



Rochester Hills

Minutes - Draft

City Council Regular Meeting

1000 Rochester Hills Dr
Rochester Hills, MI 48309
(248) 656-4600
Home Page:
www.rochesterhills.org

*Susan M. Bowyer Ph.D., Ryan Deel, Dale A. Hetrick, James Kubicina,
Stephanie Morita, Mark A. Tisdell, Vacant Position*

Vision Statement: *The Community of Choice for Families and Business*

Mission Statement: *"Our mission is to sustain the City of Rochester Hills as the premier community of choice to live, work and raise a family by enhancing our vibrant residential character complemented by an attractive business community."*

Monday, December 10, 2018

7:00 PM

1000 Rochester Hills Drive

CALL TO ORDER

President Tisdell called the Regular Rochester Hills City Council Meeting to order at 7:02 p.m. Michigan Time.

ROLL CALL

Present 5 - Ryan Deel, Dale Hetrick, James Kubicina, Stephanie Morita and Mark A. Tisdell

Absent 1 - Susan M. Bowyer

Others Present:

*Bryan Barnett, Mayor
Tina Barton, City Clerk
Sean Canto, Fire Chief/Emergency Services Director
Dan Christ, City Attorney
Scott Cope, Building/Ordinance/Facilities Director
Todd Gary, Deputy Fire Chief
Pamela Gordon, Human Resources Director
Deborah Happy, Administrative Coordinator
Captain Michael Johnson, Oakland County Sheriff's Office
Kevin Krajewski, Information Services Director
Sailor Mayes, Rochester Hills Government Youth Council Representative
Allan Schneck, Public Services Director*

Dr. Bowyer provided prior notice that she would be unable to attend.

PLEDGE OF ALLEGIANCE

Led by the St. John Lutheran School Girls Cross Country Team

APPROVAL OF AGENDA

A motion was made by Hetrick, seconded by Morita, that the Agenda be Approved as Amended to add to New Business the following Legislative Files: 2018-0254 - Revised Salary Recommendations for Department Directors for 2019 and 2018-0255 - Revised Salary Recommendation for Mayor for 2019. The motion carried by the following vote:

Aye 5 - Deel, Hetrick, Kubicina, Morita and Tisdel

Absent 1 - Bowyer

COUNCIL AND YOUTH COMMITTEE REPORTS

Rochester Hills Government Youth Council Representative (RHGYC):

Mr. Deel introduced Sailor Mayes, RHGYC Representative.

Ms. Mayes reported that the RHGYC members are hosting their annual Barnes & Noble gift wrapping fund raiser, with dates and times listed on the RHGYC's Facebook page. She stated that the members are busy planning the new year's events.

RECOGNITIONS

2018-0571 Proclamation in Recognition of St. John Lutheran School Girls Cross Country Team 2018 National Champions

Attachments: [121018 Agenda Summary.pdf](#)
[Proclamation.pdf](#)
[Resolution \(Draft\).pdf](#)

Mayor Barnett said that he was made aware of this incredible team's success recently and expressed his thanks to the team members for the way they have represented the city. He noted that this is a community that prides itself and is an active community that loves its trails. He mentioned that this year's women's winner of the Boston Marathon, Desi Linden, trains in Rochester Hills, and stated that the community is part of a running culture. He read a proclamation honoring the St. John Lutheran School Girls Cross Country Team as 2018 National Champions.

Coach Todd Bauer expressed his thanks for the team's invitation to be recognized, and for the opportunity to represent the city and the school.

Council congratulated the team members.

Presented.

Whereas, St. John Lutheran School Girls Cross Country team consists of nine student athletes, led by Head Coach Todd Bauer and Assistant Coach Paul Rice; and

Whereas, this season the team placed first in the North Suburban Lutheran Athletic Association League Meet, went on to place first in the Michigan Lutheran Schools Cross

Country State Meet, and then advanced to the National level; and

Whereas, on October 21, St. John Lutheran Girls Cross Country Team competed in the Lutheran School National Meet hosted by Concordia Wisconsin in Mequon, Wisconsin and came in first place, earning them the title of National Champions; and

Whereas, 2018 marks the fifth year in a row the St. John Girls Cross Country Team won their League Meet, the third year in a row they won their State Meet, the third year they placed at Nationals, and the first time as National Champions; and

Whereas, this season's national champions consist of the following St. John athletes:

Madeleine Barge
Elizabeth Burrell
Emma Burrell
Abigail Koltz
Lily Myers
Abby Rice
Julia Teelander
Paige Wilusz
Kendall Zaliwski

Now, Therefore, Be It Resolved, that the Mayor and City Council of the City of Rochester Hills hereby congratulate the St. John Lutheran School Girls Cross Country Team on their outstanding win and wish each athlete all the best in their academic and extracurricular endeavors.

PRESENTATIONS

2018-0590 Presentation of the Rochester Hills Fire Department Strategic Plan

Attachments: [121018 Agenda Summary.pdf](#)
[Rochester Hills Fire Department Strategic Plan.pdf](#)

Sean Canto, Fire Chief/Emergency Services Director, stated that the Fire Department's Strategic Plan Process has been ongoing since 2017, and the Plan will be used as an organizational blueprint to set priorities, goals and resources to focus efforts toward a common goal. He explained that Rochester Hills Fire Department's philosophy is to apply best practices throughout the industry. He introduced **Dan Hedrick**, Strategic Planning Consultant, and noted that Mr. Hedrick aided in delivering the strategic planning process to develop a plan building on clarity and consensus.

Mr. Hedrick stated that it is a pleasure to speak with Council concerning Rochester Hills' Strategic Plan for the Fire Department. He explained that Chief Canto contacted him approximately 18 months ago about the idea of creating a strategic plan for the Rochester Hills Fire Department. He noted that he did not want to see a major plan put together and then shelved; however, Chief Canto assured him that he supported the process and the members who would participate in the process were skilled, talented and dedicated people, and he would have the support of

Council and the Mayor. He stressed that the plan was drafted by the Fire Department and his role as consultant was to handle the process. He noted that the plan is a moving target that will expand with the community's needs and will provide a means for utilizing the taxpayer's dollars. He mentioned that concepts such as the natural environment and how to care for it, natural disaster planning, and active shooter response have expanded the Department's role over the years; and he stated that the plan will help identify Department priorities moving forward.

Chief Canto noted that the plan will provide a sense of direction and measureable goals. He explained that several relevant documents were utilized in the preparation of the plan, including the proposed Master Land Use Plan. He stated that Council will have time to review the plan, and the Department would return in January requesting its adoption.

Public Comment:

Lee Zendel, 1575 Dutton Road, listed the questions that he had after reviewing the draft plan, including the following:

- Why false alarms are listed as a concern, as the City has a False Alarm policy.
- Under the category of threats, why dispatch is considered a concern.
- What considerations are for open burning, as the City already has an open burning ordinance.
- Concerns regarding solar flares or electromagnetic pulse attacks (EMP).

Chief Canto responded with the following:

- The current False Alarm policy addresses the Sheriff's Office and does not address fire alarms. Some places have a fire alarm and do not have a burglar alarm. False alarms can occur due to shower steam or cooking, and repeat offenders do not address that in their systems.
- The County is looking at changing its radio system. The plan will address service-to-service conformity.
- The current Fire Code is not clear with respect to open burning, as it does not address chimneys and fire pits. The Fire Marshal would like to have a more defined plan to be able to address those who want to build commercial fire pits.
- The last time a continuity of operations plan was completed within all departments of the City was the mid-2000s. In a major event, continuity should be addressed.

President Tisdell questioned whether considerations have been given to an interference exposure.

Chief Canto responded that there has been some discussion. He noted that electric companies are looking at scenarios where an EMP attack or solar flare could knock out a power grid, and he commented that this would be over the level that the City would deal with and would be at the State or National level.

Vice President Morita questioned whether the version returning to Council in January would have tasks marked as to which were started and which were not.

Chief Canto responded that the Department has begun some tasks regarding apparatus and building maintenance. He explained that the document will be a living document and will include supplemental forms. He stated that each goal will have its own appendix in the back of the Plan and will be updated as work progresses.

Vice President Morita suggested another goal be added of having a final Emergency Action Plan and keeping City leadership advised of the Plan and its contents updated yearly.

Chief Canto responded that the City is under the Oakland County Emergency Action Plan and has its own addendum to that plan.

Mayor Barnett noted that strategic planning is appreciated by Council and the community. He pointed out that the Fire Department has been recognized as its ISO rating is now the highest in the state. He stated that the plan will be a deep-dive into how the Department will continue to improve. He noted that he wants the City's residents to know that Rochester Hills has the best firefighting team in the State.

Presented.

PUBLIC HEARINGS

2018-0517 Rochester Avon Recreation Authority (RARA) 4th Quarter Budget Amendment

Attachments: [121018 Agenda Summary.pdf](#)
[RARA 4th Qtr BA \[Overview\].pdf](#)
[RARA 4th Qtr BA \[Detail\].pdf](#)
[Public Hearing Notice.pdf](#)
[Resolution \(Draft\).pdf](#)

Joe Snyder, Chief Financial Officer, introduced **Ron Jewell**, Rochester Avon Recreational Authority (RARA) Executive Director, and noted they were here to present the 4th Quarter Amendments to the RARA Budget.

He explained that RARA's revenues will increase by \$35,000 and net decrease for total expenditures will be \$2,000, leading to an increase in Fund Balance of \$37,000. He noted that it was almost one year ago that he sat before Council to express his displeasure on RARA's decreasing Fund Balance. He stated that he is pleased to see how their financial position has progressed.

He commented that RARA has had a productive year, and plans to have 20 percent of their annual operating expenses in Fund Balance within three years, ahead of projections. He added that RARA now has developed a three-year budget, a Fund Balance Policy, and has adopted a seven-year Capital Improvement Plan. He explained that capital improvements will begin once Fund Balance is restored to a 20 percent level. He noted that the RARA Board is developing a strategic plan.

President Tisdell Opened the Public Hearing at 7:35 p.m.

Seeing No Public Input, President Tisdell Closed the Public Hearing at 7:36 p.m.

Mayor Barnett commented that the last time Mr. Jewell was before Council on this issue it was a pointed meeting, and he thanked RARA for its work and for the positive numbers it can now present.

A motion was made by Morita, seconded by Deel, that this matter be Adopted by Resolution. The motion carried by the following vote:

Aye 5 - Deel, Hetrick, Kubicina, Morita and Tisdell

Absent 1 - Bowyer

Enactment No: RES0374-2018

Whereas, the Public Hearing for the proposed FY 2018 4th Quarter Budget Amendments was noticed on November 21, 2018; and

Whereas, the proposed FY 2018 4th Quarter Budget Amendments were available for public viewing beginning on November 30, 2018; and

Whereas, at its December 10, 2018 meeting City Council held a Public Hearing on the proposed FY 2018 4th Quarter Budget Amendments.

Now, Therefore, Be It Resolved, that the Rochester Hills City Council hereby approves the RARA FY 2018 fund totals as amended in the amount of \$2,441,466.

2018-0518 FA 2018 4th Quarter Budget Amendments

Attachments: [121018 Agenda Summary.pdf](#)
[Suppl Presentation.pdf](#)
[4th Qtr BA \[Overview\].pdf](#)
[2018 - City 4th Qtr BA - Detail.pdf](#)
[2018 - City 4th Qtr Budget Adjustments.pdf](#)
[Public Hearing Notice.pdf](#)
[Resolution \(Draft\).pdf](#)

Joe Snyder, Chief Financial Officer, stated that as a part of the 4th Quarter Budget Amendments, he would recap highlights from the Fiscal Year 2018 Budget. He noted the following:

- There is a \$10.4 million positive net impact to Fund Balance.
- \$6.5 million is anticipated to be carried over to Fiscal Year 2019.
- There is a \$21 million projected structural surplus for 2018.
- \$26.4 million was accomplished in Capital Projects, with a significant amount undertaken for Major Roads (\$8,669,640 or 33 percent) and Local Streets (\$5,045,710 or 19 percent).
- Fund Balance in 2018 will be at a high-water mark at \$31.5 million.
- The City will implement the new Fund Balance Policy in 2019, which will set General Fund Fund balance at 80 percent of annual expenditures, or \$19 million.

He mentioned that a few years ago when the 2019 Budget was first projected, Fund Balance was projected at \$30.5 million; as it is now \$31.5 million, another

\$1 million will be able to go to the Capital Improvement Plan for this year. He reviewed the individual funds, noting the following:

- For Major Roads, revenues are anticipated to be \$93,000 higher, and expenditures \$1.4 million lower. \$8.6 million was undertaken in Major Road Construction, and Major Road Fund Balance will increase by \$3.7 million.
 - * \$600,000 in projects will be carried over to 2019.
 - * Next year's projects will include the Auburn Road Corridor and Livernois Road between Walton and Avon.
 - * \$11 million in Major Road construction is scheduled for next year.
- For Local Streets, revenues are anticipated to be \$451,000 lower due to the decrease in General Fund Fund Balance to balance the Local Street Fund. Expenditures will be \$450,000 lower as well, with an increase of \$125,000 in operating expenditures, due in part to an increase in Local Street Gravel Maintenance.
 - * The 4th Quarter Amendment shows a decrease of \$576,000 in Local Street capital projects.
 - * Over five years, over \$26 million in Local Street Construction has been undertaken, with a target of \$5 million per year.
- For the Fire Operating Fund, revenues will increase by \$278,000, with expenditures also increasing by \$278,000. Operating expenses are decreasing by \$450,000.
 - * There is an increase in the transfer out to Fire Capital of \$734,000 to balance out the fund, with a total of \$1.3 million to the Fire Capital Fund in 2018. Fire Capital shows revenues higher than expected due to the transfer out from the Fire Operating fund. The Fire Capital fund increases by \$50,000 even though there has been almost \$1.4 million in capital equipment purchased.
 - * The fund trend now shows that Fire Capital will be strong through 2030. In September \$6.3 million was anticipated for the Fire Capital Fund. Now it is anticipated at \$7.4 million.
- For Special Police, revenues were slightly higher by \$131,000. Expenditures are higher due to an increased billing for the Police School Liaison program, as the City of Rochester did not bill for their portion of the program last year leading to a double billing this year. Special Police revenues exceed expenditures by over \$200,000.
- Project Carryover from Fiscal Year 2018 to Fiscal Year 2019 is \$6.5 million. Staff has worked extremely hard to deliver projects in 2018.

Mr. Snyder summed up the 4th Quarter Budget Amendments noting that there has been a record capital outlay for Fiscal Year 2018, and a significant structural surplus.

President Tisdell Opened the Public Hearing at 7:53 p.m.
Seeing No Public Input, President Tisdell Closed the Public Hearing at 7:54 p.m.

A motion was made by Morita, seconded by Deel, that this matter be Adopted by Resolution. The motion carried by the following vote:

Aye 5 - Deel, Hetrick, Kubicina, Morita and Tisdell

Absent 1 - Bowyer

Enactment No: RES0375-2018

Whereas, in accordance with the provisions of Public Act 2 of 1968, the Uniform Budgeting and Accounting Act, and the Charter for the City of Rochester Hills, Chapter III Section 3.7, the City Council may amend the budget during the fiscal year, either on its own initiative or upon recommendation of the Mayor; and

Whereas, the Public Hearing for the proposed FY 2018 4th Quarter Budget Amendments was noticed on November 21, 2018; and

Whereas, the proposed FY 2018 4th Quarter Budget Amendments were available for public viewing beginning on November 30, 2018; and

Whereas, at its December 10, 2018 meeting City Council held a Public Hearing on the proposed FY 2018 4th Quarter Budget Amendments.

Now, Therefore, Be It Resolved, that the Rochester Hills City Council hereby adopts the following FY 2018 fund totals as amended:

FUND	2018 Current	Change	2018 Amended
	Budget		Budget
Fund 101 - General Fund	\$24,223,690	(\$1,059,340)	\$23,164,350
Fund 202 - Major Road Fund	11,790,610	(1,373,140)	10,417,470
Fund 203 - Local Street Fund	10,008,710	(451,300)	9,557,410
Fund 206 - Fire Fund	10,841,360	278,330	11,119,690
Fund 207 - Special Police Fund	9,747,460	23,440	9,770,900
Fund 213 - RARA Millage Fund	641,890	800	642,690
Fund 214 - Pathway Millage Fund	611,000	13,660	624,660
Fund 232 - Tree Fund	200,000	(75,000)	125,000
Fund 244 - Water Resources Fund	1,485,260	(196,450)	1,288,810
Fund 265 - OPC Millage Fund	1,120,090	1,170	1,121,260
Fund 299 - Green Space Millage Fund	286,220	(11,370)	274,850
Fund 331 - Drain Debt Fund	206,000	-	206,000
Fund 369 - Older Persons Building Bond Refunding Fund	782,200	(270)	781,930
Fund 393 - City Hall Building Bond Fund	805,020	-	805,020
Fund 402 - Fire Capital Fund	1,492,980	(107,040)	1,385,940
Fund 403 - Pathway Construction Fund	945,200	(69,200)	876,000
Fund 420 - Capital Improvement Fund	64,480	(7,000)	57,480
Fund 510 - Sewer Operations	16,196,690	(890,600)	15,306,090
Fund 530 - Water Operations	20,380,800	(10,830)	20,369,970
Fund 593 - Water & Sewer Capital Fund	8,429,860	(903,410)	7,526,450
Fund 595 - Water & Sewer Debt Fund	1,397,780	-	1,397,780
Fund 631 - Facilities Fund	16,024,910	(4,182,840)	11,842,070
Fund 636 - MIS Fund	2,727,950	(221,230)	2,506,720
Fund 661 - Fleet Fund	4,112,930	(806,070)	3,306,860
Fund 677 - Insurance Fund	395,000	-	395,000
Fund 736 - Retiree Health Care Fund	185,530	(25,840)	159,690
Fund 752 - Cemetery Perpetual Care Fund	250,000	600	250,600
Fund 761 - Green Space Perpetual Care Trust	286,090	(9,640)	276,450
Fund 843 - Brownfield Redevelopment Fund	-	-	-
Fund 848 - LDFA Fund	2,810,450	(416,490)	2,393,960
Fund 870 - Museum Foundation Fund	10,000	(9,950)	50
Fund 893 - EDC Fund	950	(150)	800
GRAND TOTAL	\$148,461,110	(\$10,509,160)	\$137,951,950

ORDINANCE FOR INTRODUCTION

2018-0600 Acceptance for First Reading - An Ordinance to repeal and delete Section 6-1 of Chapter 6, Alcoholic Liquor, of the Code of Ordinances of the City of Rochester Hills, Oakland County, Michigan to eliminate the annual inspection requirement for on-premises liquor licensees

Attachments: [121018 Agenda Summary.pdf](#)
[Ordinance.pdf](#)
[Resolution \(Draft\).pdf](#)

Scott Cope, Building/Ordinance/Facilities Director, stated that this proposed Ordinance would repeal and delete Section 6.1 of Chapter 6, eliminating the annual liquor inspection for Class C license holders. He explained that the Department reviewed the Ordinance and current operations, and determined that this is a section of the Ordinance not based on how current inspections are completed by Building and Fire. He stated that this will be a benefit to both the City and the business owners, by saving City personnel time and owners' time and cost. He noted that the Department has worked in conjunction with the Fire Department and is confident that the Fire Department's inspections will cover all safety concerns. He mentioned that if the Fire Department finds items that they are not familiar with or are of concern, the Building Department will send someone out.

Vice President Morita noted that there is another section in the Ordinance that requires buildings to be inspected yearly. She questioned whether the Fire Department will have access.

Mr. Cope responded that that section is related to occupancy and is not related to liquor inspections. He noted that if the Fire Department finds a concern in their inspections, the Building Department will come in.

Vice President Morita questioned whether the Building Department will only go out if the Fire Department calls them in.

Mr. Cope responded that this is the way buildings are maintained throughout the city. He explained that the Fire Department has an inspection process, and it is similar to the Building Department's inspection process. He stated that the Fire Inspectors know key areas to look at and know when to get Building Department personnel involved. He commented that Building Inspectors will meet Fire Department personnel on site.

Vice President Morita questioned whether removing this section of the Ordinance will allow a building owner to keep the Building Department out of the building.

Dan Christ, City Attorney, stated that this section of the Ordinance only applies to inspections for liquor license reviews. He explained that separate sections in the Building Code will still apply.

Mr. Cope stated that the Building Code allows the Building Department to enter any building relative to safety.

Mr. Deel commented that it appears that the Fire Department is looking at the same violations the Building Department would be reviewing; and should something be found, an inspection would be triggered.

Mr. Cope confirmed this, noting that the Department has been working with the Fire Department in conjunction with all other buildings.

A motion was made by Kubicina, seconded by Deel, that this matter be Accepted for First Reading by Resolution. The motion carried by the following vote:

Aye 5 - Deel, Hetrick, Kubicina, Morita and Tisdel

Absent 1 - Bowyer

Resolved, that an Ordinance to repeal and delete Section 6-1 of Chapter 6, Alcoholic Liquor, of the Code of Ordinances of the City of Rochester Hills, Oakland County, Michigan to eliminate the annual inspection requirement for on-premises liquor licensees is hereby Accepted for First Reading.

PUBLIC COMMENT for Items not on the Agenda

Lee Zendel, 1575 Dutton Road, stated that he moved into Rochester Hills many years ago; and over time because of the leadership of people like Mayor Barnett, this sleepy little town has become a very dynamic community. He urged the City to seek recognition on the directional signs off of I-75, noting that the City is entitled to say that the exit leads to Rochester Hills.

CONSENT AGENDA

All matters under Consent Agenda are considered to be routine and will be enacted by one motion, without discussion. If any Council Member or Citizen requests discussion of an item, it will be removed from Consent Agenda for separate discussion.

2018-0527 Designation of City Depositories for Fiscal Year 2019

Attachments: [121018 Agenda Summary.pdf](#)
[Resolution \(Draft\).pdf](#)

This Matter was Adopted by Resolution on the Consent Agenda.

Enactment No: RES0376-2018

Whereas, under the laws of Michigan and the City's Investment Policy, the Rochester Hills City Council is required to provide by resolution for the deposit of all public monies coming into the hands of the Treasurer of the City of Rochester Hills, in one or more bank(s).

Now, Therefore, Be It Resolved, that the following financial institution(s) be added as depository institutions for City funds and other public monies coming into the hands of said Treasurer during the Fiscal Year beginning January 1, 2019 and ending December 31, 2019.

Broker/Dealers/Safekeeping:

Bank of America Merrill Lynch
Comerica Securities
J.P. Morgan Securities LLC/J.P. Morgan Clearing Corp.
Morgan Stanley
Multi-Bank Securities Inc.
PNC Financial Services Group
Raymond James & Associates, Inc.
SunTrust Robinson Humphrey, Inc.
UBS Financial Services, Inc.

Pooled Accounts:

Michigan CLASS / Public Trust Advisors, LLC
Oakland County / Local Governmental Investment Pool (LGIP)

Banks:

Bank of America
Chemical Bank
Chief Financial Credit Union
CIBC Bank
Citizens Bank
Clarkston State Bank
Comerica Bank
Fifth Third Bank
Flagstar Bank
Huntington Bank
In Touch Credit Union
JP Morgan Chase Bank
Level One Bank
Meta Financial Group Bank
Michigan State University Federal Credit Union
Northstar Bank
PNC Bank, N.A.
The State Bank
TCF Bank

Be It Further Resolved, that each of the above depositories designated are hereby requested, directed, and authorized to honor all checks for payment of monies drawn on the various accounts when bearing the actual or facsimile signature of persons authorized by the City of Rochester Hills to sign said checks and orders.

- 2018-0588** Request for Purchase Authorization - DPS/GAR: Blanket Purchase Order/Contract for AVL/GPS System Application Hosting Services and Equipment in the amount not-to-exceed \$35,000.00 through November 10, 2020; Blue Ocean's Satellite Systems, Inc., St. John's NL, Canada

Attachments: [121018 Agenda Summary.pdf](#)
[Resolution \(Draft\).pdf](#)

This Matter was Adopted by Resolution on the Consent Agenda.

Enactment No: RES0377-2018

Resolved, that the Rochester Hills City Council hereby authorizes a Blanket Purchase Order for AVL/GPS System Application Hosting Services and Equipment to Blue Ocean's

Satellite Systems, Inc., St. John's NL, Canada in the amount not-to-exceed \$35,000.00 through November 10, 2020 and further authorizes the Mayor to execute the contract on behalf of the City.

- 2018-0594** Request for Purchase Authorization - MAYOR: Increase to Blanket Purchase Order for JDE Consulting and Support Services in the amount of \$57,000.00 for a new not-to-exceed amount of \$69,000.00 through May 31, 2020; JDEvolution, LLC., Flower Mound, TX

Attachments: [121018 Agenda Summary.pdf](#)
[Resolution \(Draft\).pdf](#)

This Matter was Adopted by Resolution on the Consent Agenda.

Enactment No: RES0378-2018

Resolved, that the Rochester Hills City Council hereby authorizes an increase to the Blanket Purchase Order for JDE Consulting and Support Services to JDEvolution, LLC., Flower Mound, Texas in the amount of \$57,000.00 for a new not-to-exceed amount of \$69,000.00 through May 31, 2020.

Passed the Consent Agenda

A motion was made by Morita, seconded by Hetrick, including all the preceding items marked as having been adopted on the Consent Agenda. The motion carried by the following vote:

Aye 5 - Deel, Hetrick, Kubicina, Morita and Tisdel

Absent 1 - Bowyer

LEGISLATIVE & ADMINISTRATIVE COMMENTS

*In response to Public Comment, **President Tisdel** noted that Mr. Zendel has brought up the signage issue before, and joked that a Council Member should go add Rochester Hills' name to the signs.*

***Mr. Kubicina** stated that as this was the last regularly-scheduled meeting of 2018, he would like to wish everyone a very happy Holiday Season.*

***Mayor Barnett** noted that the Rochester Hills Clerk's Office was one of three Michigan cities to participate in a risk limiting election audit, and he congratulated them for a successful day. He announced the following:*

- *He attended the commemoration of the 40th Anniversary of the Islamic Association of Greater Detroit (IAGD). He noted that upon completion of the IAGD's expansion, Rochester Hills will be the home to the largest mosque in Michigan. The dinner was attended by approximately 1,000 people and raised funds for their project.*
- *Today was the Employee Holiday Lunch. Employees' years of service were recognized; employee Fred Dick celebrated his 45th year with the City.*
- *A decorating contest was held with departments selecting a country and decking their departments out with decorations reflecting their choice. Accounting's extensive decor for Sweden was the winner.*
- *The City will be closed in observance of the holidays on December 24 and 25, 2018 and on December 31, 2018 and January 1, 2019.*

ATTORNEY'S REPORT

City Attorney Dan Christ had nothing to report.

NOMINATIONS/APPOINTMENTS

2018-0563 Nomination/Appointment of three (3) Citizen Representatives to the Green Space Advisory Board, each for a three-year term to expire December 31, 2021

Attachments: [121018 Agenda Summary.pdf](#)
[Appointment Form.pdf](#)
[Beightol, Peter CQ.pdf](#)
[Demp, Wendy CQ.pdf](#)
[Granader, Brian CQ.pdf](#)
[Graves, Jayson CQ.pdf](#)
[McCracken, David CQ.pdf](#)
[Morris, Heidi CQ.pdf](#)
[120318 Agenda Summary.pdf](#)
[Nomination Form.pdf](#)
[Braun III, Werner Richard \(Rick\) CQ.pdf](#)
[Bruce, Joseph CQ.pdf](#)
[Calderwood, Christina CQ.pdf](#)
[Duperon, Jeff CQ.pdf](#)
[Hulbert, Rodney CQ.pdf](#)
[Hunter, Scott CQ.pdf](#)
[Izzathullah, MD, Lubna S CQ.pdf](#)
[Krajewski, Ken CQ.pdf](#)
[Lyons, Kelly CQ.pdf](#)
[McGunn, Michael CQ.pdf](#)
[Mendez Jr. AIA, Leo Valentino CQ.pdf](#)
[Muenk, John CQ.pdf](#)
[Nachtman, James CQ.pdf](#)
[Pruitt, Timothy Wade CQ.pdf](#)
[Rogers, Leanne CQ.pdf](#)
[Smith, Ryan CQ.pdf](#)
[Strand, James CQ.pdf](#)
[Strunk, Susan CQ.pdf](#)
[Tillison, Parry CQ.pdf](#)
[Notice of Vacancy.pdf](#)
[Resolution \(Draft\).pdf](#)

President Tisdel noted that Peter Beightol, Wendy Demp, Brian Granader, Jayson Graves, David McCracken, and Heidi Morris were nominated at the December 3, 2018 Council Meeting. He requested Council Members vote for three of the nominees. The nominees received the following votes:

Peter Beightol: Tisdel, Morita, Deel, Hetrick, and Kubicina

Jayson Graves: Tisdel, Deel, Hetrick, and Kubicina

David McCracken: Morita

Heidi Morris: Tisdel, Morita, Deel, Hetrick, and Kubicina

President Tisdel noted that Peter Beightol, Jayson Graves, and Heidi Morris would be appointed to the Green Space Advisory Board.

A motion was made by Hetrick, seconded by Kubicina, that this matter be Adopted by The motion carried by the following vote:

Aye 5 - Deel, Hetrick, Kubicina, Morita and Tisdel

Absent 1 - Bowyer

Enactment No: RES0379-2018

Resolved, that the Rochester Hills City Council hereby appoints Peter Beightol, Jayson Graves, and Heidi Morris to Green Space Advisory Board, each to serve a three-year term to expire December 31, 2021.

2018-0567 Nomination/Appointment of two (2) Citizen Representatives to the Liquor License Technical Review Committee, each for a one-year term to expire December 31, 2019

Attachments: [121018 Agenda Summary.pdf](#)
[Appointment Form.pdf](#)
[Blackstone, Thomas CQ.pdf](#)
[Hooper, Greg CQ.pdf](#)
[Pixley, Vern CQ.pdf](#)
[120318 Agenda Summary.pdf](#)
[Nomination Form.pdf](#)
[Krajewski, Ken CQ.pdf](#)
[McCracken, Chris CQ.pdf](#)
[Rogers, Leanne CQ.pdf](#)
[Smith, Ryan CQ.pdf](#)
[Wilhelm, Glenn CQ.pdf](#)
[Williams, Jason CQ.pdf](#)
[Notice of Vacancy.pdf](#)
[Resolution \(Draft\).pdf](#)

President Tisdel noted that Thomas Blackstone, Greg Hooper, and Vern Pixley were nominated at the December 3, 2018 Council Meeting. He requested Council Members vote for two of the nominees. The nominees received the following votes:

Thomas Blackstone: Tisdel, Deel, Hetrick, and Kubicina

Greg Hooper: Morita

Vern Pixley: Tisdel, Morita, Deel, Hetrick, and Kubicina

President Tisdel noted that Thomas Blackstone and Vern Pixley would be appointed to the Liquor License Technical Review Committee.

A motion was made by Kubicina, seconded by Deel, that this matter be Adopted by. The motion carried by the following vote:

Aye 5 - Deel, Hetrick, Kubicina, Morita and Tisdel

Absent 1 - Bowyer

Enactment No: RES0380-2018

Resolved, that the Rochester Hills City Council hereby appoints Thomas Blackstone and Vern Pixley to the Liquor License Technical Review Committee, each to serve a one-year term to expire December 31, 2019.

2018-0568 Nomination/Appointment of seven (7) Citizen Representatives to the Public Safety and Infrastructure Technical Review Committee, each for a one-year term to expire December 31, 2019

Attachments: [121018 Agenda Summary.pdf](#)
[Appointment Form.pdf](#)
[Chalmers, Bill CQ.pdf](#)
[Duperon, Jeff CQ.pdf](#)
[Graves, Jayson CQ.pdf](#)
[Hooper, Greg CQ.pdf](#)
[Krajewski, Ken CQ.pdf](#)
[Supp Neubauer, Marvie CQ.pdf](#)
[Smith, Ryan CQ.pdf](#)
[Stephens, Tom CQ.pdf](#)
[Struzik, Scott CQ.pdf](#)
[120318 Agenda Summary.pdf](#)
[Nomination Form.pdf](#)
[Boulanger, Paul R. CQ.pdf](#)
[Carlock, Jason CQ.pdf](#)
[Hokschi, Jr., Orville CQ.pdf](#)
[Holmes, Dom CQ.pdf](#)
[Izzathullah, MD, Lubna S CQ.pdf](#)
[McCracken, Chris CQ.pdf](#)
[McCracken, David CQ.pdf](#)
[Schroeder, C. Neall CQ.pdf](#)
[Strunk, Susan CQ.pdf](#)
[Williams, Jason CQ.pdf](#)
[Notice of Vacancy.pdf](#)
[Resolution \(Draft\).pdf](#)

President Tisdell noted that Bill Chalmers, Jeffrey Duperon, Jayson Graves, Greg Hooper, Ken Krajewski, Marvie Neubauer, Ryan Smith, Tom Stephens, and Scott Struzik were nominated at the December 3, 2018 Council Meeting. He requested Council Members vote for seven of the nominees. The nominees received the following votes:

Bill Chalmers: Tisdell, Morita, Deel, Hetrick, and Kubicina

Jeffrey Duperon: Tisdell, Hetrick, and Kubicina

Jayson Graves: Tisdell, Morita, Deel, Hetrick, and Kubicina

Greg Hooper: Tisdell, Morita, Deel, Hetrick, and Kubicina

Ken Krajewski: Morita, Deel, and Kubicina

Marvie Neubauer: Morita and Deel

Ryan Smith: Tisdell, Hetrick, and Kubicina

Tom Stephens: Tisdell, Morita, Deel, and Hetrick

Scott Struzik: Tisdell, Morita, Deel, Hetrick, and Kubicina

President Tisdel noted that Bill Chalmers, Jayson Graves, Greg Hooper, Tom Stephens, and Scott Struzik received a majority of votes. He requested Council vote for two nominees from those receiving three votes. Those nominees received the following votes:

Jeffrey Duperon: Tisdel, Deel, Hetrick, and Kubicina

Ken Krajewski: Morita

Ryan Smith: Tisdel, Morita, Deel, Hetrick, and Kubicina

President Tisdel noted that Bill Chalmers, Jeffrey Duperon, Jayson Graves, Greg Hooper, Ryan Smith, Tom Stephens, and Scott Struzik would be appointed to the Public Safety and Infrastructure Technical Review Committee.

A motion was made by Hetrick, seconded by Kubicina, that this matter be Adopted by. The motion carried by the following vote:

Aye 5 - Deel, Hetrick, Kubicina, Morita and Tisdel

Absent 1 - Bowyer

Enactment No: RES0381-2018

Resolved, that the Rochester Hills City Council hereby appoints Bill Chalmers, Jeffrey Duperon, Jayson Graves, Greg Hooper, Ryan Smith, Tom Stephens, and Scott Struzik to the Public Safety and Infrastructure Technical Review Committee, each to serve a one-year term to expire December 31, 2019.

2018-0569 Nomination/Appointment of one (1) Citizen Representative to the Rochester Avon Recreation Authority for a three-year term to expire December 31, 2021

Attachments: [121018 Agenda Summary \(Revised\).pdf](#)
[121018 Agenda Summary.pdf](#)
[Appointment Form \(Revised\).pdf](#)
[Appointment Form.pdf](#)
[Muenk, John CQ.pdf](#)
[120318 Agenda Summary.pdf](#)
[Nomination Form.pdf](#)
[Calderwood, Christina CQ.pdf](#)
[Duperon, Jeff CQ.pdf](#)
[Izzathullah, MD, Lubna S CQ.pdf](#)
[Supp Neubauer, Marvie CQ.pdf](#)
[Siegfried, Steve CQ.pdf](#)
[Tischer, Charles CQ.pdf](#)
[Notice of Vacancy.pdf](#)
[Resolution \(Draft\).pdf](#)

President Tisdel noted that Jeffrey Duperon and Johnathan Muenk were nominated at the December 3, 2018 meeting. Subsequent to the issuance of the meeting packet for this evening, Mr. Duperon requested his name be removed from consideration. He stated that Mr. Muenk would be appointed as Citizen Representative to the Rochester Avon Recreation Authority.

A motion was made by Morita, seconded by Hetrick, that this matter be Adopted by Resolution. The motion carried by the following vote:

Aye 5 - Deel, Hetrick, Kubicina, Morita and Tisdel

Absent 1 - Bowyer

Enactment No: RES0382-2018

Resolved, that the Rochester Hills City Council hereby appoints John Muenk to the Rochester Avon Recreation Authority to serve a three-year term expiring December 31, 2021.

NEW BUSINESS

2018-0526 Request for Acceptance of Agreement - FISCAL: Request for City Council to execute a three-year (Fiscal Year 2019, 2020, 2021) Agreement with Oakland County Sheriff's Office for Law Enforcement Services

Attachments: [121018 Agenda Summary.pdf](#)
[2019-21 OCSO Contract.pdf](#)
[Resolution \(Draft\).pdf](#)

Captain Michael Johnson, Oakland County Sheriff's Office, and **Joe Snyder**, Chief Financial Officer, were in attendance.

Captain Johnson stated that when he spoke to Council in August, he expected to be bringing a one or two year contract for approval; however, the Deputies have signed a three-year contract.

Mr. Snyder noted that the contract amount lines up with the projected Budgeted amounts, as the City has budgeted for a three-percent annual increase. He explained that an increase of 0.49 percent is proposed for Fiscal Year 2019, 2.9 percent for Fiscal Year 2020, and 2.92 percent for Fiscal Year 2021. He pointed out that the amount is \$200,000 less than budgeted for each of the next three years due to the smaller increase in year one.

Mr. Kubicina stated that the City receives the best service at the lowest possible price.

Captain Johnson responded that the Council deserves credit as it exercises great fiscal restraint. He mentioned that fringe benefits are reduced for the first year.

Mr. Hetrick questioned how overtime is handled.

Mr. Snyder responded that \$400,000 is budgeted each year for overtime; however, that is not necessarily what is spent. He stated that over the past several years the overtime trend has been managed efficiently.

Mr. Hetrick commented that Rochester Hills is the safest city in Michigan.

Mr. Deel expressed his thanks to the Sheriff's Department for their work, and commented that he appreciates the fact that this is a three-year contract.

A motion was made by Kubicina, seconded by Hetrick, that this matter be Adopted by Resolution. The motion carried by the following vote:

Aye 5 - Deel, Hetrick, Kubicina, Morita and Tisdel

Absent 1 - Bowyer

Enactment No: RES0383-2018

Whereas, the Rochester Hills City Council acknowledges the importance of public safety and benefits to contracting with the Oakland County Sheriff's Office for the City's law enforcement services.

Resolved, that the Rochester Hills City Council wishes to participate in a three-year (FY 2019-2021) agreement with Oakland County Board of Commissioners to contract between the City of Rochester Hills and the Oakland County Sheriff's Office for law enforcement services.

Be It Further Resolved, that the Mayor and City Clerk are authorized to execute the same on behalf of the City.

2018-0528 Request for Purchase Authorization - FISCAL: Blanket Purchase Order for FY 2019 City Attorney Services in the amount not-to-exceed \$250,000.00; Hafeli, Staran & Christ, P.C., Sylvan Lake, MI

Attachments: [121018 Agenda Summary.pdf](#)
[Resolution \(Draft\).pdf](#)

Joe Snyder, Chief Financial Officer, stated that Council is requested to authorize entering into a new one-year contract for City Attorney services. He explained that the only item of note for 2019 is the hourly rate is proposed to increase by \$5.00.

Vice President Morita commented that Rochester Hills is blessed with a long-time attorney that knows the City very well.

A motion was made by Morita, seconded by Hetrick, that this matter be Adopted by Resolution. The motion carried by the following vote:

Aye 5 - Deel, Hetrick, Kubicina, Morita and Tisdel

Absent 1 - Bowyer

Enactment No: RES0384-2018

Resolved, that the Rochester Hills City Council hereby authorizes a Blanket Purchase Order for FY 2019 City Attorney Services to Hafeli, Staran & Christ, P.C., Sylvan Lake, Michigan in the amount not-to-exceed \$250,000.00.

2018-0529 Request for Purchase Authorization - FISCAL/ACCOUNTING: Blanket Purchase Order for printing and distribution services for the City's water and sewer utility bills in the amount not-to-exceed \$230,000.00 for a three-year term (March 2019-March 2022); Utilitec, Troy, MI

Attachments: [121018 Agenda Summary.pdf](#)
[Proposal Tabulation.pdf](#)
[Resolution \(Draft\).pdf](#)

Joe Snyder, Chief Financial Officer, stated that a three-year contract is proposed for water and sewer utility bill printing and distribution with Utilitec in Troy. He explained that a request for proposal was issued; and over the seven respondents, Utilitec, the City's vendor since 2007, was the lowest overall cost. He stated that the Administration is very happy with the services provided.

A motion was made by Morita, seconded by Kubicina, that this matter be Adopted by Resolution. The motion carried by the following vote:

Aye 5 - Deel, Hetrick, Kubicina, Morita and Tisdel

Absent 1 - Bowyer

Enactment No: RES0385-2018

Resolved, that the Rochester Hills City Council hereby authorizes a Blanket Purchase Order for printing and distribution services for the City's water and sewer utility bills to Utilitec, Troy, Michigan in the amount not-to-exceed \$230,000.00 for a three-year term (March 2019-March 2022) and further authorizes the Mayor to execute the agreement on behalf of the City.

Further Resolved, that the City's acceptance of the proposal and approval of the award of a contract shall be contingent and conditioned upon the parties' entry into and execution of a written agreement acceptable to the City.

2018-0592 Request for Approval of the Settlement Agreement between the City of Rochester Hills and the American Federation of State, County and Municipal Employees (AFSCME) Local 2491

Attachments: [121018 Agenda Summary.pdf](#)
[Resolution \(Draft\).pdf](#)

Pamela Gordon, Human Resources Director, stated that the three-year contract was ratified by the Union membership on November 29, 2018, and discussed with Council in closed session on December 3, 2018. She noted that the three-year agreement will move the largest City union group onto the unified salary schedule implemented for nonunion groups in 2018. She explained that the contract provides for a 2.5 percent general adjustment for each year of the contract, and a one-percent matched pension increase in the final year 2021.

A motion was made by Hetrick, seconded by Kubicina, that this matter be Adopted by Resolution. The motion carried by the following vote:

Aye 5 - Deel, Hetrick, Kubicina, Morita and Tisdel

Absent 1 - Bowyer

Enactment No: RES0386-2018

Whereas, negotiations between the City of Rochester Hills and AFSCME Local 2491 have resulted in a tentative three-year agreement, for the period of January 1, 2019 through December 31, 2021.

Resolved, that the Rochester Hills City Council hereby grants approval of the settlement agreement for the above contract term.

2018-0254 Revised Salary Recommendations for Department Directors for 2019

Attachments: [121018 Agenda Summary.pdf](#)
[061818 Agenda Summary.pdf](#)
[Director Mayor Salaries.pdf](#)
[061818 Resolution.pdf](#)
[121018 Resolution.pdf](#)

Pamela Gordon, Human Resources Director, apologized to Council for the lateness of this item. She noted that this issue was discussed in Closed Session relative to Council's authorization of a two percent adjustment for Directors in June of 2018. She stated that in order to maintain the integrity and the equity in the unified salary schedule, it is important to provide for a general adjustment that is consistent for the entire salary schedule and each position on that schedule. She noted that she is recommending that the adjustment for Department Directors be increased by 0.5 percent from two percent to 2.5 percent for 2019.

Vice President Morita commented that Ms. Gordon is aware that she is not happy with the lateness of this addition. She questioned whether it was represented that the Human Resources Technical Review Committee (HRTRC) recommended this adjustment.

Ms. Gordon responded that it is not intended to imply that, and noted that the HRTRC met in May and set a conservative precedent for moving forward with discussions. She stated that salary is not a mandatory subject in bargaining.

Vice President Morita commented that two more unions are still under negotiation.

Ms. Gordon responded that only Local 1917 would be affected by this increase, and explained that the Administration is meeting in special conference with them to discuss this issue.

Vice President Morita noted that no budget impact is included as a part of the public agenda item. She commented that she does not feel comfortable voting in favor of this agenda item this evening, and suggested it be put off one week to be included with the Special Meeting Agenda for December 17, 2018.

Mayor Barnett noted that the information in the packet was not suggesting that this is a recommendation of the HRTRC. He explained that at their meeting, it is always discussed that the Administration will lead with a marker and things will be negotiated. He stated that this is the last regular meeting of the year, and Council should be assured that this was discussed as a part of the HRTRC.

Ms. Gordon noted that the financial impact of a 0.5 percent increase will represent approximately \$5,000 to \$6,000 in the Directors' Budget.

Mr. Deel noted that Mr. Snyder is in attendance, and pointed out that the packet information indicates that the amount falls within the budget parameters for 2019 and no budget amendment will be associated with this request. He stated that the only new information presented is that the contract has been negotiated with the union, and per custom cost of living is being maintained.

Joe Snyder, Chief Financial Officer, confirmed that the amount is \$5,000 to \$6,000 and no 2019 amendments for salary will be necessary.

President Tisdell commented that it is within the margins for the budget.

A motion was made by Deel, seconded by Kubicina, that this matter be Adopted by Resolution. The motion carried by the following vote:

Aye 4 - Deel, Hetrick, Kubicina and Tisdell

Nay 1 - Morita

Absent 1 - Bowyer

Enactment No: RES0387-2018

Whereas, union negotiations between the City and AFSCME Local 2491 have resulted in a ratified settlement agreement that provides for a 2.5% general pay adjustment for 2019; and

Whereas, Local 2491 will be placed on the City's unified salary schedule, which includes Department Directors and Mayor, in 2019; and

Whereas, Council desires to preserve pay equity and a competitive market philosophy within the salary schedule.

Resolved, a 2% general adjustment previously authorized for Department Directors for 2019 will be modified to 2.5%.

2018-0255 Revised Salary Recommendation for Mayor for 2019

Attachments: [121018 Agenda Summary.pdf](#)
[061818 Agenda Summary.pdf](#)
[Director_Mayor Salaries.pdf](#)
[061818 Resolution.pdf](#)
[121018 Resolution \(Draft\).pdf](#)

See Legislative File 2018-0254 for Council Discussion.

A motion was made by Kubicina, seconded by Deel, that this matter be Adopted by Resolution. The motion carried by the following vote:

Aye 4 - Deel, Hetrick, Kubicina and Tisdell

Nay 1 - Morita

Absent 1 - Bowyer

Enactment No: RES0388-2018

Whereas, union negotiations between the City and AFSCME Local 2491 have resulted in a ratified settlement agreement that provides for a 2.5% general pay adjustment for 2019; and

Whereas, Local 2491 will be placed on the City's unified salary schedule, which includes Department Directors and Mayor, in 2019; and

Whereas, Council desires to preserve pay equity and a competitive market philosophy within the salary schedule.

Resolved, a 2% general adjustment previously authorized for the Mayor for 2019 will be modified to 2.5%.

- 2018-0587** Request for Purchase Authorization - DPS/ENG: Increase to Blanket Purchase Order/Contract for preliminary engineering (PE) services for the School Road Paving Project from John R Road to 1700 Feet Easterly to existing pavement in the amount of \$8,848.00 for a new not-to-exceed amount of \$56,324.00; Nowak & Fraus Engineers, Pontiac, MI

Attachments: [121018 Agenda Summary.pdf](#)
[John R CLTL Extension CAD Drawing.pdf](#)
[NFE - PE School Rd Add On John R Proposal.pdf](#)
[Resolution \(Draft\).pdf](#)

Allan Schneck, Public Services Director, stated that as the Administration got into the design of School Road to pave from the apron to 1,700 feet east, it was recognized that it would be wise to do work on John R to create a continuous center left turn lane. Additional design engineering and topographic work is associated with that extension. He explained that construction estimates will be revisited in February. He commented that it is in the best interests of the motorists to straighten the alignment.

A motion was made by Hetrick, seconded by Kubicina, that this matter be Adopted by Resolution. The motion carried by the following vote:

Aye 5 - Deel, Hetrick, Kubicina, Morita and Tisdell

Absent 1 - Bowyer

Enactment No: RES0389-2018

Resolved, that the Rochester Hills City Council hereby authorizes an increase to the Blanket Purchase Order/Contract for preliminary engineering services for the School Road Paving Project from John R Road to 1700 Feet Easterly to existing pavement to Nowak & Fraus Engineers, Pontiac, MI in the amount of \$8,848.00 for a new not-to-exceed amount of \$56,324.00.

- 2018-0601** Acceptance of Resignation of City Council Member Jenny McCardell

Attachments: [121018 Agenda Summary.pdf](#)
[McCardell resignation.pdf](#)
[Resolution \(Draft\).pdf](#)

President Tisdell noted that Council Member Jenny McCardell submitted a resignation letter dated December 6, 2018 to be effective on December 10, 2018.

City Clerk Tina Barton reminded Council that the City Charter states that when a vacancy occurs, Council shall appointment a member within 30 days.

A motion was made by Hetrick, seconded by Deel, that this matter be Adopted by Resolution. The motion carried by the following vote:

Aye 5 - Deel, Hetrick, Kubicina, Morita and Tisdel

Absent 1 - Bowyer

Enactment No: RES0390-2018

Whereas, City Council Member Jenny McCardell announced at the December 3, 2018 Regular City Council Meeting that she had accepted a position and would be moving out of Rochester Hills, and

Whereas, City Council Member Jenny McCardell submitted a letter of resignation from the Rochester Hills City Council dated December 6, 2018 with an effective date of December 10, 2018.

Resolved, that the Rochester Hills City Council hereby accepts the resignation of City Council Member Jenny McCardell effective December 10, 2018, and wishes her well in her future endeavors.

ANY OTHER BUSINESS

2018-0602 Resolution to reconsider the appointment of James Kubicina as Council Representative to the Green Space Advisory Board.

Mr. Kubicina stated that while he has wanted to be on the Green Space Advisory Board (GSAB) for years, Dr. Bowyer has been doing a great job as Council Representative to that board. He explained that they have spoken and she indicated that she would like to be back on the GSAB.

A motion was made by Morita, seconded by Kubicina, that this matter be Adopted by Resolution. The motion carried by the following vote:

Aye 5 - Deel, Hetrick, Kubicina, Morita and Tisdel

Absent 1 - Bowyer

Enactment No: RES0392-2018

Resolved, that the Rochester Hills City Council hereby reconsiders the appointment of James Kubicina as Council Representative to the Green Space Advisory Board.

2018-0602 Appointment of Susan Bowyer, Ph.D. as Council Representative to the Green Space Advisory Board for a term to expire December 1, 2019

A motion was made by Morita, seconded by Hetrick, that this matter be Adopted by Resolution. The motion carried by the following vote:

Aye 5 - Deel, Hetrick, Kubicina, Morita and Tisdel

Absent 1 - Bowyer

Enactment No: RES0392-2018

Resolved, that the Rochester Hills City Council hereby appoints Susan Bowyer, Ph.D. to the Green Space Advisory Board for a term to expire December 1, 2019.

2018-0603 Application for Council Vacancy Deadline Submittal

City Clerk Tina Barton noted that an appointment to fill the vacant Council Seat left upon Jenny McCardell's resignation would be for the majority of the 2019 year. She explained that by Charter, the appointee would be required to run in the next City Election to maintain the seat for a partial term expiring in 2021. She requested Council discuss a cutoff time and information required for submission.

President Tisdell suggested that a Candidate Questionnaire and resume be attached. He stated that because of the compressed time and the Charter's requirement to appoint within 30 days, a Special Meeting would be scheduled for Monday, December 17, 2018 at 7:00 p.m.

Discussion ensued as to when the cutoff time for applicant submission should be.

Clerk Barton stated that a number of individuals have already contacted the Clerk's Office and are awaiting direction.

Vice President Morita questioned how long the Clerk's Office will need to fully prepare the submissions for Council's review. She stressed that she would like adequate time to review the submissions.

Clerk Barton stated that 4:00 p.m. on Friday, December 14, 2018 would give her staff time to complete the gathering of materials and get them disseminated to Council Members.

Mr. Kubicina stated that it is his opinion that this is happening too quickly.

President Tisdell responded that the 30-day timeframe is a Charter requirement and includes the upcoming holidays.

Clerk Barton noted that while Council is accepting the formal resignation this evening, the resignation was announced approximately a month ago and is no surprise in the community. She stated that while it may seem that this is a short period of time, the community has known for at least three weeks.

After additional discussion on various deadline times, it was moved by **Mr. Hetrick** and seconded by **Mr. Deel** that the deadline should be noon on Friday, December 14, 2018.

Mayor Barnett stated that a public broadcast of the deadline would occur and questioned whether everyone who submits between now and the deadline will have the opportunity to be interviewed by Council, with a selection made in January.

President Tisdell confirmed that would be the case.

Mayor Barnett suggested that a noon deadline on Monday would give a week's notice and would afford time between the December 17, 2018 meeting and the January 7, 2019 meeting for Council to make follow up phone calls for additional information. He commented that there is no perfect alternative. He stated that information could be provided in real time on Friday, and as supplemental information for additional applications on Monday.

After additional discussion, it was requested that the motion be amended to reflect that a noon deadline on Monday, December 17, 2018 for final cutoff be established. It was noted that applications received by 4:00 p.m. on Friday, December 14, 2018 would then be included in the published packet.

Mr. Hetrick and **Mr. Deel** agreed to amend the motion on the floor for a deadline for applications of Monday, December 17, 2018, at 12:00 noon.

After the vote, **Mayor Barnett** noted that social media will be fully used to publicize the vacancy.

A motion was made by Hetrick, seconded by Deel, that this matter be Adopted by. The motion carried by the following vote:

Aye 5 - Deel, Hetrick, Kubicina, Morita and Tisdell

Absent 1 - Bowyer

Enactment No: RES0393-2018

Resolved, that the Rochester Hills City Council hereby sets the deadline for the submittal of Applications for Council Vacancy as Monday, December 17, 2018, at 12:00 noon.

NEXT MEETING DATE

Special Meeting - Monday, December 17, 2018; Regular Meeting - Monday, January 7, 2019

ADJOURNMENT

There being no further business before Council, it was moved by Morita and seconded by Deel to adjourn the meeting at 9:11 p.m.

MARK A. TISDELL, President
Rochester Hills City Council

*TINA BARTON, MMC, Clerk
City of Rochester Hills*

*MARY JO PACHLA, CMMC
Administrative Coordinator-City Council
City Clerk's Office*

Approved as presented at the (insert date, or dates) Regular City Council Meeting.