



**CITY OF ROMULUS – CITY COUNCIL
REGULAR MEETING AGENDA
April 3, 2023
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 27, 2023, at 7:30 p.m.
 - B. There was no special meeting(s) held on Monday, March 27, 2023.**
- 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. Officer Compensation Commission Re-Appointment and Appointment
 - B. ITB 22/23-19 Three Year Contractual Services Contract - Grass Cutting Services For Romulus Memorial Cemetery and Downtown Alley Cutting
 - C. ITB 22/23-17 Underbody Scaper Blades
 - D. ITB 22/23-18 Two-Year Contractual Services Contract - Tree Cutting and Stump Removal
- 6. Clerk's Report – Ellen L. Craig-Bragg, Clerk**
 - A. Second Reading and Final Adoption of Budget Amendment 22/23-14
- 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 3, 2023**

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 3, 2023**

Item No. A.

General Description: Approval of Minutes from the Regular Meeting held on Monday, March 27, 2023, 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 27, 2023

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

Pledge of Allegiance

Roll Call

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

Present: Kathy Abdo, John Barden, Celeste Roscoe, Tina Talley, William Wadsworth, Virginia Williams

Absent / Excused: Eva Webb

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; Stephen Hitchcock - City Attorney; Julie Albert - Director of Assessing and Financial Services; Jerome Frayer - DDA Director; Colleen Dumas - Recreation Director; Derran Shelby - Deputy Police Chief

1. Agenda

- A. Moved by **Tina Talley**, seconded by **Kathy Abdo**, to accept the Agenda as presented.

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

Nays - None

Motion Carried Unanimously

2. Minutes

- A. **Res. #23-076** Moved by **William Wadsworth**, seconded by **Tina Talley** to approve the Minutes from the Regular Meeting held on Monday, March 13, 2023, at 7:30 p.m.

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

Nays - None

Motion Carried Unanimously

- B. **There were no special meetings held on Monday, March 13, 2023.**

3. Petitioner

- A. Petitioner: Rev. Arthur Willis Petition: Road Closure Request for Annual Good Friday Day Walk Event
Rev. Arthur Willis said a prayer on behalf of the families who lost loved ones in the school shooting in Nashville, TN. He requested a no-fee permit for the annual Good Friday Walk Event.

Res. #23-077 Moved by **Tina Talley**, seconded by **Kathy Abdo**, to approve the no-fee permit for the Good Friday Walk Event and the closing of Goddard Road starting at Hunt St. and ending at Five Points from 11:00 a.m. to 12:30 p.m. Friday, April 7, 2023

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

Nays - None

Motion Carried Unanimously

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

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

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

Nays - None

Motion Carried Unanimously

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

- A. Res. #23-078** Moved by **William Wadsworth**, seconded by **Tina Talley** to concur with the Administration and authorize a no-fee permit for the use of the Elmer Johnson's Park pavilion on June 9, 2023, for the Romulus Middle School's end of the year eighth-grade picnic.

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

Nays - None

Motion Carried Unanimously

- B. Res. #23-079** Moved by **Eva Webb**, seconded by **Celeste Roscoe**, to concur with the Administration and authorize a no-fee permit to the Kiwanis Club for the use of the Historical Park on April 22, 2023, for an Earth Day Nature walk and clean-up event in conjunction with Romulus Community Schools.

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

Nays - None

Motion Carried Unanimously

- C. Res. #23-080** Moved by **Tina Talley**, seconded by **William Wadsworth**, to concur with the Administration and the Downtown Development Authority and approve the proposed amendments to the City of Romulus Downtown Development Authority By-laws to reflect the decrease in the number of serving members from thirteen to nine.

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

Nays - None

Motion Carried Unanimously

- D. Res. #23-081** Moved by **Tina Talley**, seconded by **None** to concur with the Administration and adopt the Resolution authorizing Entry of Participation Agreements in Partial Settlement of the National Prescription Opiate Litigation and Entry of State and Local Government Intrastate Agreement Concerning Allocation of Settlement Proceeds.

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

Nays - None

Motion Carried Unanimously

- E. **Res. #23-082** Moved by **William Wadsworth**, seconded by **Eva Webb**, to concur with the Administration and award RFP 22/23-13 for a two (2) year maintenance contract for landscaping & irrigation for the Merriman Road Special Assessment District (SAD) to the only responding contractor DJ's Landscaping Management, in the estimated amount of \$45,00.00 per season and not to exceed budgeted funds.

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

Motion Carried Unanimously

- F. **Res. #23-083** Moved by **Eva Webb**, seconded by **Celeste Roscoe** to concur with the Administration and introduce Budget Amendment 22/23-14 to use funds balance to replace the Federal Weather Station (Tornado Sirens) equipment that is failing due to outdated equipment.

<u>FUND/DEPT. ACCOUNT NO.</u>	<u>ACCOUNT NAME</u>	<u>CURRENT BUDGET</u>	<u>AMENDMENT</u>	<u>AMENDED BUDGET</u>
261 – 911 Fund				
<u>Fund Balance</u> 261-000-390.000	Fund Balance	\$187,746.00	\$(12,990).00	\$174,746.00
<u>Expense</u> 261-301-970.000	Capital Outlay	\$-	\$12,990.00	\$12,990.00

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

Motion Carried Unanimously

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

Res. #23-084 Moved by **Eva Webb**, seconded by **William Wadsworth** to adopt a memorial resolution for the family of Bianca Nicole McDavid.

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

Motion Carried Unanimously

- A. **Res. #23-085** Moved by **Celeste Roscoe**, seconded by **Kathy Abdo**, to approve the Second Reading and Final Adoption of amendments to Chapter 26, Article I, Section 26.3, Permanent structure and mobile food service, of the Romulus Code of Ordinances

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

Motion Carried

- B. **Res. #23-086** Moved by **Tina Talley**, seconded by **William Wadsworth**, to amend the 22/23 fee schedule for the Clerk's Office to allow for the collection of food truck licensing fees as presented.

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

Motion Carried Unanimously

- C. **Res. #23-087** Moved by **Tina Talley**, seconded by **Kathy Abdo**, to concur with the recommendation of the Executive Advisory Committee and appoint David Jones to the Romulus Board of Zoning Appeals, pursuant to the Michigan Zoning Enabling Act 110 of 2006, with a term to expire on June 30, 2025.

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

Nays - None

Motion Carried Unanimously

- D. **Res. #23-088** Moved by **Celeste Roscoe**, seconded by **Eva Webb** to approve the Study Session Request for Monday, April 24, 2023, at 7:00 p.m. for the purpose of providing the Council with updates to development from NorthPoint Development and amendments to the Romulus Trade Center Conditional Rezoning and Development Agreement related to phasing.

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

Nays - None

Motion Carried Unanimously

7. **Treasurer's Report – Stacy Paige, Treasurer**

8. **Public Comment**

A resident inquired about HVAC installation in the building he rents.

9. **Unfinished Business**

Councilwoman Williams asked for an update on the reconstruction of the Veteran's Monument Memorial.

Res. #23-089 Moved by **Virginia Williams**, seconded by **Eva Webb** to adopt a memorial resolution for the family of Diane Reid-Harris.

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

Nays - None

Motion Carried Unanimously

10. **New Business**

Councilperson Wadsworth announced that the Animal Shelter is reaching capacity and solicited the audience to adopt a pet.

11. **Warrant**

- A. **Res. #23-090** Moved by **Kathy Abdo**, seconded by **Tina Talley** to approve Warrant #: 23-6 for checks presented in the amount of \$1,813,762.47.

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

Nays - Williams

Motion Carried

12. **Communication**

Councilperson Abdo announced and gave information on the Fish & Loaves program. She also announced an event at the Romulus Public Library.

Councilperson Talley announced upcoming community events.

Councilperson Webb inquired about the clothing drive at Romulus Wesleyan Church.

Councilperson Williams announced a change in the venue of an upcoming musical event and reminded residents of the Forgotten Harvest program.

13. Adjournment

Moved by **William Wadsworth**, seconded by **Tina Talley**, to adjourn the meeting at 8:24 p.m.

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

Nays - None

Motion Carried Unanimously

I, Ellen L. Craig-Bragg, Clerk for the City of Romulus, Michigan, certify the foregoing to be a true copy of the minutes of the regular meeting of the Romulus City Council held on March 27, 2023.



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



City of Romulus

Petitioner

Council Meeting Held:

April 3, 2023

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 3, 2023

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 3, 2023

Item No. A.

General Description: Officer Compensation Commission Re-Appointment and Appointment

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: Officer Compensation Commission Re-Appointment and Appointment
DATE: March 23, 2023

I am respectfully requesting City Council's concurrence to re-appoint Carole Bales with a term to expire on June 24, 2029 and appoint Adewunmi Gbogboade with a term to expire December 31, 2028 to the Officer Compensation Commission.

Motion by _____, supported by _____ to concur with the administration to re-appoint Carole Bales with a term to expire on June 24, 2029 and appoint Adewunmi Gbogboade with a term to expire December 31, 2028 to the Officer Compensation Commission.

Memo

To: Robert McCraigt, Mayor

From: Ellen L. Craig-Bragg, Clerk

Date: March 23, 2023

Re: Recommendation for Appointment to Officers Compensation Board

- In accordance with Romulus Ordinance Chapter 2, Division 4, (ordinance of May 27, 1975) and pursuant to Act 8, of P.A. 1972,
- I would like to recommend the reappointment of Carole Bales to the Officers Compensation Board to serve a (7) year term to expire June 24, 2030.
- In addition, I would like recommend the appointment of Adewunmi Gbodboade to the Officer Compensation Board to serve a (7) year term to expire on April 1, 2030.
- Please place on the April 3rd agenda for council approval.



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	Adewunmi			Gbogboade
Mr. / Mrs. / Ms. First Name	Middle or Nick Name	MI 48174		Last Name
34517 Wick Rd	Romulus	State	Zip Code	Home #
Address	City			734-678-8495
yodel238@gmail.com				
Email Address				Cell #
TransForce International Logistics				248-234-0245
Employer				Title
34517 Wick Rd	Romulus	MI	48174	248-234-0245
Address	City	State	Zip Code	Work #

How long have you lived continuously in the City of Romulus? 9 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

- Arts Council & Commission
- Beautification Committee
- Board of (Zoning) Appeals
- Board of Review
- Brownfield Development Authority Board
- Cemetery Board of Trustees
- Charter Committee
- Downtown Development Authority (DDA)
- Construction Board of Appeals
- Electronic Sign Commission
- Environmental Protection Board

- Historical Commission
- 3- Housing Commission
- Municipal Library Board
- 4- Officer Compensation Commission
- Planning Commission
- Police, Fire & Safety Commission
- 2- Property Disposition Committee
- Recreation Commission
- Tax Increment Finance Authority Committee (TIFA)

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CITY OF ROMULUS
CLERK'S OFFICE
MAR 11 P 1:42

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

Analyze and develop daily, weekly, monthly, and quarterly reports.
Develop and manage executive summaries for the finished vehicle logistics operations.
Develop, manage, and forecast contingency plans for various end of quarter metrics
Responsible for financial accountability and transparency of service requests.
Financially responsible for the daily operation of a transportation business.

Community Activities and/or Other Experience:

Educational Background:

Master of Science, Logistics and Transport Management: American Military University, West Virginia, 2018.
Bachelor of Science, Electronic and Computer Engineering: Lagos State University, Lagos Nigeria, 2004

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

Business References:

Edna Talon- Jeminson 313-418-9826.
Eddie Phelps 949-354-7882.
Akindele AKinyemi 313-656-9177

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

I believe that my experience will be of benefit to the City of Romulus. I'm currently serving as the secretary to the City of Romulus planning commission.

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.

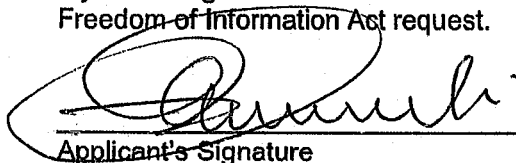
Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. Even if you do not have any of the experience or professional background listed below, we urge you to apply for consideration. Romulus needs citizens with diverse backgrounds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

3/14/2023

Date

Return completed forms to:

Romulus City Hall, Attn. City Clerk
11111 Wayne Rd.
Romulus, MI 48174

FOR OFFICE USE ONLY

Received by: _____

Date: _____

- ☐ Confirmed voter status
- ☐ Confirmed current *Full Disclosure Statement* 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.



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: April 3, 2023

Item No. B.

General Description: ITB 22/23-19 Three Year Contractual Services Contract - Grass Cutting Services For Romulus Memorial Cemetery and Downtown Alley Cutting

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: ITB 22/23-19 Three Year Contractual Services Contract – Grass Cutting Services For Romulus Memorial Cemetery and Downtown Alley Cutting
DATE: March 27, 2023

I concur with the recommendation of Kathy Hood, Assistant DPW Director, Ellen Craig-Bragg, City Clerk, and Gary Harris, Purchasing Director, and respectfully request Council award Bid ITB 22/23-19 to the lowest, most responsive and responsible bidder, DJ's Landscape Management (a local vendor) for a three year period ending December 31, 2025 for the mowing and trimming of the Romulus Memorial Cemetery and the maintenance of the weeds and grass in the alley located behind the downtown businesses for the City of Romulus, City Clerk and DPW.

Victoria Trush, Assistant Finance Director, has verified funds for this acquisition have been budgeted for and are available in the General Fund, Cemetery and Building and Grounds Accounts, Contractual Services Expense account #101-276-818.000 and 101-265-818.000 respectively. Departments shall be limited only making purchases with the money available in their budget.

Motion by _____, supported by _____, to concur with the administration and award Bid ITB ITB 22/23-19 to the lowest, most responsive and responsible bidder, DJ's Landscape Management (a local vendor) for a three year period ending December 31, 2025 for the mowing and trimming of the Romulus Memorial Cemetery and the maintenance of the weeds and grass in the alley located behind the downtown businesses for the City of Romulus, City Clerk and DPW.



MEMORANDUM

DATE: March 22, 2023
TO: Mayor Robert A. McCraight
FROM: Gary Harris, Purchasing Director
SUBJECT: ITB 22/23-19 Three Year Contractual Agreement
Romulus Memorial Cemetery & City Alley Grass Cutting

Bids were solicited for a three year contractual services agreement for the mowing and trimming of the Romulus Memorial Cemetery and the maintenance of the weeds and grass in the alley located behind the downtown businesses for the City of Romulus, City Clerk and the DPW.

In addition to being advertised in the February 09, 2023 issue of The Associated Newspaper Eagle, bid documents were made available to down load from the MITN Purchasing Group page of BidNet Direct at www.mitn.info. The MITN System notified 268 companies of the bid and of them, 23 companies downloaded the bid specifications and eleven companies were informed by email of the bidding opportunity (See Courtesy Email List attached).

On February 28, 2023, four bids were received and publicly opened.

If you concur with the recommendations of Assistant DPW Director, Kathryn Hood, City Clerk, Ellen Craig-Bragg and myself, please request Council's permission for the Mayor and Clerk to enter into a three year contractual services agreement for the mowing and trimming of the Romulus Memorial Cemetery and the maintenance of the weeds and grass in the alley located behind the downtown businesses for the City of Romulus, with the lowest, most responsive and responsible bidder, DJ's Landscape Management (a local vendor) for a three year period ending December 31, 2025.

Victoria Trush, Assistant Finance Director has verified that funds for this acquisition have been budgeted for and are available in the General Fund, Cemetery and Building and Grounds Accounts, Contractual Services Expense Accounts, (101-276-818.000 & 101-265-818.000 respectively). The departments shall be limited only making purchases with the money available in their budget.

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

Gary Harris,
Purchasing Director

CITY OF ROMULUS
DEPARTMENT OF PUBLIC WORKS

Interoffice Memorandum

TO: Gary Harris, Purchasing
FROM: Kathryn Hood, Assistant DPW Director
DATE: March 21, 2023
SUBJECT: Award ITB-22/23-19 Three year contract pricing for Romulus Memorial Cemetery and City Alley Grass Cutting

It is the recommendation of the DPW to award ITB – 22/23-19 to the lowest most responsive bidder DJ's Landscape Management.

Funds are budgeted for this purchase in the following accounts #101-276-818.000 and 101-265-818.000.

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

KWR/kr

y:\admin documents\bid items\roads\sign machine\bid award.docx

TABULATION SHEET
ITB 22/23-19 Three Year Contractual Agreement
Romulus Memorial Cemetery & City Alley Grass Cutting

COMPANY	Premier Group Associates LC			Apartment Service CO			DJ's Landscape Management			Green Meadows Landscape Inc		
Two Copies?	Digital			Yes			Yes			Yes		
Date Cemetery Visit	2/15/2023			2/14/2023			2/24/2023 & 2/27/2023			Current Contractor		
Date Visited Alley	2/15/2023			2/14/2023			2/24/2023 & 2/27/2023			Current Contractor		
Contract Year	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Cemetery - Per Cut \$:	31,248 Annual	32,185 Annual	33,168 Annual	1,200	1,260	1,323	800	850	900	900	900	900
Weed Control Cemetery/ Application:	1,997.50	2,060	2,125	2,400	2,600	2,800	550	600	650	1,250	1,250	1,250
Alley Grass - Per Cut:	12,840 Annual	13,225 Annual	13,625 Annual	50	55	60	80	90	100	45	45	45
Alley Weed Control/Application:	475	490	505	50	60	70	75	85	95	60	60	60
Annual Spring Cleanup Cemetery	1,560	1,610	1,660	2,700	2,835	2,975	1,400	1,600	1,800	1,675	1,675	1,675
Lump Sum – Fall Cleanup Cemetery:	3,300	3,400	3,505	1,500	1,575	1,650	400	500	600	2,250	2,250	2,250
Exceptions:	No			Yes – Liquid Weed Control			No			No		
Attachment I - Contr. Questionnaire & References	Yes			\$2,400 per application cemetery & \$50 per application Alley			Yes			Yes		
Attachment II – Exceptions to Specs?	No			No			No			No		
Attachment III Statement of Qualifications	Yes			Yes			Yes			Yes		
Attachment IV – Additional Reimbursable charges?	None			Yes			Weed N Feed 1,200 per app			Shrub Tree Trimmings \$60 per Hour		
Material Data Sheets?	No			NO			Yes			Yes		
Can Meet Insurance:?	Yes			Yes			Yes			Yes		
CERTIFIED?	Yes			Yes			Yes			Yes		
Attachment IV - Qualifications	Yes			Yes			Yes			Yes		
Using Sub?	No			No			No			No		

PUBLICLY OPENED 3:00:00 PM, Tuesday, 2/28/2023, IN THE ROMULUS COUNCIL OFFICE.

THOSE IN ATTENDANCE – PLEASE PRINT CLEARLY!

#	NAME	COMPANY	TITLE
1	Gary Harris	CITY OF ROMULUS	PURCHASING DIRECTOR
2	Lynn A. Conway	CITY OF ROMULUS	PURCHASING ADVISOR
3			

**MINUTES OF ITB 22/23-19
Three Year Contractual Agreement
Romulus Memorial Cemetery & City Alley Grass Cutting**

The public opening of the afore mentioned solicitation was held at 3:00 PM, in the Council Chambers at Romulus City Hall on Tuesday, February 28, 2023.

The following were present for the opening:

Gary Harris – Purchasing Director
Lynn A. Conway – Purchasing Advisor

Four sealed bids were received and publicly opened.

Premier Group Associates LC, 2221 Bellevue St., Detroit, MI 48207
Apartment Service CO., 34600 Glendale, Livonia, MI 48150
DJ's Landscape Management, 36700 Northline, Romulus, MI 48174
Green Meadows Landscape Inc., 2359 Avon Industrial Drive, Rochester Hills, MI 48309

A copy of the tabulation sheet is attached.

Respectfully submitted,



Gary Harris,
Purchasing Director

I, Gary Harris, Purchasing Director for the City of Romulus, do hereby certify the foregoing to be a true copy of the minutes of ITB 22/23-19 held on February 28, 2023.



Gary Harris,
Purchasing Director

TABULATION SHEET
ITB 22/23-19 Three Year Contractual Agreement
Romulus Memorial Cemetery & City Alley Grass Cutting

COMPANY	Premier Group Associates LC			Apartment Service CO			DJ's Landscape Management			Green Meadows Landscape Inc		
Two Copies?	Digital			Yes			Yes			Yes		
Date Cemetery Visit	2/15/2023			2/14/2023			2/24/2023 & 2/27/2023			Current Contractor		
Date Visited Alley	2/15/2023			2/14/2023			2/24/2023 & 2/27/2023			Current Contractor		
Contract Year	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Cemetery - Per Cut \$:	31,248 Annual	32,185 Annual	33,168 Annual	1,200	1,260	1,323	800	850	900	900	900	900
Weed Control Cemetery/ Application:	1,997.50	2,060	2,125	2,400	2,600	2,800	550	600	650	1,250	1,250	1,250
Alley Grass - Per Cut:	12,840 Annual	13,225 Annual	13,625 Annual	50	55	60	80	90	100	45	45	45
Alley Weed Control/Application:	475	490	505	50	60	70	75	85	95	60	60	60
Annual Spring Cleanup Cemetery	1,560	1,610	1,660	2,700	2,835	2,975	1,400	1,600	1,800	1,675	1,675	1,675
Lump Sum – Fall Cleanup Cemetery:	3,300	3,400	3,505	1,500	1,575	1,650	400	500	600	2,250	2,250	2,250
Exceptions:	No			Yes – Liquid Weed Control			No			No		
Attachment I - Contr. Questionnaire & References	Yes			\$2,400 per application cemetery & \$50 per application Alley			Yes			Yes		
Attachment II – Exceptions to Specs?	No			No			No			No		
Attachment III Statement of Qualifications	Yes			Yes			Yes			Yes		
Attachment IV – Additional Reimbursable charges?	None			Yes			Weed N Feed 1,200 per app			Shrub Tree Trimmings \$60 per Hour		
Material Data Sheets?	No			NO			Yes			Yes		
Can Meet Insurance:?	Yes			Yes			Yes			Yes		
CERTIFIED?	Yes			Yes			Yes			Yes		
Attachment IV - Qualifications	Yes			Yes			Yes			Yes		
Using Sub?	No			No			No			No		

PUBLICLY OPENED 3:00:00 PM, Tuesday, 2/28/2023, IN THE ROMULUS COUNCIL OFFICE.

THOSE IN ATTENDANCE – PLEASE PRINT CLEARLY!

#	NAME	COMPANY	TITLE
1	Gary Harris	CITY OF ROMULUS	PURCHASING DIRECTOR
2	Lynn A. Conway	CITY OF ROMULUS	PURCHASING ADVISOR
3			

REQUEST FOR COMPETITIVE BIDS

DO NOT FILL THIS FORM IN AND SAVE A COPY TO THIS FOLDER!!!!

- You can save a copy to the Completed forms from Departments Folder or to your own Department's folder.
- Email the completed form to Lynn Conway.

DEPARTMENT NAME: DPW		DATE: 1/30/23
I HEREBY REQUEST THAT COMPETITIVE BIDS BE LET FOR THE FOLLOWING MATERIAL, EQUIPMENT OR SERVICE: Grass Cutting and Downtown Alley		
PURPOSE: Grass Cutting Cemetery		
IF REPLACEMENT, WILL EQUIPMENT BE (CHECK ONE IF APPLICABLE):		
☐ Traded in ☐ Sold at auction ☐ Transferred for use elsewhere, if so where? _____ ☐ Used for parts ☐ Disposed of		
BUDGET YEAR	22/23	
ACCOUNT INFORMATION		
ACCOUNT/S NUMBER	\$ AMOUNT BUDGETED	
101-276-818.000	\$14,680.00	
101-265-818.000	\$2,000.00	
SIGNATURE OF DEPARTMENT HEAD: <i>Dana Wood</i>		

FINANCE DEPARTMENT APPROVAL	
FUNDS AVAILABILITY	
ACCOUNT/S NUMBER	\$ FUNDS AVAILABLE
101-276-818.000	\$ 5000.00
101-265-818.000	\$ 2000.00
SIGNATURE OF FINANCE DEPARTMENT: <i>Mona Jankins</i>	
DATE: Jan 31, 2023	

ADMINISTRATIVE APPROVAL	
I HAVE REVIEWED THE REQUEST AND AUTHORIZE TO LET FOR COMPETITIVE BIDS.	
SIGNATURE OF MAYOR: <i>[Signature]</i>	DATE: 2-1-23

AVAILABILITY OF FUNDS FOR AWARD	
THE BID SHALL BE AWARDED & EXPENDITURES SHALL NOT EXCEED THE AVAILABLE & BUDGETED FUNDS	
I AFFIRM THAT THE FUNDS ARE AVAILABLE IN THE ABOVE MENTIONED ACCOUNT/S	
FINANCE DEPT. APPROVAL: <i>[Signature]</i>	DATE: 3/22/2023



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: April 3, 2023

Item No. C.

General Description: ITB 22/23-17 Underbody Scaper Blades

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: ITB 22/23-17 Underbody Scraper Blades
DATE: March 27, 2023

I concur with the recommendation of Kathy Hood, Assistant DPW Director, and Gary Harris, Purchasing Director and respectfully request City Council award Bid ITB 22/23-17 to the most responsive and responsible bidder, Winter Equipment Company, for the purchase of underbody scraper blades for the City of Romulus, DPW at the prices reflected in the company's bid (see bid tabulation).

Victoria Trush, Assistant Finance Director, has verified that funds for this acquisition have been budgeted for and are available in the Major Street Fund, Routine Maintenance, Contractual Services Expense account #202-478-730.000 & #203-478-730.000.

Motion by _____, supported by _____ to concur with the administration and award Bid ITB 22/23-17 to the most responsive and responsible bidder, Winter Equipment Company, for the purchase of underbody scraper blades for the City of Romulus, DPW at the prices reflected in the company's bid.



MEMORANDUM

DATE: March 22, 2023
TO: Mayor Robert A. McCraight
FROM: Gary Harris, Purchasing Director
SUBJECT: ITB 22/23-17 UNDERBODY SCRAPER BLADES

Bids were solicited to contract for the guaranteed three (3) month fixed pricing for underbody scraper blades for the City of Romulus, Department of Public Works

In addition to being advertised in the February 09, 2023 issue of The Associated Newspaper Eagle, bid documents were made available to down load from the MITN Purchasing Group page of BidNet Direct at www.mitn.info. The MITN System notified 78 companies of the bid and of them, 18 companies downloaded the bid specifications and ten companies were informed by courtesy email of the bidding opportunity (See Courtesy Email List attached).

On February 28, 2023, seven bids were received and publicly opened.

I concur with the recommendation of Assistant DPW Director, Kathryn Hood to award the contract to the most responsive and responsible bidding company, Winter Equipment Company for the purchase of scraper blades at the prices reflected in the company's bid (see Bid Tabulation Sheet).

Victoria Trush, Assistant Finance Director has verified that funds for this acquisition have been budgeted for and are available in the Major Streets Fund, Routine Maintenance, Contractual Services Expense Account, (202-478-730.000 & 203-478-730.000 respectively). Purchases cannot exceed the funds budgeted for and available in each of the listed expense accounts.

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

Gary Harris,
Purchasing Director

CITY OF ROMULUS
DEPARTMENT OF PUBLIC WORKS

Interoffice Memorandum

TO: Gary Harris, Purchasing
FROM: Kathryn Hood, Assistant DPW Director
DATE: March 21, 2023
SUBJECT: Award ITB-22/23-17 Underbody Scraper Blades

It is the recommendation of the DPW to award ITB – 22/23-17 to the lowest most responsive bidder Winter Equipment company for the purchase of underbody scraper blades.

Funds are budgeted for this purchase in the following accounts #202-478-730.000 and #203-478-730.000.

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

KWR/kr

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MINUTES OF ITB 22/23-17 Underbody Scraper Blades

The public opening of the afore mentioned solicitation was held at 3:00 PM, in the Council Chambers at Romulus City Hall on Tuesday, February 28, 2023.

The following were present for the opening:

Gary Harris – Purchasing Director

Seven (7) sealed bids were received and publicly opened.

Valk Manufacturing Co., 66 East Main Street, New Kingstown, PA 17072
Winter Equipment, 1900 Joseph Lloyd Parkway, Willoughby, OH 44094
Shults Equipment, LLC, 1532 S. State Rd., Ithaca, MI 48847
Michigan CAT, 24800 Novi Rd., Novi, MI 48375
Truck & Trailer Specialties, 900 Grand Oaks Drive, Howell, MI 48843
Wear Parts, 20100 E. 35th. Drive, Aurora, CO 80011
St. Regis Culvert, 202 Morrell Street, Charlotte, MI 48813

A copy of the tabulation sheet is attached.

Respectfully submitted,



Gary Harris,
Purchasing Director

I, Gary Harris, Purchasing Director for the City of Romulus, do hereby certify the foregoing to be a true copy of the minutes of ITB 22/23-17 held on February 28, 2023.



Gary Harris,
Purchasing Director

TABULATION SHEET

UNDERBODY SCRAPER BLADES

[illegible]

REQUEST FOR COMPETITIVE BIDS

DO NOT FILL THIS FORM IN AND SAVE A COPY TO THIS FOLDER!!!!

- You can save a copy to the Completed forms from Departments Folder or to your own Department's folder.
- Email the completed form to Lynn Conway.

DEPARTMENT NAME: DPW		DATE: 01/25/23
I HEREBY REQUEST THAT COMPETITIVE BIDS BE LET FOR THE FOLLOWING MATERIAL,		
PURPOSE: Scraper Blades		
IF REPLACEMENT, WILL EQUIPMENT BE (CHECK ONE IF APPLICABLE):		
☐ Traded In ☐ Sold at auction ☐ Transferred for use elsewhere, if so where? _____ ☐ Used for parts ☐ Disposed of		
BUDGET YEAR	22/23	
ACCOUNT INFORMATION		
ACCOUNT/S NUMBER	\$ AMOUNT BUDGETED	
202-478-730.000	\$ 2500.00	
203-478-730.000	\$ 2500.00	
	\$	
SIGNATURE OF DEPARTMENT HEAD: <i>Guth Nord</i>		DATE: 1/25/23 1-25-23

FINANCE DEPARTMENT APPROVAL		
FUNDS AVAILABILITY		
ACCOUNT/S NUMBER		\$ FUNDS AVAILABLE
202-478-730.000	Not to	\$ 2,500.00 in notes
203-478-730.000	exceed budget	\$ 2,500.00 in notes
		\$
SIGNATURE OF FINANCE DEPARTMENT: <i>Monica Darius</i>		DATE: 1/25/23

ADMINISTRATIVE APPROVAL	
I HAVE REVIEWED THE REQUEST AND AUTHORIZE TO LET FOR COMPETITIVE BIDS.	
SIGNATURE OF MAYOR: <i>[Signature]</i>	DATE: 1-25-23

AVAILABILITY OF FUNDS FOR AWARD	
THE BID SHALL BE AWARDED & PURCHASES SHALL NOT EXCEED THE AVAILABLE BUDGETED FUNDS	
I AFFIRM THAT THE FUNDS ARE AVAILABLE IN THE ABOVE MENTIONED ACCOUNT/S	
FINANCE DEPT. APPROVAL: <i>Victoria Zwick</i>	DATE: 3/22/2023

COURTESY EMAIL LIST
ITB 22/23-17 Underbody Scraper Blades

Wear Parts and Equipment
Ian Healy
303-287-1966
ian@wearpartsco.com

Valk Manufacturing Company Box 218
Carlisle, PA 17013
717-766-0711
ap@valkmfg.com

St. Regis Culvert 202 Morrell
Charlotte, MI 48813
517-543-3430
iknoll@StRegisCulvert.com
cmooney@stregisculvert.com

Cannon Equipment
51761 Dansview Technology Ct. Shelby Twshp, MI
48315
586-991-0054
ckurz@CannonEquip.com

Shults Equipment Inc.
P.O. Box 127 Ithaca, MI 48847
989-875-4570
Joe@ShultzEquipment.com

Nordik Blades
andrew@Nordikblades.com

Heights Machinery Inc.
sales@heightsequipment.com

Michigan Cat
jdj@michigancat.com

Winter Equipment
bids@winterequipment.com

Downriver Hitch
downriverhitch@gmail.com



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: April 3, 2023

Item No. D.

General Description: ITB 22/23-18 Two-Year Contractual Services Contract - Tree Cutting and Stump Removal

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: ITB 22/23-18 Two Year Contractual Services Contract Tree Cutting and Stump Removal
DATE: March 27, 2023

I concur with the recommendation of Gary Harris, Purchasing Director and Kathryn Hood, Assistant DPW Director, and respectfully request Council authorize the Mayor and Clerk to enter into the attached two year fixed price contract for tree cutting and stump removal with the two most responsive and responsible bidders, PPM Tree Service and Arbor Care, LLC and Urban Tree Trimming Services on an as needed basis at the pricing as reflected in each of the company's bid.

Victoria Trush, Assistant Finance Director, has verified funds for these services were budgeted for and are available in the Major Streets Fund, Routine Maintenance, Contractual Services Expense account #202-463-818.000.

Motion by _____, supported by _____, to concur with the administration and authorize the Mayor and Clerk to enter into the attached two year fixed price contract for tree cutting and stump removal with the two most responsive and responsible bidders, PPM Tree Service and Arbor Care, LLC and Urban Tree Trimming Services on an as needed basis at the pricing as reflected in each of the company's bid.



MEMORANDUM

DATE: March 22, 2023
TO: Mayor Robert A. McCraight
FROM: Gary Harris, Purchasing Director
SUBJECT: ITB 22/23-18 TWO YEAR CONTRACTUAL SERVICES AGREEMENT –
TREE CUTTING & STUMP REMOVAL

Bids were solicited to contract for two year fixed pricing for tree and stump removal on an as needed basis, for the City of Romulus, Department of Public Works.

In addition to being advertised in the February 09, 2023 issue of The Associated Newspaper Eagle, bid documents were made available to down load from the MITN Purchasing Group page of BidNet Direct at www.mitn.info. The MITN System notified 152 companies of the bid and of them, 21 companies downloaded the bid specifications and 10 companies were informed by courtesy email of the bidding opportunity (See Courtesy Email List attached).

On February 28, 2023 four bids were received and publicly opened.

If you concur with the recommendation of Assistant DPW Director, Kathryn Hood and myself, please request Council's permission for the Mayor and Clerk to enter into a two year fixed price contract for tree cutting and stump removal, with the two most responsive and responsible bidders, PPM Tree Service and Arbor Care, LLC and Urban Tree Trimming Services on an as needed basis at the pricing as reflected in each of the company's bid. The award was split to assure an emergency situation could be taken care of timely. Please note the low bidder was deemed unresponsive due to not being able to meet the specifications regarding response time for work orders.

Victoria Trush, Assistant Finance Director has verified that funds for this acquisition have been budgeted for and are available in the Major Streets Fund, Routine Maintenance, Contractual Services Expense Account, (202-463-818.000).

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

Gary Harris,
Purchasing Director

CITY OF ROMULUS
DEPARTMENT OF PUBLIC WORKS

Interoffice Memorandum

TO: Gary Harris, Purchasing
FROM: Kathryn Hood, Assistant DPW Director
DATE: March 21, 2023
SUBJECT: Award ITB-22/23-18 Two year contract pricing for Tree and Stump Removal

It is the recommendation of the DPW to award ITB – 22/23-18 to the most responsible, responsive bidders PPM Tree Service and Arbor Care, and Urban Tree Trimming.

Funds are budgeted for this purchase in the following account #202-463-818.000.

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

KWR/kr

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MINUTES OF ITB 22/23-18 Two Year Contractual Services Agreement - Tree Cutting & Stump Removal

The public opening of the afore mentioned solicitation was held at 3:00 PM, in the Council Chambers at Romulus City Hall on Tuesday, February 28, 2023.

The following were present for the opening:

Gary Harris – Purchasing Director
Lynn A. Conway – Purchasing Advisor

Four (4) sealed bids were received and publicly opened.

Always There Tree Care, LLC', 2295 S. Alger Rd., Ithaca, MI 48847
PPM Tree Service & Arbor Care, LLC, 36222
Glenwood Road, Westland, MI 48186
Limb Walkers Tree & Snow, 10073 Bryle Rd., Avoca, MI 48006
Urban Tree Trimming Services, 5671 Trumbull St., Detroit, MI 48208

A copy of the tabulation sheet is attached.

Respectfully submitted,



Gary Harris,
Purchasing Director

I, Gary Harris, Purchasing Director for the City of Romulus, do hereby certify the foregoing to be a true copy of the minutes of ITB 22/23-18 held on February 28, 2023.



Gary Harris,
Purchasing Director

TABULATION SHEET- ITB 22/23-18
Two Year Contractual Services Agreement - Tree Cutting & Stump Removal

COMPANY	Always There Tree Care LLC	PPM Tree Service & Arbor Care LLC	Limb Walkers Tree & Snow	Urban Tree Trimming Services
Tree Size	Price Per Tree	Price Per Tree	Price Per Tree	Price Per Tree
Up to 12" diameter	\$80.00	\$165.00	\$350.00	\$175.00
>12" to 18" diameter	\$250.00	\$400.00	\$1,200.00	\$551.00
>18" to 24" diameter	\$300.00	\$650.00	\$2,000.00	\$830.00
>24" to 30" diameter	\$400.00	\$900.00	\$2,500.00	\$1,019.00
>30" to 36" diameter	\$750.00	\$1,100.00	\$3,000.00	\$1,313.00
>36" to 42 " diameter	\$1,000.00	\$1,500.00	\$3,200.00	\$1,751.00
>42" to 48" diameter	\$1,600.00	\$1,800.00	\$3,300.00	\$2,167.00
> of 48" diameter (DBH)	\$2,000.00	\$2,100.00	\$3,800.00	\$2,453.00
Stump Size	Price Per Stump	Price Per Stump	Price Per Stump	Price Per Stump
Up to 12" diameter	\$60.00	\$60.00	\$60.00	\$55.00
>12" to 18" diameter	\$75.00	\$90.00	\$90.00	\$118.00
>18" to 24" diameter	\$105.00	\$110.00	\$120.00	\$197.00
>24" to 30" diameter	\$135.00	\$140.00	\$150.00	\$294.00
>30" to 36" diameter	\$165.00	\$170.00	\$180.00	\$409.00
>36" to 42 " diameter	\$195.00	\$200.00	\$250.00	\$488.00
>42" to 48" diameter	\$225.00	\$230.00	\$350.00	\$563.00
> of 48" diameter (DBH)	\$260.00	\$260.00	\$375.00	\$551.00
Emergency 24/7 Removal per hour	\$390.00	\$425.00	\$450.00	\$221.00
Exceptions or Variations from ITB Specifications	NA	NA	NA	NA
# of Days to Complete ARO?	5-10 days (depends on work load)	5 days	7 days	5 days
Insurance?	Yes	Yes	Yes	Yes
Attachment I Contractor's Gen. Question. & References?	Yes	Yes	Yes	Yes
Copies of any Employee Licenses	Yes	Yes	No	Yes
Attachment II Exceptions to Specifications	NA	NA	NA	NA
Attachment III City's Contractual Services Agreement?	Yes	Yes	Yes	Yes
Attachment IV Additional Reimbursable Charges?	No	No	No	No
Attachment V Contractor's Statement of Qualifications?	Yes	Yes	Yes	Yes
Certified?	Yes	Yes	Yes	Yes

PUBLICLY OPENED AT, 3:00 PM, Tuesday, February 28, 2023 IN THE ROMULUS CITY COUNCIL CHAMBERS.

THOSE IN ATTENDANCE:

#	NAME	COMPANY	TITLE
1	Gary Harris	CITY OF ROMULUS	PURCHASING DIRECTOR
2	Lynn A. Conway	CITY OF ROMULUS	PURCHASING ADVISOR

DPWREQUEST FOR COMPETITIVE BIDS

DO NOT FILL THIS FORM IN AND SAVE A COPY TO THIS FOLDER!!!!

- You can save a copy to the Completed forms from Departments Folder or to your own Department's folder.
- Email the completed form to Gary Harris

DEPARTMENT NAME:	DPW	DATE:	1/25/23
I HEREBY REQUEST THAT COMPETITIVE BIDS BE LET FOR THE FOLLOWING MATERIAL,			
PURPOSE: Tree Removal			
IF REPLACEMENT, WILL EQUIPMENT BE (CHECK ONE IF APPLICABLE):			
☐ Traded in ☐ Sold at auction ☐ Transferred for use elsewhere, if so where? _____ ☐ Used for parts ☐ Disposed of			
BUDGET YEAR	22/23		
ACCOUNT INFORMATION		\$ AMOUNT BUDGETED	
ACCOUNT/S NUMBER		\$	
202-463-818.000		\$5,000.00	
		\$	
		\$	
SIGNATURE OF DEPARTMENT HEAD: <i>Gale Hood</i>		DATE:	1/25/23

FINANCE DEPARTMENT APPROVAL	
FUNDS AVAILABILITY	
ACCOUNT/S NUMBER	\$ FUNDS AVAILABLE
202-463-818.000	\$ 5,000.00 in no/os
- Misc.	\$
Not to exceed budgeted funds	\$
	\$
SIGNATURE OF FINANCE DEPARTMENT: <i>Maria Lamm</i>	DATE: 1/25/23

ADMINISTRATIVE APPROVAL	
I HAVE REVIEWED THE REQUEST AND AUTHORIZE TO LET FOR COMPETITIVE BIDS.	
SIGNATURE OF MAYOR: <i>[Signature]</i>	DATE: 1-25-23

AVAILABILITY OF FUNDS FOR AWARD	
THE BID SHALL BE AWARDED <u>EXPENDITURES SHALL NOT EXCEED THE AVAILABLE & BUDGETED FUNDS</u>	
I AFFIRM THAT THE FUNDS ARE AVAILABLE IN THE ABOVE MENTIONED ACCOUNT/S	
FINANCE DEPT. APPROVAL: <i>Theresa Gresh</i>	DATE: 3/22/2023

COURTESY EMAIL LIST

ITB 22/23-18 Two Year Contractual Services Agreement - Tree Cutting & Stump Removal

Arbor Valley Tree Service
arborvalley@gmail.com

North Coast Tree Service
734-740-6331

Andrew Tree Service
Krupin79@gmail.com

Guardian Tree Experts
734-786-1688
Jack Richardson
jack@guardiantreeexperts.com

Davey Tree
Sandra – Canton
Sandra.beagan@davey.com
1-734-459-8690

G's Trees
gstreesinc@gmail.com

cutmytreedown.com
admin@cutmytreedown.com
james@cutmytreedown.com

Chop
info@we-chop.com

Marathon Resource Management Group LLC
rfp@marathonrmg.com

Sutter's Landscaping, LLC
Patrick Sutter
517 260 9000
sutterslandscaping@gmail.com



City of Romulus

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

Council Meeting Held: April 3, 2023

Item No. A.

General Description: Second Reading and Final Adoption of Budget Amendment 22/23-14

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: March 30, 2023

Re: 2nd Reading and Final Adoption – Budget Amendment 22/23-14

It is requested that the Council approve the second reading and final adoption of budget amendment 22/23-14 in the amount of \$12,990.00 to use fund balance to replace the Federal Weather Station (Tornado Sirens) equipment that is failing due to outdated equipment.

This amendment was introduced at the March 27th Regular City Council Meeting.

MEMORANDUM

TO: Mayor Robert A. McCraight

FROM: Finance Department

DATE: 3/15/2023 MEF

SUBJECT: Budget Amendment 22/23 -14

<u>FUND/DEPT. ACCOUNT NO.</u>	<u>ACCOUNT NAME</u>		<u>AMENDMENT</u>	<u>AMENDED BUDGET</u>
261- 911 Fund				
<u>Fund Balance</u>				
261-000-390.000	Fund Balance	187,746	(12,990)	174,756
<u>Expense</u>				
261-301-970.000	Capital Outlay	0	12,990	12,990
				-

To use fund balance to replace the Federal Weather Station (Tornado Sirens) equipment that is failing due to outdated equipment.

Memo

To: Maria Farris, Finance Director
From: Derran Shelby, Deputy Police Chief *DS*
Date: 3/15/2023
Re: Budget Amendment - Outdoor Warning Siren System

We are requesting approval of a budget amendment to transfer funds to account # 261.301.970.000 (Capital Outlay) from account # 261.000.390.000 (Fund Balance) in the amount of \$12,990.00 to cover costs to replace the outdoor warning system.

Reason:

This is the controller system for the Federal Weather Station (Tornado Sirens), originally purchased in the early 2000's. During our last power outage the system failed and must be upgraded.

Please add this item to the City Council agenda for their next meeting scheduled for March 27, 2023. I will be in attendance should anyone have questions.

Thank – You.

BUDGET AMENDMENT FORM

INCREASE		DECREASE	
Account Number /Name	Amount	Account Number /Name	Amount
911 Capital Outlay # 261.301.970.000	\$12,990.00	Fund Balance # 261.000.390.000	\$12,990.00
TOTAL	\$ 12,990	TOTAL	\$ 12,990

PURPOSE:

To replace the controller system for the outdoor warning (Tornado) system.

DATE: 3/15/2023

Maria Farris 3/15/23

Department Head Signature:



Mayor's Authorization:



THIS FORM IS TO BE USED WHEN THE TOTAL AMOUNT OF EXPENDITURES WITHIN A DEPARTMENT IS REQUESTED TO BE INCREASED. IT REQUIRES PRIOR APPROVAL FROM THE MAYOR AND THE FINANCE DEPARTMENT WILL DETERMINE IF THE FUNDS ARE AVAILABLE EITHER FROM FUND BALANCE/RETAINED EARNINGS OR YOU MAY ALSO REQUEST FUNDS TO BE TRANSFERRED FROM ANOTHER ONE OF YOUR DEPARTMENTAL BUDGETS. THIS REQUEST REQUIRES COUNCIL APPROVAL.



City of Romulus

Treasurer's Report

Council Meeting Held:

April 3, 2023

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 3, 2023

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 3, 2023

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 3, 2023

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 3, 2023

Councilperson Abdo: _____

Councilperson Barden: _____

Councilperson Roscoe: _____

Councilperson Talley: _____

Councilperson Wadsworth: _____

Councilperson Webb: _____

Councilperson Williams: _____



City of Romulus

Adjournment

Council Meeting Held:

April 3, 2023

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