REGULAR MEETING
ROSEVILLE CITY COUNCIL

CIVIC CENTER COUNCIL CHAMBERS
29777 GRATIOT AVENUE
ROSEVILLE, MI 48066
(586) 445-5440

TUESDAY, NOVEMBER 25, 2008
7 P.M.

ROLL CALL

PRESENT:

Mayor	Harold Haugh
Councilpersons	Salvatore Aiuto
	John Chirkun
	Jan Haggerty
	Colleen McCartney
	Bill Shoemaker
	Robert Taylor

ABSENT: None

OTHERS PRESENT:

City Manager	Stephen Truman
City Clerk	Richard Steenland
City Attorney	Tim Tomlinson

Mayor Harold Haugh called the meeting to order at 7 p.m. with the Pledge of Allegiance.

COUNCILMAN JOHN CHIRKUN moved, COUNCILWOMAN JAN HAGGERTY seconded to add a presentation from Roseville Postmaster Lisa Simon to the agenda under Presentations and Proclamations.
MOTION CARRIED UNANIMOUSLY

PRESENTATIONS AND PROCLAMATIONS

- Presentation from Roseville Postmaster Lisa Simon of the City's 50th Anniversary Postal Service Pictorial Cancellation Post Mark commemorative envelopes to the City of Roseville.

  Postmaster Lisa Simon presented Mayor Harold Haugh and City Clerk Richard Steenland with four commemorative envelopes featuring the Gratiot Drive-in, the Suzie-Q Restaurant, the Roseville Theatre and Eastgate Shopping Center. Ms. Simon will unveil a special postmark in honor of the City's 50th Anniversary at the Annual Tree Lighting.

I. ROUTINE MATTERS

1. Approval of minutes of Regular Meeting held November 11, 2008.

COUNCILMAN ROBERT TAYLOR moved, COUNCILMAN BILL SHOEMAKER seconded to approve minutes of the Regular Meeting held November 11, 2008.
MOTION CARRIED UNANIMOUSLY

2. Approval of minutes of Special Meeting held November 18, 2008.

COUNCILMAN JOHN CHIRKUN moved, COUNCILWOMAN COLLEEN MCCARTNEY seconded to approve minutes of the Special Meeting held November 18, 2008.

Abstain: Councilwoman Jan Haggerty
MOTION CARRIED

3. Approval of Disbursement List.

COUNCILMAN BILL SHOEMAKER moved, COUNCILMAN ROBERT TAYLOR seconded to approve Disbursement List #10 dated November 12 and November 25, 2008.
MOTION CARRIED UNANIMOUSLY

II. CORRESPONDENCE

City Clerk Richard Steenland stated that the November 4, 2008 Election was certified by the State Board of Canvassers. Mr. Steenland thanked Postmaster Lisa Simon for her involvement with the commemorative post mark in honor of the City's 50th Anniversary.

III. HEARING OF THE PUBLIC

No one from the public wished to be heard.

IV. NEW BUSINESS

1. Request from Midwest Mold Services, Inc. to extend their Tool and Die Renaissance Recovery Zone, approved on August 9, 2006, for an additional year.

   City Manager Stephen Truman explained this request to Council. Mr. Truman recommended a one-year extension.

John Hill, 29900 Hayes, President of Midwest Mold Services, thanked the City for their consideration in 2006 and explained how the abatement has helped the business expand their operations to non-automotive related fields.

COUNCILMAN SALVATORE AIUTO moved, COUNCILMAN ROBERT TAYLOR seconded to adopt the resolution to extend the Tool and Die Renaissance Recovery Zone for one year to Midwest Mold Services, Inc. as follows:

WHEREAS, the City of Roseville desires to promote economic activity and maintain/increase the number of jobs available to residents of the area; and

WHEREAS, certain industries in the state are facing difficult times and the tool and die industry, in particular, has sustained losses due to foreign competition and increased productivity; and

WHEREAS, the designation of a Recovery Zone will temporarily reduce the tax burden paid by the business enabling it to reposition itself to compete globally; and

WHEREAS, the business has entered into a collaborative agreement with other business entities having the appropriate North American Industrial classification; and

WHEREAS, the qualified tool and die business property is property leased or owned by a tool and die business and used primarily for tool and die operations; and

WHEREAS, should the area be designated a Recovery Zone, property within that zone will be exempt from taxes levied by the township, county, and other units of government as provided under this Act; and

WHEREAS, we estimate that the tax revenue lost would be a small fraction of the benefits the designation of a Recovery Zone will bring the community; and

WHEREAS, the City of Roseville had previously supported a Recovery Zone for this property for a period of up to five (5) years in a previous resolution adopted on August 9, 2006; and

WHEREAS, the Michigan Strategic Fund designated the company as a Recovery Zone for a period of five (5) years; and

WHEREAS, recent legislation has allowed individual businesses in a Recovery Zone to have differing time periods for the abatement;

NOW THEREFORE BE IT RESOLVED, that the City of Roseville requests that the State of Michigan extend the duration of the Recovery Zone of the company identified by the resolution for an additional one (1) year beginning December 31, 2011 and ending December 31, 2012.
MOTION CARRIED UNANIMOUSLY

2. Request adoption of Resolution establishing the City of Roseville Credit Card Use Policy.

City Manager Stephen Truman explained that the City of Roseville Credit Card Policy has been in effect for years; however, this resolution will place the existing policy in writing. There are only a few credit cards for City use and the City Manager and City Council do not have possession of a City Credit Card.

Mayor Harold Haugh and Mr. Truman reiterated that the City has never had an issue with misuse of a City Credit Card; however, the Auditors and the City's bank have requested that this item be officially adopted.

COUNCILMAN JOHN CHIRKUN moved, COUNCILWOMAN COLLEEN MCCARTNEY seconded to adopt the Resolution establishing the City of Roseville Credit Card Use Policy as follows:

WHEREAS, the Roseville City Council hereby establishes this Credit Card Use Policy permitting the use of City-issued credit cards to authorized City Personnel; .

NOW THEREFORE BE IT RESOLVED**,**

Cardholder Responsibilities:

- Ensure that the credit card is used in compliance with spending limits established in the City's Purchasing Ordinance.
- Only authorized employees of the City of Roseville may use the municipal credit card.
- A municipal credit card may be used for the purchase of goods and services for official business of the City of Roseville only.
- The employee using the credit card must submit receipts and related documentation detailing the goods or services purchased, cost, date of the purchase, accounting and the official business explanation thereof.
- Above said receipts and documentation must be submitted to the Controller's Office in a timely manner to reconcile against the monthly credit card statement.
- The employee issued the card is responsible for its protection and custody and shall immediately notify the Controller's Office if the card is lost or stolen.
- Municipal credit card users must notify vendors or merchants that the credit card transaction should be exempt from Michigan Sales and Use Tax (IRS Tax Identification #38-6007202) if it is used for the purchase of goods or services in the State of Michigan.
- The credit card may not be used for cash advances, personal use or any other type of purchase not permitted under the City's Purchasing Ordinance.
- Employees must immediately surrender the card upon termination of employment. The City reserves the right to withhold final payroll checks and payout of accrued leave until the card is surrendered.

Internal Control Procedures:

The City Controller is the administrator of the policy and shall be generally responsible for overseeing compliance with this policy.

The Purchasing Department shall be responsible for:

- Assisting and maintaining record of issuance and retrieval of municipal credit cards and overseeing compliance with this policy.
- Accounting and payment of expenses. All documentation must accompany invoices before payment is made.
- Ensuring accuracy of the statement and that activity and account information is noted on the credit card statement for each line of entry.
- The balance including interest due on an extension of credit under the credit card arrangement shall be paid for within 30 days of the initial statement date.

- Retrieval of assigned municipal credit cards upon the retirement, resignation, termination, or leave of absence of employees.

Any employee found guilty of illegal or unauthorized use of a municipal credit card may be subject to penalties allowed by law and/or disciplinary action(s) up to and including termination.

Attachment A
City of Roseville
Credit Cardholder Agreement

Requirements for use of a Municipal Credit Card:

- The credit card is to be used only to make purchases at the request of, and for the legitimate business benefit of, the City of Roseville, Michigan.

- The credit card must be used in accordance with the provisions of the Credit Card Use Policy established by the City of Roseville, as attached hereto.

Violations of these requirements may result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the City of Roseville for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary action(s) may be taken up to and including termination. The City of Roseville will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.
MOTION CARRIED UNANIMOUSLY

3. Request approval to enter into agreement with the Macomb County Road Commission for 12 Mile Road resurfacing from Groesbeck Highway to Hayes Road and authorizing the Mayor to sign the agreement.

City Manager Stephen Truman explained to Council that this is the third piece of 12 Mile to be resurfaced. The work will begin when the batch plants open in April. The cost share is between the City of Roseville and the Macomb County Road Commission; the City's share is $129,396.

COUNCILMAN ROBERT TAYLOR moved, COUNCILMAN SALVATORE AIUTO seconded to approve the request to enter into an agreement with the Macomb County Road Commission for resurfacing of 12 Mile Road from Groesbeck Highway to Hayes Road and authorizing the Mayor to sign the agreement as follows:

WHEREAS, CITY initiated a project to resurface 12 Mile Road from Groesbeck Highway to Hayes Road in the City of Roseville; and

WHEREAS, the proposed project involves the hot mix asphalt resurfacing of an existing roadway; and

WHEREAS, COMMISSION has adopted policies relating to CITY'S participation in construction costs on roads designated as Primary roads; and

WHEREAS, COMMISSION has agreed with CITY to have this project engineered, constructed, inspected and placed in service.

NOW THEREFORE BE IT RESOLVED, in order to save public funds and expedite this project, COMMISSION and CITY agree to carry out this project under a single contract according to the following terms and conditions:

1. The project Termini are:

   - 12 Mile Road from Hayes Road to Groesbeck Highway

2. The total project shall be defined as, but not necessarily include:

   - Required material
   - Contract cost
   - Survey, engineering plans, testing and field staking
   - Labor and equipment rental charges
   - Overhead and fringe benefits
   - Right-of-way acquisition
   - Preliminary and construction engineering
   - Signing and pavement marking
   - Other labor, materials, etc. to provide a complete project.

3. The following cost sharing proportions have been agreed to (Exhibit A):

   - COMMISSION share: Fifty percent (50%) of the total project cost after Federal funds are applied
   - CITY share: Fifty percent (50%) of the total project cost after Federal funds are applied

4. Funds provided by City shall be paid in full to COMMISSION prior to the award of bid for project.

5. COMMISSION, upon completion of said project, will furnish CITY with a statement of actual costs of the project and will remit all collected monies exceeding the total cost of the project including overhead and fringe benefits or collect any additional monies necessary to meet the total cost of the project.

6. Overhead and fringe benefits applied shall be at a rate as determined by Board resolution on an annual basis. This rate is subject to change annually based upon actual costs incurred from the prior year and shall be applied to those costs incurred for that particular period.

7. CITY, COMMISSION, the County of Macomb, their officers, agents, employees and consultants will be listed as additional insureds on the Contractor's insurance policy for general liability, automobile liability, excess coverage and worker's compensation.

8. COMMISSION agrees to obtain authorization for additional expenditures beyond the limits of the Construction Contract from CITY prior to committal of same.

MOTION CARRIED UNANIMOUSLY

4. Request approval to enter into agreement with the Macomb County Road Commission for resurfacing of 10 Mile Road from Phlox to Kelly and authorizing the Mayor to sign the agreement.

City Manager Stephen Truman explained to Council that the 10 Mile Road repaving is budgeted for next year. The Macomb County Road Commission will pay $331,565, Eastpointe's share is $245,357 and Roseville will pay $86,207. The share is low on this project due to the fact that 10 Mile east of Macomb Street is an Eastpointe street.

COUNCILMAN SALVATORE AIUTO moved, COUNCILWOMAN JAN HAGGERTY seconded to approve the request to enter into an agreement with the Macomb County Road Commission for resurfacing of 10 Mile Road from Phlox to Kelly, and authorizing the Mayor to sign the agreement as follows:

WHEREAS, CITIES initiated a project to resurface 10 Mile Road from Phlox to Kelly in the Cities of Eastpointe and Roseville; and

WHEREAS, the proposed project involves the hot mix asphalt resurfacing of an existing roadway; and

WHEREAS, COMMISSION has adopted policies relating to CITIES' participation in construction costs on roads designated as Primary roads; and

WHEREAS, COMMISSION has agreed with CITIES to have this project engineered, constructed, inspected and placed in service.

NOW, THEREFORE, in order to save public funds and expedite this project, COMMISSION and CITIES agree to carry out this project under a single contract according to the following terms and conditions:

1. The project termini are:

   • 10 Mile Road from Phlox to Kelly

2. The total project shall be defined as, but not necessarily include:

   - Required material
   - Contract cost
   - Survey, engineering plans, testing and field staking
   - Labor and equipment rental charges
   - Overhead and fringe benefits
   - Right-of-way acquisition
   - Preliminary and construction engineering
   - Signing and pavement marking
   - Other labor, materials, etc. to provide a complete project

3. The following cost sharing proportions have been agreed to (Exhibit A):

   - COMMISSION share: Fifty percent (50%) of the total project cost after Federal funds are applied
   - EASTPOINTE share: Thirty-seven percent (37%) of the total project cost after Federal funds are applied
   - ROSEVILLE share: Thirteen percent (13%) of the total project cost after Federal funds are applied

4. Funds provided by CITIES shall be paid in full to COMMISSION prior to the award of bid for the project.

5. COMMISSION, upon completion of said project, will furnish CITIES with a statement of actual costs of the project and will remit all collected monies exceeding the total cost of the project including overhead and fringe benefits or collect any additional monies necessary to meet the total cost of the project.

6. Overhead and fringe benefits applied shall be at a rate as determined by Board resolution on an annual basis. This rate is subject to change annually based upon actual costs incurred from the prior year and shall be applied to those costs incurred for that particular period.

7. CITIES, COMMISSION, the County of Macomb, their officers, agents, employees and consultants will be listed as additional insureds on the Contractor's insurance policy for general liability, automobile liability, excess coverage and worker's compensation.

8. COMMISSION agrees to obtain authorization for additional expenditures beyond the limits of the Construction Contract from CITIES prior to committal of same.

MOTION CARRIED UNANIMOUSLY

5. Appointments.

Mayor Harold Haugh had no appointments.

6. Reports of City Manager.

City Manager Stephen Truman reported the following:

a. City Offices will be closed Thursday, November 27 and Friday, November 28 in honor of the Thanksgiving Holiday; trash pick-up will be delayed one day for Thursday and Friday.
b. The 22nd Annual Tree Lighting will take place on Thursday, December 4 at the Civic Center Plaza. Activities include a sing-along, Santa's Reindeer, the Tree Lighting and a visit with Mr. and Mrs. Claus.
c. Anniversary Dinner Dance Tickets are available through December 1 in the Manager's Office.
d. Compost collection will end on December 5.
e. Mr. Truman offered his condolences to the family of City Clerk Richard Steenland on the passing of his mother.

7. Reports of City Attorney.

City Attorney Tim Tomlinson reported to Council that the Skyworks lawsuit will be dismissed without cost or prejudice.

V. HEARING OF THE PUBLIC

James Goldwater, 19346 Brandt, commented on the Renaissance Recovery Zone granted this evening, on the televising of City meetings and discussed the P.A.I.R. sculpture in front of the Recreation Center.

City Manager Stephen Truman explained the status of the statue for P.A.I.R. at the Recreation Center.

Mike Clover, 16279 12 Mile, announced that the Roseville Goodfellows need volunteers to sell papers, offered his condolences to the family of City Clerk Richard Steenland , commented that he contacted Mickey Switalski's Office about the construction on 12 Mile Road and wished everyone a happy and safe Holiday Season.

VI. ITEMS FOR DISCUSSION BY CITY COUNCIL

Councilman Robert Taylor thanked Roseville Postmaster for the presentation this evening, offered his condolences to the Steenland Family, wished Mayor Harold Haugh Happy Birthday and announced that the Roseville Junior High Marching Band will participate in the Mt. Clemens Thanksgiving Day Parade. Mr. Taylor commented on the Goodfellows paper sale, reminded everyone not to drink and drive this holiday season; seatbelt enforcement zones will be effect this week. He wished everyone Happy Thanksgiving and expressed well wishes to his father.

Councilman Salvatore Aiuto reminded everyone to watch for the Goodfellows paper sellers on the streets this weekend, thanked City Clerk Richard Steenland and Postmaster Lisa Simon for their work on the commemorative postmarks, offered his condolences to Mr. Steenland, wished Terry Happy Birthday and wished everyone Happy Thanksgiving.

Councilman Bill Shoemaker offered his condolences to the Steenland Family, thanked City Clerk Richard Steenland for his work with Postmaster Lisa Simon on the commemorative postmarks, commented on the Goodfellows Paper Sale and wished everyone Happy Thanksgiving.

Councilwoman Jan Haggerty offered her condolences to the Steenland Family and the Family of Terry Mergenthaler on the passing of Terry's Father and thanked Mr. Steenland and Postmaster Simon for the commemorative postmark. Mrs. Haggerty gave an update on her husband's health, thanked everyone for their love, thoughts and prayers and wished the residents Happy Thanksgiving.

Councilwoman Colleen McCartney offered her condolences to the Steenland and Mergenthaler families, congratulated Councilwoman Haggerty on her retirement, thanked Mr. Steenland and Postmaster Simon for the commemorative postmark and wished everyone Happy Thanksgiving.

Councilman John Chirkun commented on the Goodfellows paper sale, thanked Mr. Steenland and Postmaster Simon for the commemorative postmark, offered his condolences to the Steenland Family and wished everyone Happy Thanksgiving.

Mayor Haugh discussed the Tree Lighting Ceremony, read two pieces of correspondence complimenting the Department of Public Works and the City Administration, thanked Mr. Steenland and Postmaster Simon for the commemorative postmark and commented that his position on televising all City meetings has not changed in ten years. Mr. Haugh offered his condolences to the Steenland Family, asked for support of the Goodfellows and wished everyone Happy Thanksgiving.

VII. ADJOURNMENT

COUNCILMAN JOHN CHIRKUN moved, COUNCILWOMAN JAN HAGGERTY seconded that the agenda having been acted upon, the meeting is hereby adjourned at 7:49 p.m.
MOTION CARRIED UNANIMOUSLY

Respectfully submitted,
Richard M. Steenland, City Clerk

Please note: A cassette tape of this meeting is on file with the City Clerk's Office for further information