEOP) Requirement Certification Form and return to Wayne County.

- A. Titles VI and VII of the Civil Rights Act (42 U.S.C. §§ 2000d et. seq.) and the United States Department of Justice Regulations (28 C.F.R. Part 42) issued pursuant to those Titles.
- B. The Age Discrimination Act of 1985 (42 U.S.C. §6101-07).
- C. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794).
- D. The Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et. seq.) and its associated regulations.
- E. The Michigan Civil Rights Act (P.A. 1976 No. 453) and the Persons With Disabilities Civil Rights Act (P.A. 1976 No. 220).
- F. The anti-discrimination provisions as required by section 120-194 of the Wayne County Code.

16 MISCELLANEOUS

16.01 The Municipality covenants that it is not, and will not become, in arrears to the County upon any contract, debt, or any other obligation to the County, including real property and personal property taxes.

16.02 Articles 10, 11, and 14 survive termination of the Agreement.

16.03 All the provisions of this Agreement are "covenants" and "conditions" as though the words specifically expressing or imparting covenants and conditions are used in each provision.

16.04 Neither party is responsible for force majeure events. In the event of a dispute between the parties with regard to what constitutes a force majeure event, the County's reasonable determination is controlling.

16.05 Unless the context otherwise requires, the words, "herein", "hereof" and "hereunder", and other words of similar import, refer to this Agreement as a whole and not to any particular article, section, or other subdivision.

16.06 The headings of the articles in this Agreement are for convenience only and must not be used to construe or interpret the scope or intent of this Agreement or in any way affect the Agreement.

16.07 As used, the singular includes the plural, the plural includes the singular, and the use of any gender is applicable to all genders.

16.08 Neither party may assign this Agreement, nor any part, or subcontract any of the work or services to be performed without the other party's prior written approval. If there is consent to an assignment or subcontract, the assigning party must require the assignee or subcontractor to comply with the provisions of this Agreement.

16.09 Each party must comply with and must require its employees to comply with all applicable laws and regulations.

16.10 No amendment to this Agreement is effective unless it references this Agreement, is written, is signed and acknowledged by duly authorized representatives of both parties.

16.11 No failure by a party to insist upon the strict performance of any term of this Agreement or to exercise any term after a breach constitutes a waiver of any breach of term. No waiver of any breach affects or alters this Agreement, but every term of this Agreement remains effective with respect to any other then existing or subsequent breach.

16.12 If any provision of this Agreement or the application to any person or circumstance is, to any extent, judicially determined to be invalid or unenforceable, the remainder of the Agreement, or the application of the provision to persons or circumstances other than those as to which it is invalid or unenforceable, is not affected and is enforceable.

16.13 This document, including the Appendices, contains the entire agreement between the parties and all prior negotiations and agreements are merged in this document. Neither party has made any representations except those expressly set

forth. No rights or remedies are, or will be acquired by either party by implication or otherwise unless set forth.

16.14 The Municipality and the County expressly acknowledge their mutual understanding and agreement that there are and shall be no third party beneficiaries to this Agreement and that this Agreement shall not be construed to benefit any persons other than the Municipality or the County.

17. AUTHORIZATIONS AND CAPABILITY

17.01 Each party warrants that the person signing this Agreement is authorized to do so on behalf of its principal and is empowered to bind its principal to this Agreement.

18. SIGNATURE

18.01 The County and the Municipality, by their authorized officers and representatives have executed this Agreement.

CITY OF Romulus

By: Robert A. McCraight

Signature

Its: Mayor

Date

COUNTY OF WAYNE

Warren C. Evans

Its: County Executive

Signature

Date

APPROVED AS TO FORM:

By: _____
Department of Corporation Counsel

Revised 07/02/18

Appendix A

Municipality's JAG 2020 Budget

Romulus

\$11,138

APPENDIX B

JAG Costs Requiring Prior Approval

See attached.

III. Postaward Requirements

3.6 COSTS REQUIRING PRIOR APPROVAL

Introduction

2 C.F.R. § 200.407 sets out costs that require prior, written approval. A list of the most common of these costs for DOJ grantees is also included below. Award recipients must obtain prior written approval for any of these costs. Recipients must also receive prior written approval for costs that contain special limitations (such as expenditure ceilings).

Responsibility for Prior Approval

The DOJ grant-making component reviews all costs requiring prior approval when the recipient is incurring the cost. The direct recipient (or pass-through entity) reviews all costs requiring prior approval when the subrecipient is incurring the cost.

Procedures for Requesting Prior Approval

In general, requests for costs requiring prior approval must be in writing and must include an explanation justifying the expenditure. Contact the DOJ grant-making component for specific guidance.

Listing of Costs Requiring Prior Approval

Automatic Data Processing Equipment and Software

Requests to purchase Automatic Data Processing (ADP) equipment may be made; however, the application must be written in a manner consistent with maximum, open, free, and fair competition in the procurement of hardware and services.

Brand names should not be specified (see 2 C.F.R. § 200.319(a)(6)) when ADP equipment includes the following types and requirements:

- Digital, analog, or hybrid computer equipment and automated fingerprint equipment.
- Auxiliary or accessorial equipment, such as data communications terminals, source data automation recording equipment (e.g., optical character recognition equipment and other data acquisition devices), and data output equipment (e.g., digital plotters, computer output microfilms) to be used in support of digital, analog, or hybrid computer equipment, whether cable-connected, wire-connected, radio-connected, or self-standing, and whether selected or acquired with a computer or separately.
- Data transmission or communications equipment that is selected and acquired solely or primarily for use with a configuration of ADP equipment that includes a computer.
- Qualification and exclusions:
 - Analog computers are covered only when being used as support or assistance to a digital computer.
 - Items of ADP equipment that are (a) physically incorporated in a weapon or (b) manufactured under a development contract are excluded from the above definition.
 - Accessories, such as tape cleaners, tape testers, magnetic tapes, paper tapes, disk packs, or anything similar are also excluded.

III. Postaward Requirements

3.6 COSTS REQUIRING PRIOR APPROVAL

Equipment and Other Capital Expenditures

If recipients or subrecipients have received prior approval for expenditures for equipment and other capital assets, including repairs which materially increase the useful life of equipment, then these expenditures are allowable. See 2 C.F.R. § 200.439.

- Expenditures for equipment must be fully justified in the budget and budget narrative; otherwise the grant-making component may require that the type, quantity estimated, unit, or other information be provided before the final budget can be issued.
- In reviewing equipment acquisition budgets and proposals, the following principles should be followed:
 - No other equipment owned by the recipient/subrecipient is suitable for the project;
 - No luxury vehicles will be approved;
 - If the vehicle request is approved, the vehicle should be reasonable, and the recipients must follow the Internal Revenue Service guidelines;
 - If the vehicle(s) was purchased as part of a unit of government fleet by the State or local central procurement activities, it is generally accepted as reasonable;
 - Federal funds are not used to provide reimbursement for the purchase of equipment already owned by the recipient/subrecipient; and
 - Equipment purchased and used commonly for two or more programs should be appropriately divided among each activity.
- An expenditure for equipment purchased for a common pool is generally allowable as a charge to the award at cost value.
- Equipment that has already been purchased and charged to other activities of the organization is not an allowable expense to the award.

Pre-Award Costs

Pre-award costs are costs incurred prior to the project begin date and in anticipation of the award where such costs are necessary for efficient and timely performance of the scope of the work. Costs are allowed only to the extent that they would be allowed if incurred after the start date of the Federal award and only with prior approval of the DOJ awarding agency. Prior approval is required for pre-award costs. Costs incurred prior to the start date of the award may be charged to the project only if the award recipient received written prior approval from the grant-making component. Direct recipients may approve pre-award costs for subrecipients if incurred after the start date of the Federal award.

Any and all costs in furtherance of a project which costs occur prior to an award date are at the sole risk of an applicant, and can only be reimbursed to the extent that there is prior approval.

Proposal Costs

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs, and allocated currently to all activities of the non-Federal entity. Such cost, where proposed as direct costs, require written prior approval from the grant-making component. No proposal costs of a past accounting period will be allocable to the current period. See 2 C.F.R. § 200.460.

III. Postaward Requirements

3.6 COSTS REQUIRING PRIOR APPROVAL

Consultant Rates

Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace.

- Each grant-making component periodically establishes a prior approval threshold consultant rate. The current rate for each grant-making component is \$650 per day or \$81.25 per hour.
- This limit is specified in the terms and special conditions of the award.
- When the rate exceeds the limit for an 8-hour day, or a proportionate hourly rate (excluding travel and subsistence costs), a written prior approval is required from the grant-making component. Prior approval requests require additional justification.
- An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance.
- Please note, however, that this does not mean that the rate can or should be the maximum limit for all consultants.
- Rates above the established maximum threshold rate will be reviewed on a case-by-case basis. Justification for exceeding the established maximum rate may include where a rate is established through a competitive bidding process.
- In order to calculate a rate of compensation for consultants associated with and employed by institutions of higher learning, divide the total compensation projected for 12 months by 260.
 - If the resulting rate of compensation exceeds the maximum consultant rate established by the grant-making component, written prior approval must be obtained.
- Compensation for consultants employed by State and local government will only be allowed when the unit of government will not provide these services without cost.
 - If a State or local government employee has been contracted to provide services that are related to his or her employment with the State or local government, the rate of compensation is not to exceed the daily salary rate for the employee paid by the unit of government.
 - If the State or local government employee has been contracted to provide services that are unrelated to his or her employment with the State or local government, then the rate of compensation is based on the necessary and reasonable cost principles which cannot exceed the maximum rate allowed by the awarding agency without prior written approval.

Conference Costs

All conferences (defined broadly to include meetings, retreats, seminars, symposiums, events, and group training activity) conducted by Cooperative Agreement recipients or contractors funded by DOJ must receive written prior approval. An approved award budget is not a prior approval. All prior approval requests must be submitted within the required number of days (90 or 120) in advance of the start date. See Chapter 3.10: Conference Approval, Planning, and Reporting for more information.

APPENDIX C

JAG Allowable Expenditure Rules

See Attached.

III. Postaward Requirements

3.9 ALLOWABLE COSTS

Overtime Compensation

Unless specifically exempted under the Fair Labor Standards Act, recipient and subrecipient employees should be compensated with overtime payments for work performed in excess of the established work week (usually 40 hours).

- Payment of more than occasional overtime is subject to periodic review by the awarding agency.
- In addition, overtime compensation is typically reviewed during site visits and audits.

Executive, administrative and professional employees who meet the criteria for an exemption from the overtime requirements of the Fair Labor Standards Act may not be reimbursed for overtime under grants and cooperative agreements. More information on overtime exemptions under the Fair Labor Standards Act is available on the Department of Labor's website at https://www.dol.gov/whd/overtime_pay.htm.

FINANCIAL MANAGEMENT TIP

In no case is dual compensation allowable. That is, an employee may not receive compensation from his/her organization AND from an award for a single period of time (e.g., 1 to 5 p.m.), even though such work may benefit both activities.

Conferences and Workshops

Allowable costs for conferences may include amounts paid for the following:

- Conference or meeting arrangements
- Publicity
- Registration
- Salaries of personnel
- Rental of staff offices
- Conference space
- Recording or translation services
- Postage
- Telephone charges
- Travel expenses (this includes transportation and subsistence for speakers or participants)
- Lodging (restrictions apply—please see below)

III. Postaward Requirements

3.9 ALLOWABLE COSTS

► OJP SPECIFIC TIP

All contracts under an award funded by OJP awards for events that include 30 or more participants (both Federal and non-Federal) must ensure that lodging costs for any number of attendees do not exceed the prevailing Federal per diem rate for lodging. If the lodging rate is not the Federal per diem rate or less, none of the lodging costs associated with the event are allowable costs to the award. As a result, the recipient would be required to pay for all lodging costs for the event with non-award funds, not just the amount in excess of the Federal per diem. For example, if the Federal per diem for lodging is \$78 per night, and the event lodging rate is \$100 per night, the recipient would be required to pay the full \$100 per night, not just the difference of \$22 per night.

Travel

Travel expenses are allowable costs for employees who are in travel status on official business related to the award. These costs must be reasonable and in accordance with the organization's established travel policy. In absence of an established travel policy, the organization must comply with the Federal travel regulations. See 2 C.F.R. § 200.474.

- The DOJ awarding agency reserves the right to determine the reasonableness of an organization's travel policy.
- Recipients and subrecipients must follow their own established travel policies.
- If a recipient or subrecipient does not have an established travel policy, they must abide by the Federal travel policy including per diem rates.
- The current travel policy and per diem rate information is available at the Per Diem rates section of the U.S. General Services Administration (GSA) website.

Foreign travel is defined as any travel outside of the United States and its Territories and possessions.

- For an award recipient or subrecipient located outside the United States and its Territories and possessions, foreign travel means travel outside that country.
- Prior approval is required for all foreign travel (see Chapter 3.6).

Project Site

The cost of space in privately or publicly owned buildings used for the benefit of the project is allowable subject to the conditions stated below:

- The total cost of space does not exceed the rental cost of comparable space and facilities in a privately owned building in the same locality.
- The cost of space procured for project usage is not charged to the program for periods of non-occupancy without authorization of the grant making component.
- The rental cost for space in a privately owned building is allowable. Rental costs may not be charged to the grant if the recipient owns the building or has a financial interest in the property. However, the cost of ownership is an allowable expense.

III. Postaward Requirements

3.9 ALLOWABLE COSTS

- Cost of ownership expenses for a publicly owned building are allowable where “rental rate” systems, or equivalent systems that adequately reflect actual costs, are employed.
- Ownership expenses must be determined on the basis of actual cost (including depreciation based on the useful life of the building, operation and maintenance, and other allowable costs). Where these costs are included in rental charges, they may not be charged elsewhere.
- Rental costs may not be charged for building purchases or construction originally financed by the Federal Government.
- Costs for rental of any property (to include commercial or residential real estate) owned by individuals or entities affiliated with the recipient or subrecipient for purposes such as the home office workspace, are unallowable. The cost of related utilities is also unallowable.

The cost of utilities, insurance, security, janitorial services, elevator service, upkeep of grounds, normal repairs and maintenance, and the like are allowable to the extent they are not otherwise included in rental or other charges for space.

Costs incurred for rearrangement and alteration of facilities required specifically for the award program, or that materially increase the value or useful life of the facility, are allowable when specifically approved by the awarding agency. See 2 C.F.R. § 200.462.

Depreciation or use allowance on idle or excess facilities is NOT ALLOWABLE, except when specifically authorized by the Federal awarding agency. See 2 C.F.R. § 200.446.

The cost of space procured under rental-purchase or a lease-with-option to purchase agreement is allowable when specifically approved by the awarding agency. This type of arrangement may require application of special matching share requirements under construction programs.

Printing

The cost of electronic and print media, including distribution, promotion, and general handling, are allowable. If these costs are not identifiable with a particular project or cost activity, the costs should be allocated as indirect costs to all benefiting activities of the organization.

Pursuant to the Government Printing and Binding Regulations, no project may be awarded primarily or substantially for the purpose of having material printed for the awarding agency. The Government Printing and Binding Regulations allow:

- The issuance of a project for the support of non-Government publications, provided such projects were issued pursuant to an authorization of law, and were not made primarily or substantially for the purpose of having material printed for the awarding agency.
- The publication of findings by recipients/subrecipients within the terms of their project provided such publication is not primarily or substantially for the purpose of having such findings printed for the awarding agency.

See 2 C.F.R. § 200.461.

III. Postaward Requirements

3.9 ALLOWABLE COSTS

Publication

Guidance for publication costs is set out in 2 C.F.R. § 200.461. To be considered allowable, publication costs must be incurred for work done according to a process that the recipient has described in writing. This process should include writing, editing, and preparing the illustrated material (including videos). Alternatively, it may include only the internal printing requirements from the recipients/subrecipients in accordance with the terms of the project.

- DOJ has authorized any recipient or subrecipient employee to make or have made by any means available to him or her, without regard to the journal copyright and without royalty, a single copy of any such article for his or her own use.

Recipients are encouraged to make the results and accomplishments of their activities available to the public. Recipients publicizing project activities and results must adhere to the following parameters:

- Responsibility for the direction of the project activity should not be ascribed to the grant-making component.
 - ▶ The publication must include the following statement: “The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice or grant-making component.”
 - ▶ The publication must not convey DOJ’s official recognition or endorsement of the recipient’s project simply based on having received funding.
 - ▶ Recipients may file a separate application with the grant-making component requesting official recognition.
- In all materials publicizing or resulting from award activities, the awarding agency assistance must be acknowledged. An acknowledgement of support shall be made through use of the following or comparable footnote:
 - ▶ “This project was supported by Award No.XXXXXX awarded by the (name of specific office/bureau), Department of Justice.”
- Recipients and any subrecipients are expected to publish or otherwise make widely available to the public, as requested by the awarding agency, the results of work conducted or produced under an award.
- All publication and distribution agreements with a publisher must include provisions giving the Federal Government a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use the publication for Federal Government purposes (see Chapter 3.7). The agreements with a publisher should contain information on the awarding agency requirements.
- Unless otherwise specified in the award, recipients/subrecipients may copyright any books, publications, films, or other copyrightable material developed or purchased as a result of award activities. Copyrighted material will be subject to the same provisions giving the Federal Government a license as described above.
- A publication and distribution plan should be submitted to the awarding agency before materials developed under an award are commercially published or distributed.
 - ▶ The plan must include a description of the materials, the rationale for commercial publication and distribution, the criteria to be used in the selection of a publisher, and—to assure reasonable competition—the identification of firms that will be approached.
 - ▶ Recipients/subrecipients must obtain prior agency approval of this plan for publishing project activities and results when it uses Federal funds to pay for the publication.

III. Postaward Requirements

3.9 ALLOWABLE COSTS

► OJP SPECIFIC TIP

Recipients/subrecipients are permitted to display the official awarding agency logo in connection with the activities supported by the award, with the prior approval of the awarding agency. In this respect, the logo must appear in a separate space, apart from any other symbol or credit.

The words "Funded/Funded in part by DOJ" shall be printed as a legend, either below or beside the logo, each time it is displayed. Use of the logo must be approved by the awarding agency.

Duplication

If recipients/subrecipients need to duplicate less than 5,000 units of only one (1) page, or less than 25,000 units in the aggregate of multiple pages, of its findings for the awarding agency, DOJ will not consider this duplication to constitute printing primarily or substantially for the awarding agency (e.g., 5,000 copies of 5 pages, etc.). Duplicated pages may not exceed a maximum image size of 10¾ by 14¼ inches.

Other Allowable Costs

- Recipients can expense costs associated with software development in the period the costs are incurred, subject to the limits outlined in the budget and budget narrative.
- Recipients may not use an accelerated method to calculate depreciation without clear evidence indicating that the expected consumption of the asset will be significantly greater in the early portion than in the later portion of its useful life.
- Post-employment benefits are allowable costs if funded in accordance with actuarial requirements.
- In accordance with 2 C.F.R. § 200.428, costs incurred by a non-Federal entity to recover improper payments are allowable as either direct or indirect cost, as appropriate.

APPENDIX D

JAG Unallowable Expenditure Rules

See attached.

III. Postaward Requirements

3.13 UNALLOWABLE COSTS

Introduction

Federal awards generally provide recipients and/or subrecipients with the funds necessary to cover costs associated with the award program. There are other costs, however, categorized as unallowable costs, that will not be reimbursed. Non-Federal entities must not use award or match funding for unallowable costs. Also within the category of unallowable costs are any costs considered inappropriate by the awarding agency. See 2 C.F.R. § 200.31 (Disallowed Costs).

Standard unallowable costs are identified in 2 C.F.R. § 200, Subpart E - Cost Principles. (For-profit entities and hospitals follow different cost principles – see FAR 31.2, and 2 C.F.R. Part 200b Appendix. IX, respectively). Specific items of unallowable costs that may be of particular relevance for DOJ-funded programs are highlighted below.

Unallowable Cost Categories

Land Acquisition

No Federal funds that are awarded for renting, leasing, or construction of buildings or other physical facilities shall be used for land acquisition. See 2 C.F.R. § 200.439 (b)(1).

Compensation of Federal Employees

This category of unallowable costs includes salary payments, consulting fees, or other compensation to full-time Federal employees.

Travel of Department of Justice (DOJ) Employees

Award funds may not be spent on transportation, lodging, subsistence, and related travel expenses of awarding agency employees.

- DOJ does consider to be allowable the travel expenses of other Federal employees, such as those persons serving on advisory committees or other program or project duties or assistance, if travel expenses have been:
 - Approved by the Federal employee's department or agency; and
 - Included as an identifiable item in the funds budgeted for the project or subsequently approved by the awarding agency.

Bonuses or Commissions

Recipients and subrecipients cannot pay any bonus or commission to any individual or organization to obtain approval of an application for award assistance.

Bonuses to officers or board members of for-profit or nonprofit organizations that are determined to be a profit, distribution of earnings, or fees are unallowable. See 2 C.F.R. § 200.430(g).

Some programs do not allow reimbursement for bonuses to employees.

III. Postaward Requirements

3.13 UNALLOWABLE COSTS

ACTION ITEM

Be sure to check the award document and, if applicable, financial clearance memorandum, to determine which salaries, fringe benefits, and other personnel costs are allowable under the specific award.

Lobbying

Recipients and subrecipients must comply with the provisions in 2 C.F.R. § 200.450 (Lobbying), as appropriate. Also, see Chapter 2.1 of this *Guide* for more specifics about restrictions on lobbying.

- The lobbying cost prohibition applies to all award recipients.
- Award funds cannot be used for the following purposes:
 - Attempting to influence the outcome of any Federal, State, or local election, referendum, initiative, or similar procedure, through in-kind or cash contributions, endorsements, publicity, or similar activity;
 - Establishing, administering, contributing to, or paying for the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcome of elections;
 - Attempting to influence (a) the introduction of Federal or State legislation; or (b) the enactment or modification of any pending Federal or State legislation through communication with any member or employee of the Congress or State legislature (including efforts to influence State or local officials to engage in similar lobbying activity), (c) the enactment or modification of any pending Federal or state legislation by preparing, distributing, or using publicity or propaganda, or by urging members of the general public, or any segment thereof, to contribute to or participate in any mass demonstration, march, rally, fund raising drive, lobbying campaign or letter writing or telephone campaign, or (d) with any Government official or employee in connection with a decision to sign or veto enrolled legislation;
 - Engaging in or supporting the development of publicity or propaganda designed to support or defeat legislation pending before legislative bodies;
 - Paying, directly or indirectly, for any personal service, advertisement, telephone, letter, printed or written matter, or other device, intended or designed to influence a member of Congress or of a State legislature to favor or oppose, by vote or otherwise, any legislation or appropriation by either Congress or a State legislature, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation;
 - Engaging in legislative liaison activities, including attendance at legislative sessions or committee hearings, gathering information regarding legislation, and analyzing the effect of legislation, when such activities are carried out in support of or in knowing preparation for an effort to engage in unallowable lobbying;
 - Paying a publicity expert for purposes unallowable under the anti-lobbying rules; or
 - Attempting to improperly influence, either directly or indirectly, an employee or officer of the executive branch of the Federal Government to give consideration or to act regarding a sponsored agreement or a regulatory matter.

III. Postaward Requirements

3.13 UNALLOWABLE COSTS

- The Anti-Lobbying Act, 18 U.S.C. § 1913, contains significant restrictions on the use of appropriated funding for lobbying.
 - These anti-lobbying restrictions are enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity.
 - These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.
- All grantees must understand that no federally appropriated funding made available under the grant program may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express approval of DOJ.
- Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB guidance.
- Any question(s) relating to the lobbying restrictions should be submitted in writing to the awarding agency's ethics official (typically in the awarding agency's Office of the General Counsel) through the DOJ program manager.

► OVW SPECIFIC TIP

OVW has some programs with purpose areas that expressly authorize "developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking." Grantees with questions on specific authorized activities should contact their grant manager.

Fundraising

The costs of organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions may not be charged as direct or indirect costs against awards. However, certain fundraising costs for the purposes of meeting the Federal program objectives may be allowable with prior approval of the DOJ awarding agency. See 2 C.F.R. § 200.442 for more details.

- The portion of a person's salary that covers time spent engaged in unallowable fundraising, and any indirect costs associated with those salaries, may not be charged to the award.
- An organization may accept donations (e.g., goods, space, services) towards fundraising, as long as the value of the donations is not charged as a direct or indirect cost to the award.
- Nothing in this section should be read to prohibit a recipient from engaging in fundraising activities, as long as such activities are not financed by Federal or matching funds.

Corporate Formation

The cost for corporate formation (startup costs) may not be charged as either direct or indirect costs against the award except with prior approval from the awarding agency.

III. Postaward Requirements

3.13 UNALLOWABLE COSTS

► OVW SPECIFIC TIP

OVW's Grants to Tribal Domestic Violence and Sexual Assault Coalitions may allow for corporate formation costs to be charged directly to the award.

State and Local Sales Taxes

Taxes that a governmental unit is legally required to pay are allowable, except for self-assessed taxes that disproportionately affect Federal programs or changes in tax policies that disproportionately affect Federal programs.

- This provision becomes effective for taxes paid during the governmental unit's first fiscal year that begins on or after January 1, 1998, and applies thereafter.
- This provision does not restrict the authority of Federal agencies to identify taxes where Federal participation is inappropriate.
- Taxes from which exemptions are available to the organization directly or which are available to the organization based on an exemption afforded the Federal government when the DOJ awarding agency makes available the exemption certificates are unallowable.
- Where the identification of the amount of unallowable taxes would require an inordinate amount of effort, the cognizant Federal agency for indirect costs may accept a reasonable approximation thereof.

Other Unallowable Costs

Other categories of unallowable costs include:

- Entertainment, including amusement, diversion, social activities, and any associated costs (i.e. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable. Certain exceptions may apply when such costs have a programmatic purpose and have been approved by the awarding agency;
- Fines and penalties (except when incurred as a result of compliance with specific provisions of an award or contract, or with written approval from the awarding agency);
- Home office workspace and related utilities;
- Honoraria is unallowable when the primary intent is to confer distinction on, or to symbolize respect, esteem, or admiration for the recipient of the honorarium. A payment for services rendered, such as a speaker's fee under an award is allowable;
- Passport charges;
- Tips;
- Bar charges/alcoholic beverages, and
- Membership fees to organizations whose primary activity is lobbying.

Costs Incurred Outside the Project Period

Any costs that are incurred either before the start of the project period or after the expiration of the project period are not allowable, unless written approval covering pre-agreement costs is granted by the awarding agency.

APPENDIX E

Sub-recipient Disclosure under 2 CFR 200

See attached.

JAG 2020 Municipality IGA Appendix E
Sub-recipient Disclosure Under 2 CFR 200

1. Federal Award Identification	
a. Sub-recipient Name	City of Romulus
b. Sub-recipient DUNS Number	196092217
c. Federal Award Identification Number	JAG 2020 DJ-BX-0504
d. Federal Award Date	9/20/2020
e. Sub-Award Period of Performance Start and End Date	10-01-2019 to 09-30-2023
f. Amount of Federal Funds Obligated by this Action	\$1,173,492
g. Total Amount of Federal Funds obligated to the sub-recipient	\$11,138
h. Total Amount of the Federal Award	\$1,173,492
i. Federal Award Project Description	Local Units Sharing in Law Enforcement Activity
j. Name of Federal Awarding Agency	US DOJ, Office of Justice Programs, BJA
k. Information for Awarding Official	County of Wayne, Warren C. Evans, CEO
l. CDEA Number and Name	CDEA# 16.738 Edward Byrne Memorial JAG Grant
m. Is the award Research and Development?	2020 JAG DJ-BX-0504
n. Approved Indirect Cost Rate per Section 200.414	Not an R&D Award
	N/A

APPENDIX F

Compliance with Equal Employment Opportunity Plan (EEOP) Requirement Certification Form

See Attached:

- Municipality receiving less than \$25,000 must complete Section A;
- Municipality receiving more \$25,000 and less than \$500,000 must complete Section B;
- Municipality receiving more than \$500,000 must complete Section C.

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name:

Address:

Is agency a; ☐ Direct or ☐ Sub recipient of OJP, OVW or COPS funding? | Law Enforcement Agency? ☐ Yes ☐ No

DUNS Number:

Vendor Number (only if direct recipient)

Name and Title of Contact Person:

Telephone Number:

E-Mail Address:

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

☐ Less than fifty employees.

☐ Indian Tribe

☐ Medical Institution.

☐ Nonprofit Organization

☐ Educational Institution

☐ Receiving a single award(s) less than \$25,000.

I, _____ [responsible official], certify that _____

[recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302.

I further certify that _____ [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title

Signature

Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, _____ [responsible official], certify that _____

[recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

[organization],

[address].

Print or Type Name and Title

Signature

Date

Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, _____ [responsible official], certify that _____

[recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title

Signature

Date

If a recipient agency, subawards a single award of \$500,000 or more then the granting agency should provide a list; including, name, address and DUNS # of each such sub-recipient.

If additional space is necessary, please duplicate this page.

INSTRUCTIONS

Completing the Certification Form

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

The federal regulations implementing the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, require some recipients of financial assistance from the U.S. Department of Justice subject to the statute's administrative provisions to create, keep on file, submit to the Office for Civil Rights (OCR) at the Office of Justice Programs (OJP) for review, and implement an Equal Employment Opportunity Plan (EEOP). *See* 28 C.F.R. pt. 42, subpt. E. All awards from the Office of Community Oriented Policing Services (COPS) are subject to the EEOP requirements; many awards from OJP, including awards from the Bureau of Justice Assistance (BJA), the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and the Office for Victims of Crime (OVC) are subject to the EEOP requirements; and many awards from the Office on Violence Against Women (OVW) are also subject to the EEOP requirements. If you have any questions as to whether your award from the U.S. Department of Justice is subject to the Safe Streets Act's EEOP requirements, please consult your grant award document, your program manager, or the OCR.

Recipients should complete *either* Section A *or* Section B *or* Section C, not all three. If recipient completes Section A *or* C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Section A

The regulations exempt some recipients from all of the EEOP requirements. Your organization may claim an exemption from all of the EEOP requirements if it meets any of the following criteria: it is a nonprofit organization, an educational institution, a medical institution, or an Indian tribe; *or* it received an award under \$25,000; *or* it has less than fifty employees. To claim the complete exemption from the EEOP requirements, complete Section A.

Section B

Although the regulations require some recipients to create, maintain on file, and implement an EEOP, the regulations allow some recipients to forego submitting the EEOP to the OCR for review. Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business; *and* (2) have fifty or more employees; *and* (3) have received a single grant award of \$25,000 or more, but less than \$500,000, may claim the limited exemption from the submission requirement by completing Section B. In completing Section B, the recipient should note that the EEOP on file has been prepared within twenty-four months of the date of the most recent grant award.

Section C

Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business, *and* (2) have fifty or more employees, *and* (3) have received a single grant award of \$500,000 or more, must prepare, maintain on file, *submit to the OCR for review*, and implement an EEOP. Recipients that have submitted an EEOP Utilization Report (or in the process of submitting one) to the OCR, should complete Section C.

Section D

Recipients that (1) receive a single award over \$500,000; *and* (2) subaward a single award of \$500,000 or more must provide a list; including, name, address and DUNS # of each such sub-recipient by completing Section D.

Submission Process

Recipients should download the online Certification Form, complete required sections, have the appropriate official sign it, electronically scan the signed document, and then send the signed document to the following e-mail address: EEOPForms@usdoj.gov. *The document must have the following title: EEOP Certification.* If you have questions about completing or submitting the Certification Form, please contact the Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, DC 20531 (Telephone: (202) 307-0690 and TTY: (202) 307-2027).

Public Reporting Burden Statement

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated minimum average time to complete and file this application is 20 minutes per form. If you have any comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office of Justice Programs, 810 7th Street, N.W., Washington, D.C. 20531.

APPENDIX G

Certification of Compliance with 8 U.S.C. 1373 & 1644

See attached:

- Local Government:
- Template for use by the Chief Legal Officer of the Local Government

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

FY 2018 Edward Byrne Memorial Justice Assistance Grant Program

**Certification of Compliance with 8 U.S.C. §§ 1373 & 1644 by Prospective Subrecipient:
Recipient State subaward to a Local Government**

On behalf of the local government named below as the "prospective subrecipient," and in support of its request to the "Recipient State" identified below for a subaward from the grant awarded by the U.S. Department of Justice ("USDOJ") under the FY 2018 Edward Byrne Memorial Justice Assistance Grant Program ("the FY 2018 JAG Program"), I certify to the Recipient State, and also certify to USDOJ, that all of the following are true and correct:

- (1) I am the chief legal officer of the local government named below as the prospective subrecipient, and I have the authority to make this certification on its behalf. I understand that this certification will be relied upon as a material representation in any decision to make a subaward to the prospective subrecipient under the FY 2018 JAG Program.
- (2) I have carefully reviewed 8 U.S.C. §§ 1373(a) and (b), and 1644, including the prohibitions on certain actions by State and local government entities, -agencies, and -officials regarding information on citizenship and immigration status. I also have reviewed the provisions set out at (or referenced in) 8 U.S.C. § 1551 note ("Abolition ... and Transfer of Functions"), pursuant to which references to the "Immigration and Naturalization Service" in 8 U.S.C. §§ 1373 & 1644 are to be read, as a legal matter, as references to particular components of the U.S. Department of Homeland Security.
- (3) I (and also the prospective subrecipient) understand that if the prospective subrecipient receives a subaward under the FY 2018 JAG Program—
 - (a) the subrecipient (and agencies or other entities thereof) must comply with 8 U.S.C. §§ 1373 & 1644, throughout the period of performance for the subaward, with respect to any "program or activity" funded in whole or in part with the subaward; and
 - (b) the subrecipient may not make a lower-tier subaward to a State or local government, or to a "public" institution of higher education, unless the subrecipient first obtains a certification of compliance with 8 U.S.C. §§ 1373 & 1644 (on a form provided by USDOJ), properly executed by the chief legal officer of the jurisdiction or educational institution that would receive it.
- (4) I (and also the prospective subrecipient) understand that, for purposes of this certification, "program or activity" means what it means under title VI of the Civil Rights Act of 1964 (see 42 U.S.C. § 2000d-4a), and that terms used in this certification that are defined in 8 U.S.C. § 1101 mean what they mean under that section 1101, except that the term "State" also shall include American Samoa (*cf.* 34 U.S.C. § 10251(a)(2)). Also, I understand that neither a "public" institution of higher education (*i.e.*, one that is owned, controlled, or directly funded by a State or local government) nor an Indian tribe is considered a "local government" (or an agency or other entity thereof) for purposes of this certification.
- (5) I have conducted (or caused to be conducted for me) a diligent inquiry and review concerning the following (which shall not be understood to include any "program or activity" of any planned subrecipient of a lower-tier subaward):
 - (a) the "program or activity" to be funded (in whole or in part) with the requested subaward; and
 - (b) any prohibitions or restrictions potentially applicable to the "program or activity" to be funded with that subaward (if received) that deal with sending to, requesting or receiving from, maintaining, or exchanging information of the types described in 8 U.S.C. §§ 1373(a) or (b), and 1644, whether imposed by a State or local government entity, -agency, or -official.
- (6) As of the date of this certification, neither the prospective subrecipient nor any entity, agency, or official of the prospective subrecipient has in effect, purports to have in effect, or is subject to or bound by, any prohibition or any restriction that would apply to the "program or activity" to be funded in whole or in part with the requested subaward (which, for the specific purpose of this paragraph 6, shall not be understood to include any such "program or activity" of any planned subrecipient of a lower-tier subaward), and that deals with either— (1) a government entity or -official sending or receiving information regarding citizenship or immigration status as described in 8 U.S.C. §§ 1373(a) & 1644; or (2) a government entity or -agency sending to, requesting or receiving from, maintaining, or exchanging information of the types (and with respect to the entities) described in 8 U.S.C. § 1373(b).

Local government that is the "prospective subrecipient" of a subaward of funds from the FY 2018 JAG Program

Signature of chief legal officer of the prospective subrecipient

Title of chief legal officer of the prospective subrecipient

Recipient State *from which the prospective subrecipient seeks a subaward* under the FY 2018 JAG Program

Printed name of chief legal officer of the prospective subrecipient

Date of certification

APPENDIX H

Debarment Certification

**CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
FOR**

Sub-recipient: _____
Contract: _____
Contract Term: _____

- I. The Contractor (sub-recipient) certifies to the best of its knowledge and belief, that:
 - a. The Contractor and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal agency;
 - b. The Contractor and its principals have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under public transaction; violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. The Contractor and its principals are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in I. b. above; and;
 - d. The Contractor and its principals have not, within a three-year period preceding this contract, had one or more public transactions (Federal, State or local) terminated for cause or default.
2. The certification in this clause is a material representation of fact upon which reliance was placed. When the County determines that the Contractor knowingly rendered an erroneous certification, in addition to other remedies available to the County, the County may terminate this Contract for cause or default.
3. The Contractor shall provide immediate written notice to the County if, at any time, Contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "Grantee", "person", "primary covered transaction", "principal",

"Proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76.

5. The Contractor agrees that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the County.
6. The Contractor further agrees that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction", provided by the County, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A Contractor may rely upon a certification of a participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A Contractor may decide the method and frequency by which it determines the eligibility of its principals. Each Contractor may, but is not required to, check the Non-procurement List (of excluded parties).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a Contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. If a Contractor is in a covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the County, the County may terminate this transaction for cause or default.

EXECUTION

IN WITNESS WHEREOF, the Sub-recipient has executed this Certification on the dates set forth below.

WITNESSES:

Sub-recipient

By: _____

Dated: _____

STATE OF MICHIGAN)
)
COUNTY OF WAYNE)

This document was acknowledged before me on _____ by
_____, on behalf of _____

Notary Public,
Wayne County, Michigan
My Commission Expires:_____ Acting in
County of_____, Michigan

APPENDIX I

Lobbying Certification

1. LOBBYING

As required by 31 U.S.C. 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. 1352.



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **April 4, 2022**

Item No. B.

General Description: Sole Source Purchase - Upgrade of Hastings Air Plymovent System

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

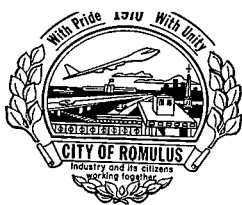
INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: Sole Source Purchase – Upgrade of Hastings Air Plymovent System
DATE: March 30, 2022

I concur with the recommendation of Kevin Krause, Director of Fire and Emergency Services, and Gary Harris, Purchasing Director, and respectfully request City Council authorize the sole source purchase of an upgrade to the existing Air Plymovent System for the City of Romulus Fire Department from Hastings Air Energy Control for a total cost of \$13,553.00.

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

Motion by _____, supported by _____, to concur with the administration, and authorize the sole source purchase of an upgrade to the existing Air Plymovent System for the City of Romulus Fire Department from Hastings Air Energy Control for a total cost of \$13,553.00.



MEMORANDUM

DATE: March 29, 2022
TO: Mayor Robert A. McCraight
FROM: Gary Harris, Purchasing Director
SUBJECT: Sole Source Purchase- Upgrade of Hastings Air Plymovent System

Under the terms of Chapter 39 of the City of Romulus Code of Ordinances (Section 39-11(d)(1)c.1., Exceptions to Competition-Sole Source Purchase-only one known source that can provide the commodity), I respectfully request that Council authorize the Sole Source purchase of an upgrade to the existing Air Plymovent System for the City of Romulus Fire Department from Hastings Air Energy Control for a total cost of \$13,553.00.

A Sole Source letter has been submitted from the manufacturer, Plymovent Corp. stating Hastings is the exclusive dealer in the State of Michigan.

I concur with the recommendation of Fire Chief Kevin Krause, to proceed with this purchase. If you concur, please request Council's permission to upgrade the Air Plymovent System from Hastings Air Energy Control in the amount of \$13,553.00 for the City of Romulus Fire Department under the terms of Sole Source Purchases Exception in Section 39-11(d)(1)c.1 of the City of Romulus Purchasing Ordinance.

Maria Farris, Financial Services Director, has verified that funds are available in the Public Safety Fund, Fire, Capital Outlay Expense Account (205-336-970.000).

Gary Harris
Purchasing Director

Memo

To: Mayor McCraight
Cc: Julie Wojtylko, Chief of Staff
From: Director of Fire and Emergency Services, Kevin Krause
Date: 03/21/2022
Re: Hastings Air Plymovent Magnetic Upgrade

In early 2021, Romulus Fire Department began upgrading the original 2009 plymovent system to update and convert manual nozzles to magnetic nozzles. The legacy system was in need of repair and no longer cost effective to replace old parts when the cost of upgrading was similar in price. Purchasing the remaining plymovent system and upgrading to the magnetic nozzles will be a great benefit for the City of Romulus Fire Department and will further assist the department's goal of aiding in the safety of our Firefighters and reduction of carcinogens in the fire houses.

This purchase qualifies as an exception to competition in the Purchasing Ordinance, specifically Section 39-11(d)(1) c.1 (Exceptions to Competition-c. Sole Source purchases).

We are requesting to receive City Council approval to proceed with this purchase of Hastings Air a plymovent magnetic upgrade for a total cost of \$13,553.00. Funds are available in the fire department; capital outlay expense account 205-336-970.000. Supporting documents have been attached for review and the details of the purchase have been.

If you have any questions prior to the meeting please contact my office.

Thank you.

PLYMOVENT®

clean air at work

January 13, 2021

To Whom It May Concern,

The purpose of this letter is to confirm that Hastings Air Energy Control Inc. is the exclusive dealer of Plymovent vehicle exhaust extraction systems in the state of Michigan. As the only Plymovent dealer in this territory, Hastings Air Energy Control Inc. is in good standing and has the exclusive rights to sell, install, provide parts and service our vehicle exhaust extraction systems.

For over 45 years, Plymovent has created products that provide a safe and healthy work environment. Together with our nationwide dealer network, Plymovent continuously strives to design and engineer products that meet or exceed our customers' expectations and needs.

If you have any questions, please do not hesitate to contact me.

Kindest regards,
PLYMOVENT CORP.



Brad Pitzl
President/General Manager

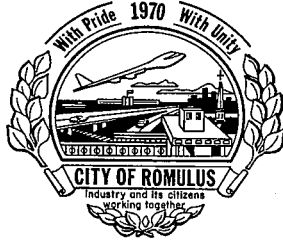
PLYMOVENT CORP.

115 Melrich Road
Granbury, NJ 08512

T +1 800 644 0911
T +1 609 395 3500

F +1 609 655 0569
E info.usa@plymovent.com

www.plymovent.com



FUNDS VERIFICATION FORM

DEPARTMENT:

Romulus Fire Department

FUND NAME:

Capital Outlay

ACCOUNT NUMBER/S:

205-336-970.000 / Capital Outlay

PURPOSE FOR REQUEST:

Upgrade of Hastings Air Plymovent system.

AMOUNT OF EXPENDITURE:

\$13,553.00

SIGNATURE OF DEPARTMENT HEAD:
_____**FUNDS CURRENTLY AVAILABLE:**

\$44,880.17

FINANCE DEPARTMENT APPROVAL:

Maria Farris -MEF 3.22.22

DATE:

March 21, 2022



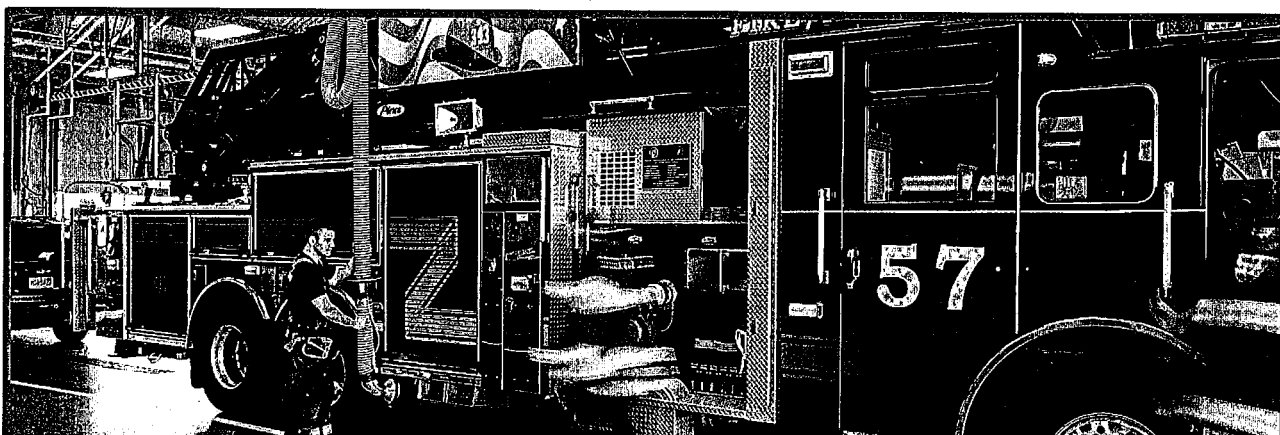
HASTINGS
air energy control, inc.
creating a cleaner workplace

Prepared For: Bryan O'Connor
Prepared by: Dean Havnen
Date: 3/16/2022

Proposal for Romulus Fire Department - Magnetic Nozzle Conversion and Track Relocation for Station #4 & Magnetic Conversion for Station #2

Hastings Core Focus:

Providing innovative solutions that create healthier lives for workers and energy savings for employers.



Engineered Solutions Down & Backdraft Tables Vehicle Exhaust Systems Replacement Filters & Parts	Dust / Wet Collectors Air Filtration Products Ventilation Equipment Industrial Vacuum Systems	Automation & Energy Controls Remote Monitoring Access Installation & Service Industrial Flex Hose
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Experience + Service = Results

www.hastingsair.com
262.364.0500


HASTINGS

air energy control, inc.

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P: 800.236.8450 / 262.364.0500

F: 800.260.9199 / 262.364.0550

www.hastingsair.com

Regionally Serving Illinois | Indiana | Iowa | Kentucky | Michigan | Minnesota | Missouri | North and South Dakota | Ohio | Wisconsin

Ship To:

 Romulus Fire Dept #4 (HQ)
 28777 Eureka Road

Romulus, MI 48174

Date: 3/16/2022

Salesperson: Dean Havnen

Quote: QUO-24608-M7B8W6

Expires: 8/31/2022

Quote Per Request

Quote to convert two drops/ vehicle connections at each station #4 & #2 over to the magnetic nozzle connection.

The quote to relocate the existing Southeast track based system from driver to curb side. Includes the materials and labor complete.

Part #	Description	Qty
Fire Station #4 – (2) Drop Magnetic Conversion		
VE-SBTA-MG-LH34HTBA	SBT LOWER HOSE PACK - MAGNETIC GRABBER (MG) BLACKARMOUR (BA) 3 ", HIGH TEMP (HT) HOSE 4 ", SAFETY DISCONNECT HANDLE (SDCH) LOWER ASSEMBLY, SBTA	2.0
DAMP-068	Damper, Backdraft, 4" BDD/One per drop	2.0
ADAP-134TG	Topgrade stainless steel tailpipe adapter (TPA) 3.5", for Magnetic Grabber (MG) 3 IN	2.0
CAB-029	BALANCER LOCKING CABLE	2.0
LB-MGH	Magnetic Changeout/per Drops	2.0
FRT	Freight	1.0
	TOTAL: \$4,938.00	


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Fire Station #2 – (2) Drop Magnetic Conversion		
VE-SBTA-MG-LH34HTBA	SBT LOWER HOSE PACK - MAGNETIC GRABBER (MG) BLACKARMOUR (BA) 3 ", HIGH TEMP (HT) HOSE 4 ", SAFETY DISCONNECT HANDLE (SDCH) LOWER ASSEMBLY, SBTA	1.0
VE-SBTA-MG-LH54HTBA	SBT LOWER HOSE PACK - MAGNETIC GRABBER (MG) BLACKARMOUR (BA) 5 ", HIGH TEMP (HT) HOSE 4 ", SAFETY DISCONNECT HANDLE (SDCH) LOWER ASSEMBLY, SBTA	1.0
DAMP-068	Damper, Backdraft, 4" BDD/One per drop	2.0
ADAP-134TG	Topgrade stainless steel tailpipe adapter (TPA) 3.5", for Magnetic Grabber (MG) 3 IN	1.0
ADAP-110TG	Topgrade stainless steel tailpipe adapter (TPA) 5" for Magnetic Grabber (MG) 5"	1.0
CAB-029	BALANCER LOCKING CABLE	2.0
CLAM-034	4-1/4" Diameter Hose Clamp SS Used For PV,EH & Silicone Hose	4.0
SADL-018	4" 90 deg Elbow Metal Saddle	2.0
LB-MGH	Magnetic Changeout/per Drops	2.0
FRT	Freight	1.0
	TOTAL: \$5,164.00	2.0
Fire Station #4 – Track Relocation Quote		
VE-LEG-LP1	Sq Alumn Leg Tube, 1.2" Sq. X 16' Long, Extruded Alumn, Field Cut To Req'D Length	1.0
VE-LEG-MKF	Vertical Leg Mount Kit	1.0
INST-M	Mechanical installation to relocate the existing track based system from drivers side wall mount to curbside ceiling mounted.	1.0
LIFT	Lift Usage Charges	1.0
	TOTAL: \$3,451.00	

TOTAL FOR ALL ITEMS ABOVE: \$13,552.41

BOCONNOR 03/18/2022: Balance should read \$13,553.00. Requested updated quote from vendor to correct oversight.



HASTINGS
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creating a cleaner workplace

P: 800.236.8450 / 262.364.0500
F: 800.260.9199 / 262.364.0550
www.hastingsair.com

Regionally Serving Illinois | Indiana | Iowa | Kentucky | Michigan | Minnesota | Missouri | North and South Dakota | Ohio | Wisconsin

Ship To:

Romulus Fire Dept #4 (HQ)
28777 Eureka Road

Romulus, MI 48174

Date: 3/16/2022
Salesperson: Dean Havnen
Quote: QUO-24608-M7B8W6
Expires: 8/31/2022

NOTE: Shipping and Tax are NOT INCLUDED.

I have read the terms page, a single, separate page from the pricing,
and I accept the terms and conditions of this quotation.

Signed: _____
Name: _____ Title: _____

Terms:
_____ Prepay - 3% Discount:
_____ Net 30 Days from Shipment
_____ Visa/Mastercard/Discover

Purchase Order # _____

Thank you for considering Hastings.

Please remit to:
Hastings Air-Energy Control, Inc.
5555 S. Westridge Drive
New Berlin, WI 53151-7900

TERMS:

Freight for equipment is FOB destination. Hastings will deliver with our truck. Future parts or filter orders will ship prepaid and add.

Normal delivery is 6 to 8 weeks after receipt of confirming purchase order or prepayment check.

Warranty is per manufacturer specifications. Contact representative for more details.

Payment terms are 3% discount for 100% prepayment with the order, or 40% with order net 30 from date of start up. Payment terms discount (3%) does not apply if the payment is made with a credit card. A 1½% per month finance charge will be assessed on all invoice balances outstanding past 30 days.

For credit card payments over 5,000.00 dollars, a 3% service charge will be added. If multiple payments are made to an order, the 3% service charge will not be avoided when the total credit card payments to the order exceed 5,000.00 dollars.

Price does not include sales tax. Please provide municipality's tax exemption certificate.

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City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **April 4, 2022**

Item No. C.

General Description: Municipal Library Reappointments

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Abstain:</i>	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 Robert A. McCraight
SUBJECT: Municipal Library Board Reappointments
DATE: March 30, 2022

I am hereby requesting approval to reappoint Jennifer Johnson to the Municipal Library Board, as the Huron Township Representative with a term to expire on April 11, 2024.

I am also hereby requesting approval to reappoint Candace Lewkowicz to the Municipal Library Board with a term to expire on April 11, 2023.

Two motions are required:

Motion by _____, supported by _____, to concur with the administration and approve the appointment of Jennifer Johnson to the Municipal Library Board, as the Huron Township Representative with a term to expire on April 11, 2024.

Motion by _____, supported by _____, to concur with the administration and approve to reappoint Candace Lewkowicz to the Municipal Library Board with a term to expire on April 11, 2023.

From: [Patricia Braden](#)
To: [Dave Glaab](#)
Cc: [Wojtylko, Julie](#); [Kathy Carlton-Beh](#); [Lambert, Jill](#)
Subject: Re: Library Board, Jennifer Johnson, Huron Township Representative, Reappointment Request
Date: Monday, March 21, 2022 3:39:58 PM

Thank you Dave. Looking forward to continue working with Jennifer.

Patty

Patty Braden
Director
Romulus Public Library
11121 Wayne Road
Romulus, MI 48174
734-955-4516
www.romuluslibrary.org

From: "Dave Glaab" <dglaab@hurontownship-mi.gov>
To: "Julie Wojtylko" <Jwojtylko@romulusgov.com>
Cc: "pbraden" <pbraden@romuluslibrary.org>, "Kathy Carlton-Beh" <kbeh@hurontownship-mi.gov>, "jlambert" <Jlambert@romulusgov.com>
Sent: Monday, March 21, 2022 3:15:57 PM
Subject: Library Board, Jennifer Johnson, Huron Township Representative, Reappointment Request

Hello Julie:

The two-year term of Jennifer Johnson, Huron Township Representative on the Library Board, will be expiring 4/11/2022.

I am pleased to request Mayor McCraight approve her re-appointment.

Please let me know if the Mayor requires any additional information or action on my part.

Thank you for your attention to this matter.

David A. Glaab
Supervisor
Huron Charter Township
22950 Huron River Dr.
New Boston, MI 48164
(734) 753-4466 Ext. 117
dglaab@hurontownship-mi.gov



City of Romulus

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

Council Meeting Held: April 4, 2022

Item No. A.

General Description: Second Reading and Final Adoption of amendments to Chapter 28, Article III of the City of Romulus Code of Ordinances

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Abstain:</i>	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

Date: April 4, 2022

Re: Second Reading & Final Adoption of Ordinance Amendment

It is requested that Council approve the second reading and final adoption of amendments to Chapter 28, Article III of the City of Romulus Code of Ordinances.

ARTICLE III. LICENSING OF ~~APARTMENT HOUSES, HOUSES, HOTELS, MOTELS, BED AND BREAKFAST AND, MOTOR COURTS AND ROOMINGHOUSES~~

Sec. 28-78. Definitions.

The following words, terms, and phrases, when used in articles II and III of this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

~~Apartment house means any dwelling, or portion thereof, which is hired out to be occupied or which is occupied as a home or residence for three or more families living independently of each other in dwelling units.~~

~~Bed and breakfast means a single family residential structure that has ten or fewer sleeping rooms, including sleeping rooms occupied by the innkeeper, and serves meals at no extra cost to its transient tenants. City means the City of Romulus.~~

~~Extended lodging facility means a residential facility intended to house a person for longer than one month, having apartment style units, each with its own kitchen and lavatory, suite or otherwise.~~

Family means one family unit, members of which are related by consanguinity or by marriage and shall also include those other persons six and less in number living together as a unit except for small group homes as defined under MCL 400.703 et seq., which are exempted from this article.

Hotel means a dwelling structure providing rooms in which no provision for cooking is made, and/or conference facilities are provided, and is subject to the innkeepers' guest laws of the state.

~~Lodginghouse and/or boardinghouse means a building or part thereof, other than a hotel or motel, where lodgings are provided for hire more or less transiently with or without provision of meals.~~

Motel and motor court means a dwelling structure providing rooms for rent to the public and subject to the innkeepers' guest laws of the state in which no provision for cooking is made in each dwelling unit.

~~Roominghouse means any dwelling, or that part thereof containing one or more rooming units, in which space is let by the owner or operator to three or more persons who are not husband and wife, son or daughter, mother or father, or sister or brother, or otherwise related by blood or marriage, for more than one month in duration.~~

Responsible Party means an individual residing in the State of Michigan who is designated by the Owner as the person who is responsible for the management of the Property and upon whom the City may serve all papers, motions and tickets with regard to enforcement of all City ordinances related to the Property.

(Code 1999, § 15-236; Ord. of 11-28-2005(02), § 1)

Sec. 28-79. Authority to make regulations.

The department of building and safety, the city fire department and police department are hereby authorized to make such rules and regulations as may be necessary to carry out the provisions of this article, copies of which shall be available for distribution to all interested persons.

(Code 1999, § 15-237; Ord. of 11-28-2005(02), § 1)

Sec. 28-80. Health requirements.

Premises licensed pursuant to this article shall at all times be occupied, kept and maintained in accordance with the applicable provisions of the building and housing ordinances and regulations of the city and the housing law of the state. Where under the terms of any rental agreement it is the duty of any licensee to furnish linens, the licensee shall provide all beds with regulation sheets and pillowcases, the same to be laundered at least once each week; provided that each new guest or patron shall be furnished with clean sheets and pillowcases. Where towels are provided, the same shall be individual towels, furnished clean to each guest or patron, and laundered at least once a week, and common towels shall not be permitted. Any licensee having notice or knowledge that the licensed premises contain any vermin shall, within 48 hours, report the same to the county board of health, and shall cause the same to be exterminated by such means as shall be approved by the county board of health, within five days from the date upon which licensee first had notice or knowledge of the existence of the same. Where food is served to guests in any premises, the licensee shall be subject to and shall fully comply with all provisions of chapter 26.

(Code 1999, § 15-238; Ord. of 11-28-2005(02), § 1)

Sec. 28-81. Registration.

Every holder of a license for a ~~lodginghouse~~, hotel, motel, ~~bed or motor court and breakfast, roominghouse or extended lodging facility~~ shall provide and maintain a bound book in which shall be entered in ink, the name and home address of any person other than members of the same family as listed in the application for the license, occupying the premises or any part thereof. The register shall also show the make and license number of any motor vehicle owned or used by each registrant and list either the driver's license number or state identification number of each registrant. The register shall be maintained in the premises in plain view and in a convenient place near the main entrance and shall be submitted upon demand to any official or police officer of the city or to any public officer of the state. The register shall constitute a public record. This section does not apply to apartment houses or roominghouses.

(Code 1999, § 15-239; Ord. of 11-28-2005(02), § 1)

Sec. 28-82. Rental.

- (a) No room or unit of premises which is a ~~lodginghouse~~, hotel, motel, ~~or motor court extended lodging facility, or bed and breakfast~~, as defined in the provisions of this article, shall be rented or let for a period of less than 24 hours, nor shall any such room or unit be rented or let to more than one tenant for each 24-hour period. The right to occupy any such room or unit shall not be assigned, transferred, or sublet. No licensee shall approve, suffer, or permit the assignment, transfer or subletting of any such room or unit.
- (b) No such room or unit shall be used for any unlawful act. No person shall occupy or use as a guest or a tenant or be permitted to occupy or use as a guest or tenant any ~~lodginghouse~~, hotel, motel, ~~or motor court bed and breakfast~~, or other similar accommodations for a period of more than ~~one month~~ 30 days in any calendar year.

(Code 1999, § 15-240; Ord. of 11-28-2005(02), § 1)

Sec. 28-83. Payment of rent; damages.

Occupants of premises licensed pursuant to this article shall not do or perform any act therein which will in any way damage the premises, nor shall they permit the occupancy of any room or portion of the premises let to

them, by persons other than those registered with the licensee, without the express knowledge and consent of the licensee. No person shall vacate any room or any premises or part thereof without having fully paid all items of rentals due for his occupancy thereof.

(Code 1999, § 15-241; Ord. of 11-28-2005(02), § 1)

Sec. 28-84. License.

No person shall use, operate, or occupy or cause to be used, operated, or occupied, any building, structure, or premises within the city as a hotel, motel, ~~or motor court bed and breakfast, extended living facility, roominghouse, lodginghouse, or as apartment house~~ or any combination thereof, unless there is in his possession and posted on such building, structure, or premises in a conspicuous place an unrevoked license of current issue as provided in this article.

(Code 1999, § 15-256; Ord. of 11-28-2005(02), § 1)

Sec. 28-85. Application.

Application for a license required by this article shall be made in writing to the city clerk, upon a form provided for that purpose, and shall be filed with the city clerk. The application shall include the applicant's name and address, the interests in the building and the location thereof, the name and address of the owner of record of the building and premises; ~~if the applicant is a partnership, the names and addresses of the partners; if the applicant is a corporation, the names and addresses of the officers thereof;~~ a list of the rooms, suites or beds therein, indicating the size of the rooms, number of beds in each room, sanitary facilities and the maximum number of persons to whom it is desired to rent the premises when rented at full occupancy; and a description of the accommodations available for such family occupancy, and such other information as may be required by the regulations authorized in section 28-79. Application for renewal of a license shall be filed at least 60 days prior to the expiration date of the current license. Each applicant shall designate a responsible party as defined in this ordinance.

(Code 1999, § 15-257; Ord. of 11-28-2005(02), § 1)

Sec. 28-86. Fees.

Each application for a license under this article shall be accompanied by the fee specified from time to time by city council, by resolution properly adopted.

(Code 1999, § 15-258; Ord. of 11-28-2005(02), § 1)

Sec. 28-87. Investigation.

Upon receipt of an application for a license or renewal of a license required by this article in proper form, the city clerk shall refer the same to the department of building and safety, ordinance police department, and the fire department, each of whom shall make an inspection and investigation, together with a written report and recommendation. The object of such investigation and inspection is to determine whether or not the building and premises are in compliance with all ordinances of the city and statutes of the state that would apply to such building and premises and ~~the clerk shall~~ verify that the applicant has no previous convictions for violation of the ordinances of the city or statute of the state that apply to the business to be operated on the premises.

(Code 1999, § 15-259; Ord. of 11-28-2005(02), § 1)

Sec. 28-88. Issuance.

- (a) Upon filing with the city clerk a proper application for a license required by this article, together with the required fee, and upon the filing with the city clerk of written reports from the department of building and safety, the fire department and the ordinance police department recommending the issuance of such license, the city clerk shall issue to the applicant in the name of the city a license subject to the provisions of this article.
- (b) The issuance of a license shall not be construed as a waiver of any requirements of the zoning ordinance or any other applicable state, local, or federal law.

(Code 1999, § 15-260; Ord. of 11-28-2005(02), § 1)

Sec. 28-89. Form.

Each license under this division shall contain the name and address of the licensee, and a brief description of the premises for which the license was issued, including the type of accommodation, maximum number of rooms or units that may be rented, maximum number of persons permitted to occupy such premises at any one time and such other information as may be required by this article.

(Code 1999, § 15-261; Ord. of 11-28-2005(02), § 1)

Sec. 28-90. Posting.

Each license issued pursuant to this article shall be posted in a conspicuous place on the premises for which it was issued.

(Code 1999, § 15-262; Ord. of 11-28-2005(02), § 1)

Sec. 28-91. Duration.

All licenses issued herein under this article shall expire on the last day of the be for a period of one year, unless sooner revoked or suspended. All licenses issued pursuant to this article shall be renewed annually on the anniversary of the prior license. If a license is not issued by its renewal date because the applicant has not complied with the requirements of this ordinance by the renewal date, the license when issued shall be for the remainder of the 12-month period since the last anniversary.

(Code 1999, § 15-263; Ord. of 11-28-2005(02), § 1)

Sec. 28-92. Transfer.

No license issued under this article shall be transferred or assigned.

(Code 1999, § 15-264; Ord. of 11-28-2005(02), § 1)

Sec. 28-93. Causes of denial and revocation; notice.

- (a) Any license requested under this article may be refused by the city clerk for failure to comply with the requirements of this ordinance or the inspections required by City ordinances. Any license issued under the provisions of this article may be revoked or suspended by the mayor or city clerk at any time upon notice to

the licensee which will be effective ten days after notice if there is no appeal under section 28-94, for any of the following causes:

- (1) Fraud or misrepresentation in the application for license;
 - (2) Fraud or misrepresentation in the operation of the licensee's business;
 - (3) Any violation of this article;
 - (4) Any violation of the ordinances of the city;
 - (5) Any violation of the laws of the state or of the United States;
 - (6) Conducting a business in an unlawful manner or in such a manner as to constitute a breach of the peace or a menace to the health, morals, safety, or welfare of the public, or creates a nuisance;
 - (7) Any failure or inability on the part of the applicant to meet and satisfy the requirements and provisions of this article.
- (b) Written notice of refusal, revocation, or suspension, stating the cause therefor, shall be delivered to the applicant or licensee personally, or mailed to the address stated in his application.

(Code 1999, § 15-265; Ord. of 11-28-2005(02), § 1)

Sec. 28-94. Appeal.

Any person whose license issued pursuant to this article is revoked or suspended and any person whose request for a license is refused shall have the right to a hearing before the ~~city council~~ City Clerk, provided a written request therefor is filed with the city clerk within ten days following the delivery or mailing of notice of refusal, revocation or suspension. ~~or within ten days following such refusal~~. The city council shall have the right to affirm and sustain any refusal to issue a license, or any revocation or suspension of a license issued to the City Clerk, ~~and or~~ the city council may grant or reinstate any license if the appeal to City Council is made within 14 days of the decision of the Clerk following a hearing requested by the Appeal before the Clerk.

(Code 1999, § 15-266; Ord. of 11-28-2005(02), § 1)



City of Romulus

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

Council Meeting Held:

April 4, 2022

Item No. B.

General Description: Appointment to the Romulus Board of Zoning Appeals

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Abstain:</i>	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

Date: April 4, 2022

Re: Appointment to Romulus Board of Zoning Appeals

On Monday, March 28, 2022 the Executive Advisory Committee held a meeting to discuss an appointment to the Romulus Board of Zoning Appeals.

It is requested that Council concur with the recommendation of the Executive Advisory Committee and appoint Brian Lloyd to the Romulus Board of Zoning Appeals with a term to expire on June 30, 2023.

MINUTES OF THE **EXECUTIVE ADVISORY COMMITTEE** OF THE ROMULUS CITY COUNCIL HELD ON MONDAY, MARCH 28, 2022 IN THE CITY HALL COUNCIL CHAMBER OFFICE LOCATED AT 11111 WAYNE RD, ROMULUS, MI 48174 TO DISCUSS REAPPOINTMENT TO THE ROMULUS BOARD OF REVIEW

The meeting was called to order at 6:30 p.m. by City Clerk Ellen Craig-Bragg

Roll Call:

Present: John Barden, Ellen Craig-Bragg, William Wadsworth,

Absent/Excused: Eva Webb

Administrative Official in Attendance:

D'Sjonaun Hockenhull, Deputy City Clerk

1. **Agenda**
2. **Approval of Minutes from the November 22, 2021 Executive Advisory Committee meeting.**
3. **Discussion – Appointment to the Romulus Board of Zoning Appeals**
4. **Public Comment.**
5. **Adjournment**

1. Moved by **Wadsworth**, seconded by **Barden** to accept the Agenda as presented.

Roll Call Vote: Ayes –Barden, Wadsworth

Nays – None.

Motion Carried Unanimously.

2. Moved by **Barden**, seconded by **Wadsworth** to approve the Minutes of the November 22, 2021 Executive Advisory Committee meeting.

Roll Call Vote: Ayes –Barden, Wadsworth

Nays – None.

Motion Carried Unanimously.

3. Moved by **Wadsworth**, seconded by **Barden** to concur with the recommendation of Carol Maise, City Planner, and appoint Brian Lloyd to the Romulus Board of Zoning Appeals with a term to expire on June 30, 2023..

Roll Call Vote: Ayes –Barden, Wadsworth

Nays – None.

Motion Carried Unanimously.

4. **Public Comment:** No public comment at this meeting

5. Moved by **Barden**, seconded by **Wadsworth** to adjourn Executive Advisory Committee meeting at 6:35 p.m.

Roll Call Vote: Ayes –Barden, Wadsworth

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 **Executive Advisory Committee** meeting held on **March 28, 2022.**



City Clerk – Romulus, MI

PLANNING DEPARTMENT MEMORANDUM

DATE: March 17, 2022

TO: Ellen Craig- Bragg, City Clerk

FROM: Carol Maise, City Planner

SUBJECT: Board of Zoning Appeals Appointment 2022

The recent appointment of BZA member Emery Long to the Planning Commission has resulted in his resignation from the Board of Zoning Appeals and therefore a vacant position on the board.

After thorough review of the application and two interviews (one phone and one in person), the Planning Department would like to recommend to the City Council Executive Advisory Committee that Mr. Brian Lloyd be appointed to the Board of Zoning Appeals to fill the vacancy left by Mr. Long. This appointment will have an expiration date of June 30, 2023. In accordance with Michigan Zoning Enabling Act 110 of 2006, the legislative body, the City Council, shall appoint the members of the Board of Zoning Appeals.

Please forward this to the City Council Executive Advisory Committee so they may act on the appointment which will then be forwarded to the City Council for their review and approval. We respectfully request that this matter be placed on the March 28th City Council agenda if possible so that the position would be filled prior to the April BZA meeting.

cc: R. McCraight, Mayor
J. Wojtylko, Chief of Staff
J. Lambert, Executive Aide



CITY OF ROMULUS | CLERK'S OFFICE | 11111 WAYNE RD. | ROMULUS, MI 48174
734-942-7540 | FAX: 734-942-2224 | E-MAIL: CLERK@ROMULUSGOV.COM

Application for Boards and Commissions

Thank you for your interest in serving on a Board or Committee.

This form provides the Mayor and City Council basic applicant information to be considered for appointment.

(PLEASE PRINT OR TYPE)

Mr. / Mrs. / Ms.	First Name	Middle or Nick Name	Last Name
Mr.	Brian	A	Lloyd
7293 Townsend		Romulus	MI 48174
Address		City	State Zip Code Home #
Brian.Lloyd.2001@gmail.com			313 820 6310
Email Address			Cell #
Ford Motor Company		Program Manager - Supplier Diversif.	
Employer			Title
1 American Dr.		Pearborn	MI 48126
Address		City	State Zip Code Work #

How long have you lived continuously in the City of Romulus? 5 years

Are you a registered voter in the City of Romulus? Yes ☒ No ☐ (Verified by Clerk's Office)

Are you a graduate of Romulus' Citizen Academy? Yes ☐ No ☒

Are you related to anyone employed by, or an elected official of the City of Romulus? Yes ☐ No ☒

If yes, please provide the person's name and your relationship: _____

Have you ever been convicted of a felony? Yes ☐ No ☒

Do you have access to electronic resources (home computer, email, Internet access)? Yes ☒ No ☐

(Many boards and committees use electronic methods to distribute meeting information.)

Select UP TO three (3) boards or committees you wish to apply for in the order of your preference:
1=First Choice, 2=Second Choice, 3=Third Choice

- Open to All
Recommendations
- | | |
|---|---|
| ☐ Arts Council & Commission | ☐ Historical Commission |
| ☐ Beautification Committee | ☐ Housing Commission |
| ☒ Board of (Zoning) Appeals | ☐ Municipal Library Board |
| ☐ Board of Review | ☐ Officer Compensation Commission |
| ☐ Brownfield Development Authority Board | ☒ Planning Commission |
| ☐ Cemetery Board of Trustees | ☐ Police, Fire & Safety Commission |
| ☐ Charter Committee | ☐ Property Disposition Committee |
| ☐ Downtown Development Authority (DDA) | ☒ Recreation Commission |
| ☐ Construction Board of Appeals | ☐ Tax Increment Finance Authority |
| ☐ Electronic Sign Commission | ☐ Committee (TIFA) |
| ☐ Environmental Protection Board | |

CLERK'S OFFICE
CITY OF ROMULUS
2022 JAN 21 P 3:13

RECEIVED

Professional Qualifications and/or Work Experience Relevant to the Board or Commission:

Program Management - Leadership in program completion on time and on cost
(Led cost reduction study resulting in \$30 million saved)
Purchasing - Cost analysis, quality containment, long term relationship building
Diversity - Diversity leadership, currently leads \$8 Billion + in sourcing to diverse

Community Activities and/or Other Experience:

business

Volunteering at churches, Focus Hope, City of Romulus Clean-up
- Organized and led 1 million mask donation to metro Detroit in 2020
(including Romulus)

Educational Background:

Bachelor of Science - Aviation Management (Eastern Mich)
M.B.A - Wayne State
Doctoral in Business Admin. - Walden U. (ongoing - 2024 grad)

Three Personal or Business References (List name and contact information):

Fouad Khanfar - 313 445 8743
Ali Hamadeh - 313 770 6300
Chris Dunn - 313 407 6187

Why are you interested in this particular board or commission?:

I am interested in any opportunity to help the people of Romulus grow personally and financially

Any other additional information you'd like to share:

Supplemental Information: Please review the attached "Boards and Commissions Application Attachment" for the desired qualifications for each board and commission. Check the appropriate box or boxes to indicate whether you have experience or professional credentials that may be needed to fill a specific seat. Resumes are encouraged and may be attached to your **completed** application.

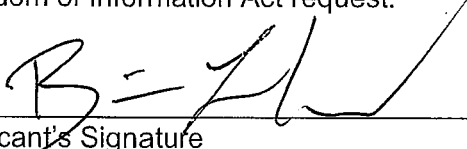
Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. Even if you do not have any of the experience or professional background listed below, we urge you to apply for consideration. Romulus needs citizens with diverse backgrounds on its boards and commissions.

Expectations: If appointed, members are expected to make every effort to be an active member of the board, committee or commission. This includes:

1. Attending meetings on a regular basis.
2. Reviewing meeting materials prior to the meeting.
3. Adhering to the city's ethics policy
4. Representing the interests of the Romulus community as a whole.
5. Learning and utilizing key tools such as plans, policies and input from public engagement.

Important Public Records Information: All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the City Clerk's office at 734-942-7540 if you have any questions or concerns about the disclosure of specific information.

Truth and Accuracy: I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.


Applicant's Signature

1-18-2022
Date

Return completed forms to:
Romulus City Hall, Attn. City Clerk
11111 Wayne Rd.
Romulus, MI 48174

<u>FOR OFFICE USE ONLY</u>	
Received by: _____	Date: _____
☐ Confirmed voter status	
☐ Confirmed current <i>Full Disclosure Statement</i> on file	
☐ Confirmed compliance with applicable federal, state and local statutes	
☐ Confirmed receipt of Affidavit for Election Commission	
Confirmed by: _____	

NOTE: Your application will be kept on file for two (2) years.

BOARD AND COMMISSION APPLICATION ATTACHMENT

Arts Council & Commission

The Romulus Arts Council has been established for the purpose of promoting the culture of the arts among and including the entire population of our community; also for raising the standards of the arts through education, promotion, development and encouragement of activities in the areas of: visual, graphic, literature, music, dance, theatre and other art forms. There are seven (7) members. All terms are for two (2) years. The Arts Council meets on the third Tuesday of every month at 5:30 p.m., in the east Council Chambers at City Hall, and typically last no longer than 60 minutes. Members are appointed by the Mayor and confirmed by City Council pursuant to Chapter 2, Article IV, Division 6, Sections 2-243 – 2-245 of the Romulus Code of Ordinances, Resolution #84-870, November 13, 1984. Must be a Romulus Resident that has the desire to serve the Romulus Community.

Please check below if you have experience in:

- ☒ Visual Arts
- ☒ Performing Arts
- ☐ Literary Arts
- ☐ Architecture/Land Use Planning
- ☒ Budget/Fundraising/Grants

Beautification Committee

The purpose of the Beautification Commission is to promote exterior property upkeep, and overall curb appeal that presents the city in a positive light. There is a body of seven (7) members appointed by the Mayor and approved by the City Council for a one year term pursuant to Chapter 2, Article IV, Division 2, Sections 2-121 – 2-124 of the Romulus Code of Ordinances, Resolution #78-195, April 24, 1978. The Commission meets once a month on the third Tuesday of every month at 7:00 p.m. in the Romulus City Hall Council Chambers. All activities are planned for both Commercial and Residential Citizens. Please check below if you have experience in:

- ☒ Property Maintenance/Management
- ☒ Landscape/Landscape Architecture
- ☒ Real Estate/Development

Board of (Zoning) Appeals

This board provides for an administrative review, interpretation or exception to the Zoning Ordinance and authorizes variances as defined in the Zoning Ordinance and laws of the State of Michigan. Responsibilities include reviewing, hearing and deciding appeals, granting variances, approving temporary permits and granting special approvals as specified by the Zoning Ordinance. There are five (5) members and two alternates appointed by City Council pursuant to Section 125.3601, Michigan Compiled Laws, and Public Act 110 of 2006. All terms for members are for three (3) years. Alternates serve two (2) and three (3) years respectively. Compensation is allowed pursuant to Chapter 2, Article IV, Division 1, Section 2-96 of the Romulus Code of Ordinances. Meetings are held the first Wednesday of each month at 7:00 p.m. in the Council Chambers. Please check below if you have experience in:

- ☐ Architecture
- ☐ Building Construction/Engineering
- ☐ Land Use Planning
- ☐ Real Estate/Development Law
- ☐ Zoning

Board of Review

The Board of Review hears appeals on the assessment of real and personal property. They are also responsible for revising and correcting assessments. The Board meets for in March typically for 3 ½ days, in July for a ½ day and December for a ½ day. Meetings are typically conducted in the Council Chambers. Each member is paid \$50 per session pursuant to Chapter 2, Article IV, Division 1, Section 2.96 of the Romulus Code of Ordinances. A session is defined as a ½ day. Pursuant to City Charter Section 11.7 and Michigan State Statute MCL 211.28, members are appointed by City Council for a term of two (2) years. No elected official shall sit on the Board of Review. Please check below if you have experience in:

- ☒ Banking/Finance
- ☒ Property Appraisal/Assessing
- ☐ Real Estate/Development/Law

Brownfield Development Authority Board

The Brownfield Development Authority facilitates the implementation of brownfield plans, creates brownfield redevelopment zones, promotes revitalization, redevelopment and reuse of certain properties and other duties as prescribed by Act 381, the Brownfield Redevelopment Financing Act, of the Public Acts of the State of Michigan. The Romulus Brownfield Development Authority Board was established on July 13, 2015 by Resolution #15-253. The Board may be comprised of five (5) to nine (9) people and serve for a term of three (3) years. Meetings are only on an as-needed basis. Please check below if you have experience in:

- ☐ Banking/Finance
- ☒ New Business Development
- ☐ Real Estate Development
- ☒ Business Recruitment and Retention

Cemetery Board of Trustees

The purpose of the Cemetery Board of Trustees is to advise and advocate for the care and management of burial lots, the protection/enhancement of all landscaping, fences & monuments and history and protection of the cemetery in general. Meetings are held fourth Tuesday of each month at 4:30 p.m. in the City Council Chambers. There are five (5) trustees which serve a term of five (5) years. All committee members are Romulus residents and property owners. Members are appointed by the Mayor and approved by City Council pursuant to Chapter 2, Article VII, Section 2-409 of the Romulus Code of Ordinances and Resolution #09-348. Please check below if you have experience in:

- ☐ Real Estate/Development/Law
- ☐ Landscape Architecture
- ☐ History

Charter Committee

The purpose of the Charter Committee is to regularly review the City of Romulus Charter, and draft/submit revisions for consideration to the voters. The Committee meets on an as-needed basis. There are nine (9) members, all of whom are Romulus residents. Members of the Commission are appointed by the Mayor and approved by City Council pursuant to Chapter XVIII, Section 17.6 of the Romulus City Charter and re-established by Resolution #11-367. Please check below if you have experience in:

- ☐ Law
- ☐ Accounting
- ☐ Government

Construction Board of Appeals

The Construction Board of Appeals reviews appeals to building permits and may grant variances under certain conditions. Meetings are held on an as-needed basis. The Board consists of five (5) members appointed by the Mayor and approved by City Council for a term of five (5) years pursuant to Chapter 8, Article VI, Section 8-156 of the Romulus Code of Ordinances. The Board was established by Resolution 91-007 of January 7, 1991 to create a Construction Board of Appeals in compliance with the provisions of Section 125-1514 of the State Construction Code Act of 1972, as amended. Please check below if you have experience in:

- ☐ Architecture
- ☐ Building Construction
- ☐ Engineering
- ☐ Electrical/Plumbing/HVAC

Downtown Development Authority (DDA)

The Downtown Development Authority is a board of nine (9) local business people and residents that together with the Mayor and our elected officials work to promote the economic growth, development and revitalization of our city's original Central Business District. These responsibilities include the development and implementation of long range plans for public facilities and infrastructure, the acquisition and disposal of property, the restoration and preservation of all buildings and the correction and prevention of deterioration. The DDA promotes economic development through capital improvement projects, with the intent that it will stimulate private investment, create jobs and expand the tax base, and shall exercise such powers and duties as provided and in accordance with the terms of Public Act No. 197 of 1975 (MCL 125.1651 et seq.). The Authority meets on the second Wednesday of each month at 10:30am in the City Council Chambers, and typically last no longer than 60 minutes. The Downtown Development Authority (DDA) shall consist of not less than (7) members nor more than (13) persons appointed by the Mayor and approved by City Council pursuant to Chapter 12, Article III, Section 12-54 – 12-56 of the Romulus Code of Ordinances. Each member shall serve a term of four (4) years. Interested persons shall have an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district or shall be a resident in the downtown district. Please check below if you have experience in:

- ☒ New Business Development
- ☒ Business Recruitment, Retention and Expansion
- ☐ Marketing and Promotion
- ☐ Real Estate Development
- ☒ Banking/Finance

Electronic Sign Commission

The purpose of the Electronic Sign Committee is to enhance Romulus communications by adding another mode of communication, help Romulus be a more welcoming place for the public and promote achievements and events for and within the City of Romulus. This board meets on an as-needed basis. The commission is to include six (6) persons with four-year terms appointed by the Mayor and approved by City Council pursuant to Resolution #09-056. Must be a Romulus resident, and have a desire to serve the community. Please check below if you have experience in:

- ☐ Marketing and Promotion
- ☒ Graphic Design
- ☒ Communication

Environmental Protection Board

The Environmental Protection Board reviews applications, and accompanying documents, submitted to the City requesting approval for construction/installation of a new facility, or alteration of an existing facility, that may have environmental impacts, with respect to all State and Federal environmental protection laws. The Board comments are then provided to the applicant through public sessions/meetings scheduled by the Director of the Building Department. Meetings are held on an as-needed basis in the Council Chambers. There are five (5) members appointed by City Council for a term of three (3) years. Please check below if you have experience in:

- ☒ Environmental Protection
- ☐ Conservation
- ☐ Waste
- ☐ Health/Safety

Historical Commission

The purpose of the commission is to foster an understanding and appreciation of local history. The Commission identifies local preservation concerns and makes recommendations for future use. Meetings are held the third Wednesday of every month at 6:00 p.m. at the Kingsley House located at 11147 Hunt St., Romulus, MI 48174. The Commission consists of seven (7) members, four (4) of which are appointed by the Mayor and approved by City Council, and three (3) members selected by the Romulus Historical Society and approved by City Council. All members serve a term for two (2) years pursuant to Chapter 2, Article IV, Division 3, Sections 2-145 – 2-154 of the Romulus Code of Ordinances. Please check below if you have experience in:

- ☐ Architecture
- ☐ Building Construction/Engineering
- ☐ Historic Preservation

Romulus Housing Commission (RHC)

The Board of Commissioners at RHC is the legally and financially responsible governing body for 102 HUD funded housing units. The Commissioners approve policy and provide oversight of the Executive Director/Management Company. The Regular Meeting is the third Friday of each month at 11:00 a.m. at the RHC office located at 34200 Beverly Rd., Romulus, MI 48174. The monthly meeting last approximately 1 to 2 hours max. In addition, Special Meetings are sometimes needed to meet HUD deadlines. There are five (5) commissioners with a term of five (5) years pursuant to Chapter 12, Article II, Sections 12-19 – 12-25 of the Romulus Code of Ordinances. Members of the Housing Commission may receive compensation for actual expenses incurred. One commissioner is required to be a tenant/resident of RHC. Please check below if you have experience in:

- ☐ Residential Real Estate
- ☒ Property Management/Leasing
- ☐ Building Construction
- ☒ Low Income or Subsidized Housing
- ☐ Housing Development/Law

Municipal Library Board

The Library Board has ultimate authority and responsibility for governing, controlling, and monitoring the business and affairs of the Romulus Public Library. The Library Board may delegate such authority, as it deems proper. Policies adopted by the Library Board are binding on its officers, agents, employees, and committees. The Board is responsible for hiring and evaluating the Library Director, monitoring and evaluating the overall effectiveness of the library, setting library policies, reviewing and adopting the annual budget, developing long-term planning, advocating for the library, communicating regularly with the Director, and conducting the affairs of the board at regularly scheduled meeting. Meetings are held Third Monday of the month at 5 p.m. in the Library Meeting Room (with the exception of holidays). Meets for approximately one hour. The Library Board is comprised of five (5) members which are appointed by the Mayor and approved by City Council as established by Council Resolution #s 11-111, 11-112 & 11-113. One member is appointed to serve as Romulus city council representative and one is appointed to represent Huron Township. Members serve either a one-year, two-year, three-year, four-year, or five-year term. The city council representative serves a four-year term that corresponds with their term in office. Interested persons notify the Board of their desire to serve. Upon receiving Board approval, they notify the Mayor in writing of their interest in serving. Mayor appoints members with City Council approval. Huron Township representative also notifies the Huron Township Supervisor for approval of the appointment prior to notifying the Mayor. Please check below if you have experience in:

- ☐ Policymaking
- ☒ Finance/Budget
- ☒ Advertising/Marketing/Public Relations
- ☐ Knowledge of Libraries
- ☒ Education

Officer Compensation Commission

The Officer Compensation Commission makes a recommendation to City Council for the salary of each elected City Official. Meetings are held every odd year. The business which the local officers compensation commission may perform shall be conducted at a public meeting of the commission held in compliance with Public Act No. 267 of 1976 (MCL 15.261 et seq.). Public notice of the time, date, and place of the meeting of the commission shall be given in the manner required by such Act. The commission is comprised of seven (7) members which serve a term for seven (7) years. Members are appointed by the Mayor and approved by City Council pursuant to Chapter 2, Article IV, Division 4, Sections 2-171 – 2-184. Please check below if you have experience in:

- ☐ Elected Local Official
- ☒ Finance/Budget
- ☐ Public Sector Compensation

Planning Commission

The Planning Commission reviews and approves development proposals for compliance with the City Zoning Ordinance. The Planning Commission is also responsible for adopting the City's Master Plan and making recommendations to the City Council on zoning ordinance amendments. Meetings are typically held the third Monday of each month at 7:00 p.m. in the City Hall Council Chambers. The Planning Commission is made up of nine (9) members appointed by the Mayor and approved by City Council. All terms are for three (3) years. Members of the Planning Commission shall be qualified electors (a United States citizen who has attained the age of 21 years, who has resided in the State of Michigan for at least six (6) months and in the City of Romulus for at least 30 days) that are representative of important segments of the community such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership is also representative of the entire geography of the city. Members are compensated at a rate established by resolution of the City Council pursuant to Chapter 2, Article IV, Division 1, Section 2-96 of the Romulus Code of Ordinances. Please check below if you have experience in:

- ☐ Architecture/Landscape Architecture
- ☒ Building Construction
- ☐ Civil Engineering
- ☐ Land Use Planning
- ☐ Real Estate Development

Police, Fire & Safety Commission

Members of the commission are responsible for making recommendation to the police chief and fire chief as it relates to better serving the community. Commissioners also plan and assist with community events such as Hometown Heroes Recognition, Pumpkin Feast, Fourth of July Fireworks and the Police Citizen Academy Program. Meetings are held the third Tuesday of each month at 4:00 p.m. The meetings are usually held at the Romulus City Hall, located at 11111 Wayne Rd. There are seven (7) members. All terms are for three (3) years and staggered. The members elect a chair and co-chairperson to oversee the meetings. Interested individuals must be a resident of the city of Romulus. Members of the Police, Fires & Commission are appointed by the Mayor and approved by City Council pursuant to Chapter IV, Sections 4.1-4.9 in the Romulus City Charter, Chapter 2, Article IV, Division 5, Sections 2-207 - 2-217 in the Romulus Code of Ordinances and City Council Resolution # 74-159, 2-13-1974. Please check below if you have experience in:

- ☐ Emergency Response
- ☐ Law Enforcement
- ☐ Law

Property Disposition Committee

The committee reviews all city-owned property and makes recommendations to the Mayor for review on its reuse or disposition. The committee shall be composed of the City Assessor, Community Development Director, City Clerk and two (2) residents of the City who are appointed by the Mayor and approved by the City Council to serve for four (4) year terms of office, pursuant to the Romulus City Charter, Chapter 2, Article V, Division 3, Section 2-328. Meetings are held quarterly at 10:00 a.m. in the Romulus City Hall Council Chambers. Please check below if you have experience in:

- ☒ Real Estate Development
- ☐ Land Use Planning
- ☒ Accounting/Finance

Recreation Commission

The Romulus Recreation Commission has responsibility for input of planning, promoting and administering park and recreation programs in accordance with the Program Coordinator. The Recreation Commission meets on the third Tuesday of the month from 7:00pm to 8:00pm in the city hall council chambers or have meetings before or participate in special events in the same month. The commission also has traveling meetings occasionally. There are a total of nine (9) members appointed by the Mayor and confirmed by city council for a three year term pursuant to Chapter 2, Article IV, Section 2-96 of the Romulus Code of Ordinances. The Recreation Commission members are compensated per monthly meeting/event. A potential member should be outgoing, energetic, motivated and has an interest in programming for all ages. Please check below if you have experience in:

- ☒ Fitness/Recreation
- ☒ Physical Education
- ☒ Advertising/Marketing/Public Relations
- ☐ Landscape Architecture
- ☒ Finance/Fundraising/Grants

Tax Increment Finance Authority Committee (TIFA)

The TIFA Committee initiates projects and programs to halt property value deterioration, increase property tax valuation and enhance economic activity within the district pursuant to Public Act 450 of 1980 and established by Resolution #84-537. TIFA meets on the second Tuesday of every month at 12:00 p.m. in the City Hall Council Chambers. There are 13 members which serve a term for four (4) years. Members are appointed by the Mayor and approved by City Council pursuant to Chapter 12, Article V, Sections 12-118 – 12-125 of the Romulus Code of Ordinances. Please check below if you have experience in:

- ☒ Banking/Finance
- ☒ New Business Development
- ☐ Real Estate Development
- ☒ Business Recruitment, Retention and Expansion



City of Romulus

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

Council Meeting Held: **April 4, 2022**

Item No. C.

General Description: Study Session Request for Monday, April 25, 2022, at 6:00 p.m.

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Abstain:</i>	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

Date: April 4, 2022

Re: Study Session Request

Merrie Druyor, TIFA/DDA Director & Economic Development Coordinator, is requesting a 30 minutes study session for Monday, April 25, 2022, at 6:30 p.m. to discuss the Romulus Public Participation Plan that is required as part of the Redevelopment Ready Process.

The date and time are available for the request.

MEMORANDUM

TO: Honorable City Council

FROM: Merrie Druyor, Economic Development Coordinator/Director of
Authorities for DDA and TIFA

DATE: March 31, 2022

SUBJECT: Study Session request regarding the Romulus Public Participation Plan

I respectfully request a thirty minute study session for Monday, April 25, 2022 at 6:00 p.m. to provide a short presentation regarding the Romulus Public Participation Plan. This is a requirement for Certification as part of the Redevelopment Ready Process. A Public Participation Plan (PPP), which establishes a model for effective public involvement, contains written procedures for including the public in a community's planning process.

Information will be submitted for the meeting packet for review. If I can be of any further assistance to you regarding this matter, please contact me.



City of Romulus

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

Council Meeting Held: **April 4, 2022**

Item No. D.

General Description: Study Session Request for Monday, April 25, 2022, at 6:30 p.m.

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Abstain:</i>	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 City Clerk

Date: April 4, 2022

Re: Study Session Request

The Clerk's Office is requesting a 45 minute Study Session for Monday, April 25, 2022 at 6:30 p.m. to discuss the new legislative map for the City of Romulus due to the redistricting process and its impact to voters for the upcoming August Primary & November General Election.

The date and time are available for the request.



City of Romulus

Treasurer's Report

Council Meeting Held:

April 4, 2022

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:

April 4, 2022

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:

April 4, 2022

Item No. 9.

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

New Business

Council Meeting Held:
Item No. 10.

April 4, 2022

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

Communication

Council Meeting Held:
Item No. 11

April 4, 2022

Councilperson Abdo: _____

Councilperson Barden: _____

Councilperson Roscoe: _____

Councilperson Talley: _____

Councilperson Wadsworth: _____

Councilperson Webb: _____

Councilperson Williams: _____



City of Romulus

Adjournment

Council Meeting Held:

April 4, 2022

Item No. 12

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