

**City of Northville**  
**CITY COUNCIL REGULAR MEETING MINUTES**  
**March 2, 2015**

Mayor Johnson called the meeting to order with the Pledge of Allegiance at 7:30 p.m. in the City of Northville Municipal Building, City Council Chambers, 215 W. Main Street, Northville, Michigan, 48167.

**ROLL CALL**

**Present:** Mayor Christopher Johnson, Mayor Pro Tem James Allen, Councilmembers Nancy Darga, Ryan McKindles, and Sam Ekong

**Absent:** None

**Also Present:** City Manager Patrick Sullivan, City Clerk Dianne Massa, Downtown Development Authority Executive Director Lori Ward, Director of Public Works James Gallogly, and nine citizens.

**PRESENTATIONS**

**A. Citizens Comments**

Carol Fausone of State Representative David Trott's office introduced herself to City Council. She is the main contact point for scheduling events and meetings with Representative Trott.

Darga voiced appreciation to Representative Trott for meeting with the Motor Cities National Heritage Area during their recertification.

Council also requested that Representative Trott consider walking in the Northville Community's annual Independence Day Parade.

**APPROVAL OF AGENDA AND CONSENT AGENDA**

**Motion Darga, seconded by McKindles** to adopt the agenda and consent agenda as presented:

Approve City Council Minutes of:

- Regular Meeting of February 17, 2015

Receive Bills List: Checks #92075 to #92153, EFT #500198; Checks #92154 to #92285; Checks #92286 to #92382, EFT #500199; Checks #92383 to #92434; Checks #92435 to #92593, EFT #500200

Receive Board and Commission Minutes: None

Receive Departmental Reports: None

Board and Commission Appointments: None

**Motion carried unanimously.**

## **RESOLUTIONS AND ORDINANCES**

### **A. Certified Local Government Authorizing Resolution**

The City has made application to the Certified Local Government (CLG) program through the State Historic Preservation Office (SHPO). Having our Historic District certified by SHPO will qualify the City for competitive grant programs, which fund planning and restorations efforts.

The authorizing resolution would authorize the City Manager to sign the application and Certification Agreement on behalf of the City. Once Council approves the authorizing resolution, SHPO will prepare a Certification Agreement. A draft agreement was attached for City Council's review as a sample of the agreement the City will be asked to sign. Once SHPO sends the official Certification Agreement, it will be reviewed by the City Attorney and placed on a future Council agenda for consideration.

**Motion Darga, seconded by Allen** to adopt the Certified Local Government Authorizing Resolution.  
**Motion carried unanimously.**

## **NEW BUSINESS**

### **A. Lease Agreement Renewal for 315 Griswold**

Since 2009, the New Hope Center for Grief Support has leased the city-owned building at 315 Griswold from the Northville Historical Society. The lease was renewed and extended for two years in 2013. Both the Historical Society and New Hope wish to extend that lease arrangement for another two years to April 30, 2017, subject to the restrictions of the City Charter.

The modified lease agreement was provided to City Council for its review and consideration. Under the terms of the modified lease, the monthly rent would increase from \$425 to \$500 per month, and the tenant would be responsible for all utilities. The Historical Society has also committed to replace any rotted wood, and paint the building in 2015.

The City Attorney prepared the original lease document which was reviewed by the City's insurer, Michigan Municipal Risk Management Authority.

**Motion Allen, seconded by McKindles** to approve the attached lease agreement between the Northville Historical Society and New Hope Center for Grief Support and authorize the City Manager to sign the lease on behalf of the City. **Motion carried unanimously.**

### **B. Professional Services Contract / Downtown Wayfinding Project / Phase 4**

On November 21, 2013, Downtown Development Authority (DDA) staff signed a contract with Bizzell Design, Inc. to produce a Wayfinding Plan for downtown Northville. The original Agreement for Professional Services itemized each phase of the work program, from analysis to pre-production. The Agreement stipulated that Phase 4 Construction and Installation Oversight would be negotiated with the consultant at the conclusion of the pre-production phase of the project. The initial contract obligations have been met, and the DDA is now ready to award the Phase 4 work.

On February 17, 2015, the DDA Board of Directors unanimously approved a Change Order to Bizzell Design contract for Phase 4 of the Wayfinding and Signage Project. In addition, the DDA issued a

Request for Proposals for the fabrication and installation of the downtown directional signs (Type “B”), and the downtown parking signage.” Proposals are due on March 3, 2015. The DDA continues to work with Bizzell Design to develop the family of signage for the final stages of the program, which includes regulatory signs, entranceway signage, directory signage, and the larger Type “A” signs, which fall under Wayne and Oakland County jurisdiction. The balance of the initial contract fee will be paid once these design elements are delivered.

The DDA recommends awarding the Phase 4 Construction and Oversight to Bizzell Design, as the program reaches the conclusion of the Pre-Production Phase. Bizzell Design has delivered quality design services through the first three phases of the contract.

The Scope of Work for Phase 4 includes:

- Review and approval of all fabrication shop drawings;
- Oversight of construction;
- Installation per sign location plan;
- Inspection services as needed during course of the construction; and
- Assist with punch list preparation and final project close out.

The DDA has \$125,000 budgeted for this project in FY2015. The initial contract with Bizzell Design for the first three phases of the contract was \$25,720. The proposal received by Bizzell Design for the Phase 4 work is \$7,800 plus reimbursable expenses.

City Council Comments and Discussion: In response to a question from City Council, it was explained that the anticipated installation date for the wayfinding signs would be determined following the March 3<sup>rd</sup> bid opening for sign fabrication and installation.

**Motion McKindles, seconded by Darga** to approve a change order for professional services to Bizzell Design’s initial contract in the amount of \$7,800 plus reimbursable expenses, for Phase 4 Construction and Installation Oversight of the Downtown Northville Wayfinding Plan and authorize the DDA Director to execute the contract on behalf of the City and DDA. **Motion carried unanimously.**

### **C. Professional Services Contract / Allen Drive Sewer Project**

Following a 2011 rain event which resulted in sanitary sewer backups into houses along Allen Drive and Novi Street, the City began an engineering investigation as to what steps could be taken to prevent future sewer backups. Following this study, the Department of Public Works made improvements to the existing sanitary sewer system in the area, which would significantly reduce or eliminate storm water and ground water infiltration into the sanitary sewer pipes in this area.

It is believed this work resolved the capacity problems experienced in the sanitary sewers in this part of the City. However, beyond the improvements already made, it was proposed that an existing overflow pipe, which discharges into the North Huron Rouge Valley Sanitary Sewer System, be enlarged to provide additional assurance that the backups experienced in 2011 would not happen again.

In addition to enhancing the capacity of the sewer system in this area, the City is also looking at spot repairs to the existing sanitary sewer line in Allen Drive, which was found to have significant dips and irregularities. It is proposed that a larger diameter relief sewer be constructed to replace the current one on the north side of Novi Road, east of Novi Street. This sewer will have a backflow preventer on it to prevent any flows from the County’s 42” interceptor sewer from backing up into the City. In addition a

spot repair will be made on the existing sewer on Allen drive to eliminate a large dip in the line, and backflow preventers will also be considered for two houses on Novi Street.

In December 2014, the City accepted proposals from four engineering firms interested in designing the proposed improvements to the sanitary sewer in the Novi Street/Allen Drive area as follows:

Spalding DeDecker Associates, Inc.	\$67,500
Jones & Henry Engineers, Ltd.	\$39,175
Rowe Professional Services, Inc.	\$33,972
Vitins Engineering	\$31,760

Staff reviewed the proposals, taking into consideration each firm's quoted price, their explanation of the project to confirm their understanding of what the City is requesting, a demonstration of the firm's experience and qualifications, and the firm's capacity to perform and successfully complete the project within a reasonable amount of time.

While each firm is capable of designing this project, careful analysis of their proposals and interviewing the design team from the shortlist of firms, assisted Staff in determining the best engineering firm for this project. The two firms interviewed were Vitins Engineering and Rowe Professional Services, Inc.

Both firms have worked for the City in the past, have extensive sanitary sewer experience, and are capable of doing this project for Northville. Vitins Engineering is located in Canton and Rowe Professional Services is located in Farmington Hills, so proximity to the project was not an issue.

Vitins Engineering is a small firm, which relies on sub-consultants to complete its team. Though Rowe Professional Services Company utilizes sub-consultants, they have more than 120 professionals working for them, with over thirty licensed professional engineers to pull from. As such, for the \$2,212 difference between the two firm's proposals, City Staff recommends the firm with a higher fee (Rowe Professional Services Company) for this project.

The City Attorney and the City's insurer have reviewed the proposed contract and approved it for use for this project. Currently the City has a \$280,000 budget for this project. The fee proposed for this design and construction management by Rowe Professional Services Company equates to approximately 14% of the anticipated construction cost.

City Council Comments and Discussion: In response to a question from City Council, Staff noted that while Orchard Hiltz and McCliment performed the study, it was unknown why OHM did not submit a proposal for engineering services.

Staff also further explained that for the approximate \$2,000 additional cost, Rowe Professional Services is a large firm offering more resources than the one-person firm of Vitins Engineering.

**Motion Darga, seconded by Allen** to approve and award a Professional Services Agreement to Rowe Professional Services Company in the not-to-exceed amount of \$33,972 for the Allen Drive Sanitary Sewer Modifications Project. Further, the Public Works Director is authorized to sign this agreement on behalf of the City. **Motion carried unanimously.**

## **MAYOR AND COUNCIL COMMUNICATIONS**

**A. Mayor and Council Communications** None

**B. Staff Communications**

The City Manager explained that Assessment Notices were mailed on February 24, 2015. On the back of the notice, it states that it is requested that appointments for the Board of Review be scheduled prior to February 27, 2015. However, appointments will be accepted until the last day of the scheduled public hearings. Hearing dates are scheduled for March 9<sup>th</sup> and March 11<sup>th</sup>. This notice was posted in several places, including the City's website, and an email blast was sent through "City News."

Being no further business, the meeting was adjourned.

**Adjournment: 7:50 p.m.**

Respectfully submitted,

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Dianne Massa, CMC  
City Clerk

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Christopher J. Johnson  
Mayor

Approved as submitted: 03/16/2015