

ANNUAL MEETING ROSEVILLE CITY COUNCIL

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

**February 24, 2015
7:00 P.M.**

ROLL CALL:

PRESENT:	Mayor	Robert Taylor
	Mayor Pro Tem	Jan Haggerty
	Councilpersons	Salvatore Aiuto Catherine Haugh Timothy Hoste Colleen McCartney Bill Shoemaker
ABSENT:	None	
OTHERS PRESENT:	City Manager	Scott A. Adkins
	City Clerk	Richard M. Steenland
	City Attorney	Tim Tomlinson

I. CALL TO ORDER

Mayor Robert Taylor called the meeting to order at 7:00 p.m.

II. PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Robert Taylor led City Council in the Pledge of Allegiance.

III. ROLL CALL

City Clerk Richard M. Steenland conducted Roll Call.

MAYOR ROBERT TAYLOR	Present
MAYOR PRO TEM JAN HAGGERTY	Present
COUNCILMAN SALVATORE AIUTO	Present
COUNCILWOMAN CATHERINE HAUGH	Present
COUNCILMAN TIMOTHY HOSTE	Present
COUNCILWOMAN COLLEEN MCCARTNEY	Present
COUNCILMAN BILL SHOEMAKER	Present

IV. APPROVAL OF CONSENT AGENDA

a) Approval of minutes:

- Special Meeting held January 24, 2015.
- Regular Meeting held February 10, 2015.

b) Acceptance of Communications, reports, correspondence:

c) Issuance of Resolutions, Proclamations or Recognitions:

d) Approval of Permits:

- Request from Father Solanus Casey Knights of Columbus to conduct their annual Tootsie Roll Drive on the City streets March 27th – 29th.

e) Establishment of Public Hearing Dates:

f) Approval of Disbursement List:

DATE: February 11, 2015; February 24, 2015

General Fund	101	1,056,079.92
Motor Vehicle Highway – Major		552.70
Motor Vehicle Highway – Local		978.90
Block Grant	251	4,037.38
Library Fund	271	9,837.58
Debt Service Fund		33.50
Capital Improvement		133,566.09
Employee Benefits	677	6,844.91
Workers' Compensation		271.77
City Tax		8,380.39

County & School Tax		947,498.50
Agency Fund		60,126.20
Chapter 20 Drain		118,108.65
Pay # 17 (2-11-15)		573,199.03
Water Operating	592	815,397.36
Pay # 17 (2-11-15)		36,346.81

COUNCILMAN SALVATORE AIUTO moved, COUNCILMAN BILL SHOEMAKER seconded to approve the consent agenda.

MOTION CARRIED UNANIMOUSLY

V. CONSENT AGENDA ACTION ITEMS

a.) Hold Harmless and Access Agreement with Macomb Mall.

COUNCILWOMAN CATHERINE HAUGH moved, COUNCILWOMAN COLLEEN MCCARTNEY seconded to approve the amendment to the consent agenda action items to add the Hold Harmless and Access Agreement with Macomb Mall.

MOTION CARRIED UNANIMOUSLY

VI. PRESENTATIONS

There were no presentations.

VII. HEARING OF THE PUBLIC – Agenda Items Only (Limit 3 minutes)

No one from the public wished to be heard.

VIII. NEW BUSINESS

a) Summary of City/Departmental activities – City Administration

- **City Manager Scott Adkins reported:**
 - The City is on target following the budget stabilization plan.
 - Roseville was the first city in Michigan to be awarded Redevelopment Ready Certification from the Michigan Economic Development Committee.
 - The City has implemented the use of Facebook and Twitter pages. These pages have been utilized as additional tools of providing information for the residents and businesses.
 - The city has implemented the new *See, Click, Fix* “Fix It Roseville” web and mobile based reporting system for residents and businesses throughout the City.
 - The City has seen stabilization of home market values.
 - RoseFest will be held the weekend of June 18th - 21, 2015

- **City Attorney Tim Tomlinson reported:**
 - York Dolan and Tomlinson continues to work with City administration regarding all legal matters including contracts, labor contracts, code enforcement issues and the review of ordinances.
 - Currently there are between 15-20 nuisance and abatement cases.
 - Currently York Dolan and Tomlinson is handling 8 insurance claim cases for the City.
 - Tax Tribunal cases have been reduced significantly as a result of the economic turnaround within the community.
 - There has been an increase in prosecution cases, due to more citations being written and the increase in staffing of the police department.

- **City Clerk Richard M. Steenland reported:**
 - The Clerk's Department conducted 2 State Elections, the August Primary and the November General Election. Significant cost reduction was accomplished by the decrease in the number of precincts.
 - The department processed 1102 business licenses to date and collected \$31,720.00.
 - In 2014, the department processed 51 notices for various City related publications, processed 41 resolutions and 12 new ordinances approved by City Council.
 - Throughout the last year, the department processed 15 lawsuits and processed 27 tax tribunals.
 - The department responded to 62 Freedom of Information Act requests and notarized approximately 200 documents for Roseville residents.
 - The department processed 80 sets of meeting minutes for various boards and commissions including City Council.

- **City Clerk Richard M. Steenland also reported on behalf of the ACT 78 Board:**
 - The ACT 78 Board is responsible for maintaining police and fire department hire and promotional eligibility lists. Over the past several years they have been very busy establishing and updating these lists.
 - Chairperson Jane May has been with ACT 78 for 26 years.
 - Vice – Chairperson Fred Barbert has been with ACT 78 for 12 years.
 - Currently the Clerk's Office and Act 78 Board are preparing for a new Entry Level Police Officer Eligibility List, a Police Promotional List, and will begin the Fire Department Eligibility List this spring.

- **Recreation Authority Director Tony Lipinski reported:**
 - Construction continues to repair the Recreation Authority building and the addition of a Senior Area
 - Sizzling Summer Nights will continue this summer.
 - Family Fun Field Trips have been expanded and will continue throughout the year.
 - RARE and Roseville Community Schools relations have improved from their assistance with the Recreation Authority's Day Care Program.
 - All RARE programs have sustained throughout the construction project.
 - Implementation of the Recreation Authority of Roseville Eastpointe website has been launched.

- This year RARE established a Fulltime Youth Sports Coordinator position because of expansion of Youth Sports.
- Construction is estimated to be completed by mid June. A grand opening celebration is expected to be planned near Labor Day.
- March 14, 2015 is the Roseville Handicapped Association Spring Fling.

- **Library Director Jacalyn Harvey reported:**

- 2014 was a positive year for the Roseville Public Library.
- The Detroit Book and Author Society granted \$1,000 to purchase books by or about African Americans.
- Friends of the Roseville Public Library donated money for a popular urban fiction collection and money to reupholster chairs in the library.
- Two donations were made to update the Michigan History Room.
- Optimists and Kiwanis Clubs donated children's books to help promote literacy in young children.
- The City donated money to resurface tables and computer tables in the library.
- The library worked with the City Controller to locate funds to create a new full time position for Head of Adult Services.
- The Library currently has 3 full time employees.
- Digital books and magazines are available for downloading in the library.
- WIFI is now available for patrons throughout the entire library.
- One-on-one technology assistance is available throughout the library for free.

- **City Controller John Walters reported:**

- SERESA and RARE financial statements were completed one month early.
- No issues were found or reported by the auditors.
- Work has begun on the 2015/2016 fiscal budget. The department has initiated the inclusion of department heads for the implementation of departmental budgets.
- Fixed asset tracking may be moved to the BS & A System computer program to deter human error that the City experiences when using the current Excel program.
- City Treasurer will work with the City Controller to review cash balances to maximize interest and dividends income for the year.
- The department is looking into implementing credit card terminals for water and other cash transactions within City Hall.
- Implementing the utilization of a paperless invoice system to minimize filing and expedite invoice procedures.

- **Information Services Director Phillip Longueuil reported:**

- Recognized staff John Hasse, Robert Hirschman and Patricia Toscano for their diligent work.
- The department assisted in the implementation of a video arraignment system at the Court and Police Department, as well as updating the Court application server drastically improving speed and reliability.
- Upgraded the Assessing, Building, and Treasurer's Departments programming, increasing productivity.
- Successfully migrated and updated the City email system.
- Updated a large percentage of the City's personal computer systems.

- **Community and Economic Development Director Jason Friedmann reported:**

- The department is currently working with the Michigan Economic Development Corporation to redevelop Gratiot Avenue.
- The first Michigan Economic Development Corporation Redevelopment Ready Certification review is scheduled in the near future. These reviews will be every six months and are required to maintain RRC status.
- AHB Tooling and Machinery has relocated their multimillion dollar facility to Roseville, as well as National Coney Island's chili operations.
- The Department is working with Macomb County officials on the *Make Macomb Your Home* initiative.
- The department is working with METRO Matters a suburb alliance regarding advertising within a new publication *Metro Mode*.
- The department is working at being more proactive in attracting new businesses and the retention of businesses within the City.
- The department created a comprehensive real estate inventory for all industrial areas and major corridors.
- 5 occupied home rehabilitations have been completed this year and 9 more are on the waiting list.
- Establishment of the Downtown Development Authority is moving forward.

- **Purchasing Assistant Paul Van Damme reported on behalf of the Purchasing Department:**

- The department gained a new part time employee, Mrs. Sharvin Jackson.
- The department processed 270 claims from homeowners and businesses due to the flood of August 2014. The city was not held responsible for the claims.
- The department processed several renewals that expired this year. The City received a 2.59% decrease in cost for the property and casualty policy from Trident and Excel's premium through Nickel and Saph.
- Stop/Loss for the City's health insurance decreased by 5% this year with the help of TMR and Associates.
- Healthcare costs have been stable for the past few years. The department is looking at ways to reduce healthcare costs without reducing benefits to employees and retirees.

- Employees deferred compensation plan did well this year. Biannual reviews will continue as scheduled.
- Completion of the HVAC Energy Savings System is expected by April or May of 2015.
- Rebidding of the HVAC Maintenance Contract will begin after completion of improvements and it is expected to dramatically decrease expenditures.

- **Director of DPW Tom Aiuto and Engineering Director Steven Wietecha**

- The Water Department will begin automated water meter installation soon and will send residents an informational letter regarding the meters.
- Mackinac Road repair project will be from 10 Mile to Church Street. The water mains underneath the street will be replaced first. Then repaving will begin.
- In 2012, the Highway Department sought after the SAW Grant from the State of Michigan. The City has now made the list for cleaning and inspection of the storm and sewer system. This work will begin this summer.
- Building Maintenance Department has been working with Chevron on the Energy Audit.
- Steven Wietecha, Engineering Department, presented the award from the Michigan Concrete Association for Calahan Road (from 13 Mile to Common Road) to the City of Roseville.
- Kaufman Street from 12 Mile to Rock will begin this year.
- A safety grant was received for the corner of 13 Mile and Little Mack. Four right turn lanes will be installed.
- Little Mack construction from 13 Mile to Masonic will have concrete pavement and an overlay.

- **Chief James Berlin reported on behalf of the Roseville Police Department:**

- In 2014, there were: 14,604 tickets issued, 2,301 arrests were made, and the department policed 1,503 vehicle crashes of which 4 were fatal accidents.
- The Detective Bureau handled 2,166 cases with a closure rate of 53% which is the highest closure rate within Macomb County.
- Narcotics Division handled 473 complaints; which resulted in 160 felony arrests and 128 misdemeanor arrests.
- The department hired 10 new officers last year, which was offset by 1 retirement and 4 resignations. Currently there are 9 vacancies in the department.
- The Traffic Bureau now has two officers who will only work residential traffic to increase safety on residential streets.
- Online reporting has begun from the Police website, the Roseville Police Department Facebook page has been a great success and the department will begin utilizing a twitter account this year.
- Crime was down overall for the year for the City.

- **Chief Michael Holland reported on behalf of the Roseville Fire Department:**
 - The department responded to 6,813 calls this year for fires and 5,400 calls for EMS. These are both increases in call volume compared to last year.
 - The department saw a reduction in residential fires but an increase in larger fires.
 - \$39,038,285 in personal property was saved due to the responsiveness of the Roseville Fire Department.
 - The department increased public education programs, fire training hours and medical training hours.
 - The department is creating a fire prevention program to reduce cooking fires.
 - Roseville Fire Department is rated an ISO 4 Level, which is now the top 5 percent of fire departments throughout the State of Michigan.
 - Summer Student Fire Hydrant Maintenance Program will continue this summer.

- **City Manager Scott Adkins reported on behalf of the Assessing Department:**
 - The 2015 assessment notices will be mailed on Friday February 27th.
 - Residential property values have increased by an average of 4.88%.
 - Industrial properties increased by an average of 4.56%
 - Commercial properties increased by an average of 8.07%.
 - Overall taxable value is increasing by the consumer price index of 1.016, which is approximately an increase in City tax dollars equaling to \$308,411.
 - Board of Review will meet Monday, March 16th and Tuesday, March 17th; and Wednesday, March 18th to allow taxpayer protests.

- **City Manager Scott Adkins reported on behalf of the Treasurers Department:**
 - The department integrated Water payable operations into Treasury, allowing quicker processing and one-stop shopping for Water department customers.
 - Implemented one-stop shopping for paper and plastic bags into the department. Replaced 3 carbon receipt form with a single paper receipt in this improved process.
 - Added counterfeit-detecting automated bill counter at register providing increased speed and fraud detection.
 - Eliminated more than 40 cases of obsolete tax and water records from archives.
 - Trained 5 interns, giving them valuable experience and providing a pathway to employment
 - Sent 300 letters to Delinquent/Outstanding Personal Property Tax entities after February 15th as required by MCL 211.46.
 - Added notice of amount of summer tax deferred to winter bills as required by MCL 211.51.
 - In 2015 the department intends to implement several improvements including: accepting credit and debit payments, cross training full time employees between the Treasurer and Water Department, migrating the

storage of official payments records from paper to electronic file and the elimination of over 50 boxes of water and tax records no longer required by the State of Michigan Records Retention Schedule.

- **City Manager Scott Adkins reported on behalf of the Building and Inspections Department:**

- The department issued over 2,800 building, electrical, mechanical and plumbing permits.
- Resolved over 6,600 code enforcement issues.
- Completed 2,850 rental inspections.
- Macomb Mall continues to add new stores and new restaurants.
- The vacant Kmart Store on 13 Mile Road will be demolished within the next few months to allow for construction to begin on the new Kroger store.
- American House is preparing to begin construction on a 5 million dollar addition to their Common Road location.

- **City Manager Scott Adkins reported on behalf of the Human Resource Department:**

- The department managed the procedures necessary to hire 12 Police Officers, 6 Firefighters, 8 Full Time General Employees and 26 Part Time employees in 2014.
- An Employee Benefits Fair was held in May. The purpose of this event was two-fold. Employees were given an Appreciation Lunch and were made aware of the benefits available to them. Employees who participated expressed their gratitude for the lunch and for the information regarding their benefits.
- The Personnel Department administers an on-going Employee Service Award program to recognize employees when they reach significant milestones in their career with the City. This program offers tangible rewards and has been a factor in maintaining the high morale of the employees.

- **City Manager Scott Adkins reported on behalf of the City Manager's Department:**

- The department received the preliminary list of tax reverted properties. The County Treasurer is still in the process of collecting delinquent payments. A more finalized list will be forthcoming after the redemption period has expired (June 2015).
- The Free Press distribution of the "Yes Package" has been a concern brought to attention by residents. If you do not wish to receive this, please contact the Free Press directly by calling 800-395-3300. Free Press has also been informed of the resident complaints regarding the delivery location of these packages.
- A Special Council Meeting will be held March 3, 2015 at 7:30 p.m.
- Mackinac Street Water Main Construction will begin on March 2, 2015. Construction limits are 10 Mile Road to Church Street. This will be a 3 stage

project. Stage one's estimated completion date will be May 2015. Stage two and stage three are estimated to be completed by July 3, 2015. A public meeting will be held February 26 at 7:00 p.m. in City Council Chambers to address questions pertaining to the project.

b) Summary of activities for Boards, Commissions, and Committees – Chairperson or Representative

- **City Manager Scott Adkins reported on behalf of the General Civil Service Board**
 - The board continues to participate in job description revisions and union negotiations.
- **City Manager Scott Adkins reported on behalf of PACT:**
 - The committee continues to meet and is looking to expand to include more outreach programs within the community.
- **Chairperson Kurmmell Knox reported on behalf of the Planning Commission:**
 - The commission worked on numerous projects over the last year including: Utica Junction, Gratiot Overlay, Kroger Fueling Center, Kroger store, Macomb Mall renovations and Scrambler Marie's, among others.
 - The Planning Commission has decided to change their meeting schedule from 1 study session and 1 regular meeting per month, to 2 regular meetings per month. This will streamline the planning process. Helping make Roseville a planning friendly community.
- **Charlotte Boyd reported on behalf of Project Art In Roseville:**
 - Last year PAIR placed 12 rose bike stands throughout the City and two were stolen. They will be working towards replacing the missing bike racks.
 - The committee held 2 youth art lunches and one art supplies raffle.
 - Project Art In Roseville will Participate in this year's RoseFest.
 - 845 art pieces were received from local students for Youth Art Month.
 - Macomb Mall will host the youth art display from March 1, 2015 until April 11, 2015. Contestants may pick up entries on the last day of the event.
 - March 26, 2015 City Council will present the winners of the youth art display. Each school that participated will have 1st, 2nd, and 3rd place winners.
 - The committee will be promoting the PAIR Pavers more this year to increase sales.
- **Alma Jamrus reported on behalf of the Beautification Commission:**
 - The Commission participated in the Rose Awards, Tree Lighting Ceremony, and planted flowers to beautify the City.
 - The Commission will promote beautification in Roseville at this summer's RoseFest.
 - This year the Commission members will collaborate alongside of Mayor Pro Tem Jan Haggerty, City Manager Scott Adkins, and Community and Economic Development Director Jason Friedman for the Utica Junction rejuvenation project.

c) Summary of Roseville Community Schools activities – Board of Education

- **Matt McCartney spoke on behalf of the board of education. Greg Scott and Joseph Defelice were also present.**
 - Roseville Community Schools Scholarship Dance was a major success. Over \$18,000 was raised at the event.

IX. APPOINTMENTS

There were no appointments.

X. HEARING OF THE PUBLIC

The following individuals spoke:

- Mike Clover 29130 E. Brittany Ct.

XI. ITEMS FOR DISCUSSION BY CITY COUNCIL

Mayor Robert Taylor and Council Members thanked department heads, City employees and Board and Commission members for their hard work, dedication and attending the Annual City Council Meeting.

XII. ADJOURNMENT

COUNCILWOMAN COLLEEN MCCARTNEY moved, COUNCILWOMAN CATHERINE HAUGH seconded that the agenda having been acted upon; the meeting is hereby adjourned at 8:47 p.m.

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Richard M. Steenland
City Clerk