

Mar 7 16

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INTER-OFFICE MEMO

TO: Chief James Berlin
Lt. Andrew Beemer
Fire Marshal Andy Maldonado

FROM: Scott Adkins, City Manager

DATE: February 29, 2016

SUBJECT: Roseville Jr. Sports Opening Day Ceremonies

=====

My office has received a request to block Glenhurst between Pasadena and the driveway of 17891 Wexford and to lift the parking restriction on Pinehurst between Wexford and Common Road on Saturday, April 30th from 9:30 a.m. – 5:00 p.m. (rain date: May 1st, May 7th or May 8th) to conduct opening day ceremony events.

Please review this request and submit your recommendation ASAP so this item may appear on the City Council agenda for Monday, March 7th.

Thank you.

/vg

Roseville Jr. Sports, Inc.
"Where Kids Come First"

February 16, 2016

City of Roseville
City Manager
29777 Gratiot
Roseville, MI 48066

Dear City Counsel & Mayor Taylor,

Roseville Jr. Sports, Inc. is requesting to have the parking restriction lifted on Pinehurst Street between Wexford Street and Common Road and to have Glenhurst Street blocked from Pasadena Street to 17891 Wexford for our Opening Day Ceremonies on April 30th from 9:30a.m. to 5:00p.m. We will be using May 1st as a rain delay date if not able to go on April 30th, if the weather does not allow us to have our Opening Day this weekend we will move our Opening day to the following weekend, May 7th (first choice) or May 8th.

Petitioners Dan Lava & Gary Hoffman.

If you have any questions please contact me @

Sincerely,

Gary Hoffman
RJS Treasurer

Roseville Jr. Sports, Inc.

P.O. Box 194 - Roseville, MI 48066-0194
Ph: 586-772-2000 - Fax 586-294-4405 - Email: Rosevillejrports@wowway.com

Roseville Jr. Sports, Inc.
"Where Kids Come First"

February 16, 2016

City of Roseville
29777 Gratiot
Roseville, MI 48066

Fire Marshall:

Roseville Jr. Sports, Inc. is requesting to have the parking restriction lifted on Pinehurst Street between Wexford Street and Common Road and to have Glenhurst Street blocked from Pasadena Street to 17891 Wexford for our Opening Day Ceremonies on April 30th from 9:30a.m. to 5:00p.m. We will be using May 1st as a rain delay date if not able to go on April 30th. If the weather does not allow us to have our Opening Day this weekend we will move our Opening Day to the following weekend, May 7th (first choice) or May 8th.

We will have a 25 foot Titanic Slide and the Rock Wall Climb set up south of the double gates on Glenhurst to our fields to allow access for an ambulance (if needed) to come in off Common Rd. on Saturday April 30th, 2016.

If you have any questions please contact me @

Sincerely,



Gary Hoffman
RJS Treasurer

Roseville Jr. Sports, Inc.

P.O. Box 194 - Roseville, MI 48066-0194
Ph: 586-772-2000 - Fax 586-294-4405 - Email: Rosevillejrsports@wowway.com

Virginia Green (City of Roseville)

From: Virginia Green (City of Roseville)
Sent: Monday, February 29, 2016 10:37 AM
To: Andy Maldonado (Roseville Fire Department)
Subject: RE: Roseville Jr Sports Opening Day Ceremonies

Thank you.

Respectfully Submitted,

Virginia E. Green
Administrative Assistant
City of Roseville
Manager's Office
(586) 445-5411 phone
(586) 445-5402 fax

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

From: Andy Maldonado (Roseville Fire Department)
Sent: Monday, February 29, 2016 10:14 AM
To: Virginia Green (City of Roseville) <vgreen@roseville-mi.gov>
Subject: RE: Roseville Jr Sports Opening Day Ceremonies

Virginia,

This request is APPROVED by me. Please advise said petitioner that in case of emergency that fire lanes be accessible.

Thanks,

FM Andres M. Maldonado

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

From: Virginia Green (City of Roseville)
Sent: Monday, February 29, 2016 10:06 AM
To: James Berlin (Roseville Police) <jberlin@rosevillepolice-mi.com>; Beemer, Andrew <abeemer@rosevillepolice-mi.com>; Andy Maldonado (Roseville Fire Department) <amaldonado@Roseville-mi.gov>
Cc: Mike Holland (Roseville Fire Department) <mholland@Roseville-mi.gov>
Subject: Roseville Jr Sports Opening Day Ceremonies

Attached please find a request from Roseville Jr. Sports for their annual Opening Day Ceremonies. Please review and advise of your recommendation so this item may be placed on the March 7th council agenda. Thank you.

Respectfully Submitted,

Virginia E. Green
Administrative Assistant

Virginia Green (City of Roseville)

From: Berlin, James <jberlin@rosevillepolice-mi.com>
Sent: Wednesday, March 02, 2016 9:32 AM
To: Virginia Green (City of Roseville)
Subject: RE: Roseville Jr Sports Opening Day Ceremonies

No the Roseville Police Department has no objection to the annual Roseville Junior Sports opening day ceremonies taking place as presented.

Chief Berlin

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

From: Virginia Green (City of Roseville) [mailto:vgreen@roseville-mi.gov]
Sent: Wednesday, March 02, 2016 8:33 AM
To: James Berlin (Roseville Police) <jberlin@rosevillepolice-mi.com>
Subject: FW: Roseville Jr Sports Opening Day Ceremonies

Good Morning Chief,

Following up to see if the PD has any objections to the Roseville Jr. Sports opening day ceremonies request. Thank you.

Respectfully Submitted,

Virginia E. Green
Administrative Assistant
City of Roseville
Manager's Office
(586) 445-5411 phone
(586) 445-5402 fax

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

From: Virginia Green (City of Roseville)
Sent: Monday, February 29, 2016 10:08 AM
To: James Berlin (Roseville Police) <jberlin@rosevillepolice-mi.com>; 'Beemer, Andrew' <abeemer@rosevillepolice-mi.com>; Andy Maldonado (Roseville Fire Department) <amaldonado@Roseville-mi.gov>
Cc: Mike Holland (Roseville Fire Department) <mholland@Roseville-mi.gov>
Subject: Roseville Jr Sports Opening Day Ceremonies

Attached please find a request from Roseville Jr. Sports for their annual Opening Day Ceremonies. Please review and advise of your recommendation so this item may be placed on the March 7th council agenda. Thank you.

Respectfully Submitted,

Virginia E. Green
Administrative Assistant
City of Roseville
Manager's Office



Knights of Columbus

Holy Innocents-St. Barnabas Council 14213
26100 Ridgemont
Roseville, MI 48066

March 2, 2016

Mayor and City Council of Roseville:

The Knights of Columbus throughout Michigan will be sponsoring our annual Tootsie Roll Drive for the mentally challenged.

Members of Holy Innocents-St. Barnabas Council 14213 will be taking part in this worthy event, and are requesting permission from the City of Roseville for our members to solicit on the street corners of Roseville on **Friday, March 18 through Sunday, March 20, 2016.**

All involved are covered by insurance, a copy of which will be provided upon request.

If you require additional information, please contact me at _____ or via email at _____

Respectfully,

A rectangular box containing a handwritten signature in black ink, which appears to be "Robert J. Greening".

Robert J. Greening
MI Drive Chairperson
Grand Knight Council 14213

***CITY OF ROSEVILLE
DOWNTOWN DEVELOPMENT
AUTHORITY
BYLAWS***

Adopted by DDA Board:

Approved by the City of Roseville Board (Section 4(3) of the Act):

Prepared By:

Scott Adkins

City Manager

City of Roseville

29777 Gratiot Avenue

Roseville, MI 48066

(586) 445-5410

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SECTION I – DEFINITIONS

Section 1.1 Act. The Act shall be defined as Act 197, Public Acts of Michigan, 1975, as amended, MCL § 125.1651 et seq.

Section 1.2 Annual Meeting. The Annual Meeting shall be the first regular meeting of the Authority Board after February 1 of each year.

Section 1.3 Authority. The Authority is defined as the City of Roseville Downtown Development Authority.

Section 1.4 Authority Board. The Authority Board is defined as the Board as set forth in Section 4 of the Act, MCL § 125.1654.

Section 1.5 DDA Director. Means the individual appointed to the position of DDA Director pursuant to Section 5(1) of the Act, being MCL § 125.1655.

Section 1.6 Good Standing. Good Standing is defined as an individual that has no outstanding debts or obligations to the Authority or the City more than thirty (30) days delinquent.

Section 1.7 City of Roseville. City of Roseville is defined as City of Roseville, Macomb County, Michigan.

Section 1.8 Majority Vote. A Majority Vote is defined as a vote of a majority of a quorum of the Authority Board present and voting.

Section 1.9 Malfeasance. Malfeasance is defined as a wrongful act which the actor has no legal right to do, or any wrongful conduct which affects, interrupts, or interferes with the performance of an official duty, or an act for which there is no authority or warrant of law or which a person ought not to do at all, or the unjust performance of some act, which party performing it has no right, or has contracted not, to do.

Section 1.10 Misfeasance. Misfeasance is defined as the improper doing of an act which an individual is required to do.

Section 1.11 Nonfeasance. Nonfeasance is defined as the omission of an act which a person is obligated or has the responsibility to perform, or the omission to perform a required duty at all, or the total neglect of duty.

Section 1.12 Resolution. A Resolution is defined as a written document or an oral motion that is acted upon and approved by a Majority Vote of the Authority Board.

Section 1.13 Vacancy. A Vacancy is defined as an officer of the Board that is permanently unable to fulfill their duties or resigns during the term in which they are serving.

SECTION II – DUTIES

The Authority's duties shall include, but not be limited to, the following:

Section 2.1 To correct and prevent deterioration in the business district.

Section 2.2 To encourage historic preservation.

Section 2.3 Acquire and dispose of interests in real and personal property.

Section 2.4 Create and implement development places in the districts.

Section 2.5 To promote the economic growth of the districts.

Section 2.6 Authorize the use of tax increment financing.

Section 2.7 Any other purpose that the Authority Board determines is consistent with the intent of the Public Act.

SECTION III – COMMITTEES

The committees of the Authority shall be created by motion of the Authority upon the recommendation of the Chair of the Board. The Authority Board shall appoint such committees as may be deemed necessary, including standing, ad hoc, or special committees.

SECTION IV - OFFICERS AND DUTIES

The Authority Board shall have the following officers:

Section 4.1 Chair of the Board. The Chair of the Board shall preside at all meetings. The Chair shall be responsible for timely, fair and reasonable conduct of the meeting's business. The Chair shall sign on the behalf of the Authority all documents and instruments required to be signed by the Chair of the Authority. The Chair shall assign duties to officers, committees and subcommittees of the Authority to the extent it is not inconsistent with these Bylaws.

Section 4.2 Vice-Chair. The Vice Chair shall act in the place of the Chair in the event of an absence, inability to act or improper refusal to act, and shall exercise and discharge such other duties as may be required of the Chair of the Board or the Authority Board.

Section 4.3 Secretary. The Secretary, who need not be a member of the Authority Board, and may be a governmental or privately retained person or entity, shall record the votes and keep the minutes of all meetings and proceedings of the Authority Board and of the members; serve notice of meetings of the Authority Board and of the members; keep appropriate current records showing the members of the Authority Board together with their addresses; provide agendas prepared by the DDA Director, and shall perform such other duties as required by the Authority Board. The Secretary shall furnish such bonds, the cost of which shall be paid by the Authority as may be required by law or by resolution of the Authority Board for the faithful performance of official duties of the Officers of the Authority Board. The Secretary shall cosign all documents as required by the Authority Board.

Section 4.4 Treasurer. The Treasurer shall be a member of the Authority board. The Treasurer's duties and responsibilities include reviewing financial data of the DDA on a regular basis, and presenting a treasurer's report to the Authority board on a monthly basis.

SECTION V - ELECTION AND TERM OF OFFICERS

The officers of the Authority Board shall be elected at the annual meeting of the Authority Board. Such officers shall serve until they resign their position as officer and their respective successors shall be selected and qualify or until they are no longer serving on the Authority Board.

Section 5.1 An individual may not be elected or appointed as an officer unless the individual is in Good Standing.

Section 5.2 Nominations for officer position on the Authority Board shall be made at the Annual Meeting by any member of the Authority Board that is in Good Standing.

Section 5.3 Election of the Officers shall be by roll call vote at the Annual Meeting.

Section 5.4 The persons receiving the Majority Vote for each office shall be elected.

Section 5.5 The newly elected Authority Board members shall take office immediately.

Section 5.6 No person shall simultaneously hold more than one office.

SECTION VI – VACANCY

Section 6.1 In the event of a Vacancy on the Authority Board, the Board shall recommend the selection of an individual to fill the vacancy to the City Council, who may in return appoint that person to the Board. In all cases, it shall be the sole discretion of the Roseville City Council to make Board appointments.

Section 6.2 The person receiving the Majority Vote of the Roseville City Council shall be selected to the position.

Section 6.3 The individual selected to fill the position shall serve the remainder of the term of the individual that is unable to fulfill their responsibilities.

Section 6.4 The newly selected Authority Board member shall take office immediately.

SECTION VII - RESIGNATION AND REMOVAL

Section 7.1 Any member of the Authority Board may be removed for Malfeasance, Misfeasance, or Nonfeasance from the Authority Board by a majority vote of the Roseville City Council.

Section 7.2 Any officer of the Authority Board may resign at any time by giving written notice to the Authority Board, the Chair of the Board, the Secretary, the City Clerk, City Manager or Mayor.

Section 7.3 Such resignation shall take effect on the date of the receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

SECTION VIII - AGENDA CONTENTS AND NOTICE

Section 8.1 An agenda shall be prepared for each regular and special meeting of the Authority Board.

Section 8.2 The agenda for each meeting of the Authority Board shall be prepared by the DDA Director. If the Authority Board has not appointed an individual to the position of DDA Director or the position of DDA Director is Vacant, the agenda shall then be prepared by the Chair of the Board.

Section 8.3 Information received after the day and time established by the DDA Director for the preparation of the agenda shall not be included on the agenda unless approved by the DDA Director or Chair of the Board.

Section 8.4 Members of the Authority Board shall receive written notice of the time and place of each meeting of the Authority Board, by personal service, by leaving at the minimum an agenda at his or her place of residence, by e-mail at least eighteen (18) hours prior to the time of such meeting, or by depositing the same in the United States Post Office or mailbox within the limits of the

Authority, at least seventy-two (72) hours prior to the time of such meeting, enclosed in a sealed envelope properly addressed to him or her at his or her home or office address, with postage fully prepaid. Any Board member that has provided the Authority Board with an e-mail address consents to receiving notice of all meetings via e-mail pursuant to the terms set forth in this paragraph.

Section 8.5 Any Authority Board member shall have the right to add items to the agenda upon concurrence from the Authority Board prior to the approval of the agenda.

SECTION IX – MEETINGS

Section 9.1 Regular meetings of the Authority Board shall be held at such time and place as shall be prescribed by Resolution of the Authority Board.

Section 9.2 Special meetings of the Authority Board shall be called by the Chair of the Board or any three (3) Authority Board members by written request filed with the DDA Director requesting a meeting of the Authority Board. In such case, the Chair of the Board shall schedule a meeting of the Authority Board within one (1) week from the date the DDA Director received the notice.

Section 9.3 At least a majority of the members appointed to the Authority Board by the Roseville City Council shall be required for a quorum. The Board shall act by motion or Resolution.

Section 9.4 Attendance at Authority Board Meetings is a privilege conferred upon the Authority Board member. It carries with it the responsibility to participate in Authority Board activities and represent the businesses and business owners of the City of Roseville. Attendance at Authority Board meetings is critical to fulfilling this responsibility.

Section 9.5 The Authority Board may excuse absences for cause. If an Authority Board member has more than three unexcused absences from any Authority Board meetings in a twelve (12) month period, the Authority Board may enact a Resolution of reprimand and require the Secretary to serve a copy of the Resolution upon the Roseville City Council. In the event that the Authority Board

member's unexcused absences continue for an additional regular or special meeting during the same twelve (12) month period, the Roseville City Council may remove the representative for cause.

Section 9.6 Decisions of the Chair of the Board are final on questions of procedure, except that any ruling may be appealed to a vote of the Authority Board. If a ruling of the Chair is overruled by the Authority Board, the Chair shall amend its ruling to reflect the will of the Authority Board. Procedure shall follow *Roberts Rules of Order*, unless other policies and procedures are adopted by a majority vote of the Authority Board.

Section 9.7 The Secretary shall provide and distribute draft copies of the minutes of each Authority Board meeting to the Authority Board members and make the draft copies available to the public within 8 days following the meeting pursuant to Section 9(3) of Act 267 of the Michigan Public Acts of 1976, being MCL §15.269(3). Copies shall be mailed or e-mailed to all of the Authority Board members. Additional copies may be e-mailed to any municipally requesting in writing a copy of the minutes. If, however, a municipality requests a written copy of the minutes to be sent by any other method than email, the request by the municipality shall be treated as a subscription pursuant to Section 3 of Act 442 of the Michigan Public Acts of 1976, as amended. The approved minutes shall be made available for public inspection within five (5) business days after the meeting at which the minutes are approved by the Authority Board pursuant to Section 9(3) of Act 267 of the Michigan Public Acts of 1976, as amended.

SECTION X – VOTING

Section 10.1 Each Authority Board member is entitled to one (1) vote for each issue that is brought before the Authority Board by motion or resolution.

Section 10.2 All votes shall be cast as voice votes, unless the vote authorizes the expenditure of money, then the vote shall be a roll call vote. If the voice vote is not unanimous, a roll call vote shall then be taken. For a roll call vote the names of the Authority Board members shall be called in alphabetical order with the exception that the Chair of the Board votes last.

Section 10.3 Election to a deliberative body carries with it the obligation to vote.

Section 10.3.1 Authority Board members present at an Authority Board meeting shall vote on every matter before the body, unless otherwise excused or prohibited from voting by law.

Section 10.3.2 An Authority Board member who does not respond to a roll call or voice vote shall be counted as voting with the prevailing side and shall be so recorded, unless otherwise prohibited by law from voting.

Section 10.4 A vote of a majority of a quorum of the Board present and voting shall be required for passage of any action.

Section 10.5 Conflict of interest, as defined by law, shall be the sole reason for an Authority Board member to abstain from voting.

Section 10.5.1 The opinion of the attorney of the City of Roseville, acting on behalf of the Authority, shall be binding on the Authority Board with respect to the existence of a conflict of interest.

Section 10.5.2 A vote may be tabled, if necessary, to obtain the opinion of the City attorney as to whether a conflict of interest exists.

Section 10.6 An Authority Board member is allowed to participate in an Authority Board meeting via Skype, Windows Meeting Space, or similar program. Participation by electronic means is permissible, however, only if the so participating Authority Board member and the remainder of the Authority Board can see and hear each other, and only if any members of the public attending the meeting can hear the so participating member. The Authority Board member participating via electronic means shall be considered present in determining a quorum. The Authority Board member participating in debate with the Authority Board and thereafter voting shall have its votes included in the total votes cast on any question before the Authority Board. Voting by telephone or other means where the Authority Board and the Authority Board member cannot see each other is expressly forbidden.

Section 10.7 Voting by proxy is not permitted.

Section 10.8 All votes must be held and determined in public; no secret ballots are permitted, except in strict adherence to the standards of the Michigan Open Meetings Act.

Section 10.9 In all cases, the Secretary of the Authority or his/her designee shall declare the result.

Section 10.10 It shall be in order for any Authority Board member voting in the majority to move for a reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the Authority Board.

Section 10.11 Any Authority Board Member voting in the majority may move for a reconsideration of the vote on any question at the next succeeding meeting of the Authority Board. When a motion to reconsider fails, it cannot be renewed.

SECTION XI - FUNDS AND BUDGETS

Section 11.1 All monies accruing to the Authority Board through any source and all surplus funds of the Authority shall be invested in accordance with Act 20 of the Michigan Public Acts of 1943, as amended.

Section 11.2 All claims (bills) against the Authority that are budgeted and within the limitations of the appropriated amount budgeted in the Activity/Department in which the expense is budgeted are pre-approved for payment by the Authority Board. The Authority Board shall receive a list of claims (bills) that were budgeted and within the limitations of each Activity/Department in which the expense is budgeted that have been paid by the Authority. This list shall be approved at the next regular meeting of the Authority Board. For any claims (bills) against the Authority that were not budgeted or that are in excess of the limitations of the appropriated amount budgeted in the Activity/Department in which the expense is budgeted, the Authority Board shall approve the claim (bills) prior to being paid.

Section 11.3 The DDA Director shall prepare a proposed annual budget for submission to the Authority Board no later than sixty (60) days before the start of each fiscal year of the Authority, which shall be consistent with Act 2, of the Michigan Public Acts of 1968, as amended. If the Authority Board has not appointed an individual to the position of DDA Director or the position of

DDA Director is vacant, the proposed budget shall then be prepared by the Chair of the Board and the Treasurer.

Section 11.4 The Authority Board shall transmit the proposed budget to the City Manager before March 1 of each year. Once the City Council approves the proposed budget, the Authority Board shall thereafter adopt the budget pursuant to Section 28(1) of the Act, being MCL §125.1678(1).

Section 11.5 The audit of the Authority shall be conducted in a manner consistent with Section 28(2) of the Act, being MCL § 125.1678(2).

SECTION XII - ADMINISTRATIVE STAFF OF THE AUTHORITY

Section 12.1 Administration. The Administrative staff of the Authority may consist of a DDA Director, which may be a public or private entity, as duly appointed pursuant to this section and such other supervisory, administrative and operating personnel as may from time to time be employed or retained by the Authority. The Authority may also utilize City staff and consultants when possible to serve in administrative roles and capacities.

Section 12.1.1 Appointment. If the Authority chooses to employ a DDA Director, such Director shall be appointed by a majority vote of the Authority Board.

Section 12.1.2 Removal. The DDA Director shall serve at the pleasure of the Authority Board and may be removed without cause by the Authority Board at any time. The Action of the Authority Board in removing the DDA Director shall be final.

Section 12.1.3 Duties. If a DDA Director is employed, The DDA Director shall be the chief administrative officer of the Authority and shall be responsible for the efficient management, execution and administration of all of the business and affairs of the Authority authorized and directed by the Authority Board. Without limiting the generality of the preceding sentence, the DDA Director shall specifically have the power and duty to:

1. Recommend policies, plans and procedures for the administration, organization and operation of the Authority;

2. Recommend policies, plans and procedures for the development, implementation and administration of Authority facilities;
3. Recommend such administrative and operating policies, programs, resolutions, rules, regulations, procedures and orders as may be deemed necessary and appropriate for the benefit of the Authority and the accomplishment of the goals and objectives of the Authority as established by the Authority Board;
4. Subject to budgetary approval, the DDA Director has the authority to hire personnel to fill positions or vacancies on the Authority's administrative staff. Additionally, the DDA Director has the authority to discharge or retire members of such staff in accordance with administrative rules and procedures established by the Authority Board and as otherwise required by law;
5. Supervise all administrative staff and consultants of the Authority;
6. Purchase materials and services according to administrative rules and procedures established by the Authority Board and as otherwise required by law;
7. Execute all contracts and other documents and instruments duly authorized to be signed on behalf of the Authority, except such contracts, documents or instruments as may be required to be signed by the Chair of the Board or by some other officer of the Authority;
8. Prepare the agenda for all Authority Board meetings;
9. Attend all Authority Board meetings unless excused therefrom;
10. Prepare and recommend, not later than sixty (60) days before the start of each fiscal year of the Authority, an annual budget for the Authority;
11. Enforce the rules and regulations of the Authority;

12. Assist the Treasurer with preparing any financial or investment documents as may be necessary or required by the Authority Board.

Section 12.2 Other Personnel, including assistants. Any and all supervisory, administrative and operating employees approved by the Authority Board, other than the DDA Director, shall be under the supervision and direction of the DDA Director.

SECTION XIII - LEGAL COUNSEL FOR THE AUTHORITY

Section 13.1 Legal Counsel. The Authority Board may retain legal counsel to advise the Authority Board in the proper performance of its duties. If the Authority Board determines it necessary, the Authority Board may also employ the services of Special Legal Counsel.

Section 13.2 Appointment. The Legal Counsel shall be appointed by the Authority Board. The Legal Counsel shall be appointed for an indefinite term and solely on the basis of demonstrated legal ability and qualifications, with special weight given to actual training and experience in and knowledge of local government law and practice.

Section 13.3 Removal. The Legal Counsel shall serve at the pleasure of the Authority Board and may be removed without cause by the Authority Board at any time. The action of the Authority Board in removing the Legal Counsel shall be final.

Section 13.4 Duties. The Legal Counsel shall be the chief legal officer of the Authority and the principal legal advisor to the Authority Board, DDA Director, and staff of the Authority. Without limiting the generality of the preceding sentence, the Legal Counsel shall specifically have the power and duty to:

1. Provide legal advice to the Authority Board and its administrative staff relating to the development and implementation of plans and projects allowed by these Bylaws and pursuant to the Act;
2. Prepare and draft resolutions, contracts and other legal documents and instruments related to Authority business and affairs;

3. Render legal opinions when requested by the Chair of the Board, the DDA Director or the Authority Board on matters related to the Authority's business and affairs;
4. Attend all Authority Board meetings, unless excused therefrom;
5. Attend Authority committee and subcommittee meetings when requested by the Chair of the Board or the DDA Director;
6. Make reports from time to time and otherwise perform such other duties and special services as the Chair of the Board, the Authority Board, or the DDA Director may require;
7. Represent the Authority in all litigation, negotiations and other legal matters except in cases where Special Legal Counsel has been appointed by the Authority Board;
8. Recommend the retention of Special Legal Counsel to represent or to assist the Legal Counsel in matter requiring special expertise or additional resources and, if requested and approved by the Authority Board, oversee matters handled by such Special Legal Counsel.

SECTION XIV – INSURANCE

The Authority shall maintain a liability insurance policy in connection with its activities to cover injuries to persons and damages to property, in an amount as determined by the Authority Board with a deductible of not less than an amount determined by the Authority Board. An insurance policy shall include all necessary riders to the insurance policy to ensure that all Authority Board members have adequate errors and omission coverage. Additionally, the insurance policy shall cover all Authority staff members acting on the behalf of the Authority. The Authority Board shall furnish written proof of such insurance coverage to any member of the Authority Board within fourteen (14) days of receiving the Authority Board member's written request.

Memorandum

To: Scott Adkins, City Manager
From: Paul VanDamme, Purchasing Assistant
Date: February 4, 2016
Re: Mowing and Maintenance Services
Bid # 101-011403

Bid Approved: March 11, 2014

The awarded bid to Green Meadows Lawnscape Inc. was for a two (2) year contract with the option of two (2) renewals in one year increments based upon satisfactory performance as determined by the City of Roseville.

The amount of the renewal is \$77,551 for the yearly mowing, trimming and litter pick-up of all City of Roseville parks, municipal properties, Erin Grove Cemetery, 41 right of ways, and spring and fall clean-ups.

Green Meadows Lawnscape Inc. has performed work in a satisfactory manner for the City of Roseville for the past two years per Tom Aiuto, DPS Director. Green Meadows Lawnscape Inc. has agreed to maintain their pricing for 2016 and 2017.

Therefore, it is recommended that the City Council renew the bid for **Green Meadows Lawnscape Inc.** in the amount of **\$77,551** for the Mowing and Maintenance Services for 2016 and 2017. Should you have any questions, please contact my office.

Attachments

*Green Meadows Lawnscape, Inc.
2359 Avon Industrial Drive
Rochester Hills, MI 48309*

*586-254-7775
FAX 586-588-7884*



City of Roseville
February 1, 2016

Green Meadows Lawnscape, Inc. would like to activate the clause and extend the contract with the City of Roseville for the 2016 and 2017 mowing season at the same terms and conditions.

Sincerely,

Thomas D. DeClerck
President
Green Meadows Lawnscape, Inc.

Memorandum

To: Scott Adkins, City Manager
From: Paul VanDamme, Purchasing Assistant
Date: March 1, 2016
Re: **Janitorial Cleaning Services Renewal**
Bid # 101-011301

Bid Approved: March 26, 2013

The awarded bid for Janitorial Cleaning Services was for one (1) year contract with the option of three (3) renewals in one year increments based upon satisfactory performance as determined by the City of Roseville.

The amount of the renewal is \$71,448 for the yearly cleaning of City buildings and SERESA.

American Cleaning, LLC has performed work in a satisfactory manner for the City of Roseville for the past year. American Cleaning has agreed to maintain their pricing for the next year starting May 2016.

Therefore, it is recommended that the City renew the bid for **American Cleaning, LLC** in the amount of **\$71,448** for the Janitorial Cleaning Services Contract. Should you have any questions, please contact my office.

Attachments

AMERICAN CLEANING

52844 Karon Dr. • Macomb Twp., MI, 48042

Phone: (586)-677-9240 • Fax: (586)-677-9328 E-mail: budi42@hotmail.com

CITY OF ROSEVILLE
Purchasing Assistant
Mr. Paul VanDamme

29777 GRATION AVE
Roseville, MI 48066

February 29, 2016

Dear Mr. VanDamme,

It has been a pleasure to serve CITY OF ROSEVILLE, we look forward to continuing business with you in the future.

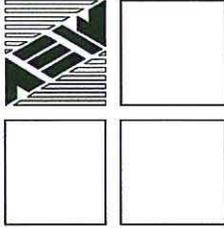
As you may know, to better serve you and keep your beautiful office-building look always nice and clean frequent additional services are a necessity. Since American Cleaning Company LLC is being asked to perform work.

Our first aim is to please our customers.

We are confident you will continue to be pleased with our superior services. We look forward to continued business together.

Sincerely,

Brisida T. Bibashani
Owner



ANDERSON, ECKSTEIN AND WESTRICK, INC.

51301 Schoenherr Road, Shelby Township, Michigan 48315
Civil Engineers • Surveyors • Architects 586-726-1234

February 25, 2016

Scott Adkins, City Manager
City of Roseville
29777 Gratiot Avenue
Roseville, Michigan 48066

Reference: 2016 Joint Sealing Program
City of Roseville
AEW Project No. 0100-0437

Dear Mr. Adkins:

On Thursday, February 4, 2016, four (4) bids were received for the project referenced above. Our office has checked the bid tabulation and a copy is attached for your use. The low bidder is Michigan Joint Sealing, Inc. with a total bid amount of \$132,800.00.

We have worked with Michigan Joint Sealing, Inc. on similar projects in the City of Roseville as well as other nearby communities and are satisfied with their performance.

Based on our experience, availability of funds and bids submitted, we recommend a contract for the **2016 Joint Sealing Program** be awarded to **Michigan Joint Sealing, Inc.**, 28830 West 8 Mile Road, Ste 103, Farmington Hills, MI 48336 in the amount of **\$132,800.00**.

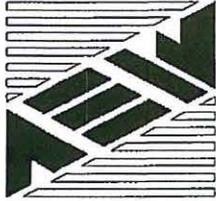
If you have any questions or need additional information, please advise.

Sincerely,

✓
Scott Lockwood, PE

Enclosure: Bid Tabulation

cc: Rob DeBruyn, Engineering
Paul VanDamme, Purchasing



TABULATION OF BIDS

City of Roseville

2016 Joint Sealing

Program

AEW PROJECT NO. 0100-0437

DATE: 2/4/2016
TIME: 11:00 AM

Prepared by: Anderson, Eckstein and Westrick, Inc.
51301 Schoenherr Road
Shelby Township, MI 48315

VENDOR RANKING

| <i>RANK</i> | <i>VENDOR NAME</i> | | <i>TOTAL BID</i> | | <i>TOTAL BID WITH CREW</i> |
|-------------|-----------------------------|----|------------------|----|----------------------------|
| | | | | | <i>DAYS</i> |
| 1 | Michigan Joint Sealing, Inc | \$ | 132,800.00 | \$ | 139,520.00 |
| 2 | Scodeller Construction | \$ | 163,900.00 | \$ | 172,300.00 |
| 3 | Carrs Outdoor Service Inc | \$ | 230,960.00 | \$ | 250,000.00 |
| 4 | Interstate Sealant & Conc | \$ | 241,190.00 | \$ | 251,830.00 |