

**City of Northville**  
**CITY COUNCIL REGULAR MEETING MINUTES**  
**April 9, 2015**

Mayor Christopher Johnson called the meeting to order with the Pledge of Allegiance at 7:00 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, Councilmembers Nancy Darga and Sam Ekong

**Absent:** Mayor Pro Tem James Allen (excused) Councilmember Ryan McKindles (excused)

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

**PRESENTATIONS**

**A. Citizens Comments** None

**APPROVAL OF AGENDA AND CONSENT AGENDA**

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

- Approve City Council Minutes of:
  - Regular Meeting of March 16, 2015
- Receive Bills List: Checks #92751 to #92836, EFT #500202; Checks #92837 to #92905;  
Checks #92906 to #92994, EFT #500203
- Receive Board and Commission Minutes:
  - Housing Commission: 01/14/15
- Receive Departmental Reports:
  - Police: 8/14
- Board and Commission Appointments: None
- Proclamation / April as Child Abuse Prevention and Awareness Month
- Special Event Request / Northville Art House 10 Year Anniversary Celebration / May 16, 2015
- Special Event Request / Gardenviews 20th Anniversary Celebration / May 23, 2015
- Special Event Request / OLV Victory Run / June 6, 2015
- Special Event Request / Kona Run / June 13, 2015
- Special Event Request / Kentucky Derby Day/ Northville Downs / May 2, 2015

**Motion carried unanimously.**

## **RESOLUTIONS AND ORDINANCES**

### **A. Amendments to Chapter 38 / Fire and Fire Prevention in the Code of Ordinances / Second Reading**

Currently, Section 38-4 of the Northville Code of Ordinances adopts the 1996 BOCA National Fire Prevention Code by reference as the City's Fire Prevention Code. In the late 1990s, BOCA and two other major U.S. code setting organizations came together to form the International Code Council (ICC) with the aim of developing a single, consensus set of codes, including a Fire Prevention Code. By 2003, BOCA had merged into the ICC and ceased work on its legacy codes, including the Fire Prevention Code, in favor of the new organization's codes, including the International Fire Code (IFC).

In order to update the City's Ordinance and provide for the effective enforcement of appropriate fire prevention measures, it is recommended that the City adopt the International Fire Code (2012 Edition), published by the International Code Council, as the City's Fire Prevention Code. The proposed ordinance amendment was provided to City Council for its review and consideration.

At its regular meeting of March 16, 2015, City Council introduced the proposed ordinance amendment for first reading.

**Motion Darga, seconded by Ekong** to waive second reading and adopt the proposed amendment to Chapter 38 Fire and Fire Prevention in the City of Northville Code of Ordinances as presented. **Motion carried unanimously.**

## **NEW BUSINESS**

### **A. Professional Services Contract / Exhibit Design Project**

In the Fall of 2013, the Comerica Community Connection was completed. The Connection is located between the Marquis Public Parking Lot and East Main Street, and connects visitors and residents with shops, public services, and community facilities throughout the downtown district. As part of the design of this project, an interpretative exhibit was designed. The Downtown Development Authority issued a Request for Proposals (RFP) for the fabrication and installation of an interpretative exhibit for the Comerica Community Connection. The RFPs were opened on January 20, 2015. One response was received from Universal Signs, Inc. of Grand Rapids in the amount of \$7,265.

Because the DDA only received one response to the RFP, and because the bid was lower than the designer's estimate, DDA staff and a DDA Board Member met with representatives from Universal Signs to discuss the project and walk through the Comerica Community Connection to ensure that the bidder fully understood the scope of the project. During the interview, it was discovered that Universal Signs had not included the separate installation of the lenticular panels. They agreed to contact the manufacturer and determine the cost of installing the three panels separately. On March 5, 2015, the DDA received a revised proposal in the amount of \$13,910, which included the three lenticular panels. Universal Signs agreed to pass on to the DDA the direct cost of the three lenticular panels with no mark up, and to install the three lenticular panels for no additional charge.

DDA staff contacted the City Attorney to discuss whether the DDA could accept a revised bid from a vendor. In consultation with the City Attorney, DDA staff was advised that the DDA/City had the ability to waive any and all irregularities and/or informalities with the bidding process. In addition, the City

Attorney pointed out that rebidding the project would likely increase the costs. This has been avoided through the passing of the costs directly to the DDA and not charging the DDA for the additional labor.

DDA Staff contacted the references for Universal Sign, Inc and has received positive feedback on their signage work in other communities. In addition, Design Committee volunteer John Argenta worked with Universal on an extensive sign project in Lyon Township recently and also provided positive comments.

The DDA met on March 18, 2015 and voted unanimously to award the contract to Universal Design of Grand Rapids, Michigan and forward the recommendation to City Council. The DDA currently has a line item in the budget for downtown signage and the budget amount was to provide funding for both the Wayfinding and the Exhibit Design projects. DDA staff estimated the Exhibit Design project at \$35,000. The design phase of the project was awarded at \$11,500. Therefore, there are sufficient funds to finance the installation. Staff is recommended that City Council also approve a 10% contingency to the contract to cover any issues that may arise during fabrication and installation.

City Council Comment and Discussion: Discussion ensued pertaining to the direct cost to fabricate and install the three lenticular panels. While comments from Council voiced concern with anchoring the panels into “historic” brick, it was explained that the west wall was interior brick not exposed to the exterior and the brick was also tuck-pointed during the Connection project. The brick should be able to accept the anchoring process without issue.

**Motion Darga, seconded by Ekong** to approve the contract award of the fabrication and installation contract to Universal Signs, Inc., of Grand Rapids, Michigan, in the amount of \$13,910, and establish a contingency in the amount of \$1,391, and authorize the DDA Director to execute the contract on behalf of the City and DDA. **Motion carried unanimously.**

## **B. Contract Award / Wayfinding Signage System**

On November 4, 2013, City Council awarded the contract for the design of a comprehensive wayfinding system to Bizzell Design of Davidson, North Carolina, in an amount not to exceed \$25,720. The intent of the project is to provide visitor (internal and external) experience to downtown Northville by helping them reach their desired destinations, increase community identity, support and enhance the community’s sense of place, and to create an overall unified signage and wayfinding system. The design developed for Northville complements the historic architecture, is of high quality and durable materials, and provides a template for potential future investment and community branding. The designs were approved by the Downtown Development Authority (DDA), City Council, and Historic District Commission. In addition, the designs were also presented to the Planning Commission for review and input.

In February 2015, the DDA and City Council approved a Change Order for Bizzel Design for \$7,800 to oversee the fabrication and installation phase of the project. In response, the DDA issued a Request for Proposal (RFP) for the Fabrication and Installation of the Downtown Directional Signs (Type “B”), and Downtown Parking Signage projects. On March 3, 2015, six proposals were received, ranging from \$79,945 to \$233,995.20. The low bidder failed to include a bid bond with their submission.

A technical group comprised of the Director of Public Works, Design Committee member, and DDA staff met with the three low bidders (Signs by Crannie, Sign Concepts DBA ASI Signage Innovations, and Valley City Signs) to review the bids, discuss previous comparable projects and to review the scope of the project. Following the interviews and reference checks, the group recommended the award of the fabrication and installation contract to Signs by Crannie in the amount of \$79,945. In addition to the base bid, DDA staff is recommending the acceptance of two alternates. Alternate A, in the amount of \$3,000, is to furnish and install transparent frosted vinyl applied to the back of each of the Type B sign panels

with a decorative pattern. Alternate B, in the amount of \$2,700, is to fabricate and install the medallion on each of the signs with three layers of the aluminum in lieu of the Base Bid flat medallion.

On March 18, 2015 the DDA Board met to discuss the project and voted unanimously to award the contract for the fabrication and installation of the Type B and parking signs to Signs by Crannie of Flushing, Michigan.

As part of the contract with Bizzel Design, Bizzel had been involved in the review of the submission and also has called on the low bidder to discuss the project. The DDA continues to work with Bizzel 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 next bid packet is expected to be released within the next two months.

The contract for professional services was reviewed by the City’s insurer and the City Attorney. In addition, DDA staff consulted with the City Attorney to address the issue of the late bid bond received by Signs by Crannie. Signs by Crannie contacted the DDA immediately upon realizing that they had neglected to include the bid bond. They faxed a copy of the bond and sent the original bid bond by courier. The date of the bid bond was prior to the award opening. In consultation with the City Attorney, DDA staff was advised that the DDA/City had the ability to waive any and all irregularities and/or informalities with the bidding process.

The total amount of the recommended award to Signs by Crannie is \$85,645. This amount includes the base bid and both Alternate A and Alternate B. In addition, DDA staff recommends approval of a 10% project contingency to cover issues that may arise during the fabrication and installation process. The DDA currently has a line item in the budget for downtown signage in the amount of \$145,000. This amount was budgeted to provide funding for both the Wayfinding and the Exhibit Design projects. DDA staff estimated the Wayfinding project at \$110,000. Additional funds have been proposed in DDA 2015-16 and 2016-17 to fabricate and install the remaining sign types. The entranceway signs are not included in the budget, and would therefore require outside funding to fabricate and install.

**Motion Darga, seconded by Ekong** to approve the contract award of the fabrication and installation of the Type “B” and parking signs to Signs by Crannie for an amount not to exceed \$85,645, which includes Alternates A and B, establish a project contingency in the amount \$8,565, and authorize the DDA Director to sign the contract on behalf of the City and DDA. **Motion carried unanimously.**

### **C. Parking Recommendations**

At the December 11, 2014 Parking Committee meeting, the Downtown Development Authority (DDA) heard a request from downtown merchants regarding several issues of common interest to merchants located at the west end of the Marquis Parking Lot. The merchants requested to sign all spaces in the portion of the lot by the Comerica Community Connection (Connection) for three-hour parking. They believed this would reduce the number of employees monopolizing these spaces and leave them open for clients and customers. Although merchants are aware that the police aren’t regularly patrolling or enforcing parking limits, labeling this portion of the lot will give the business owners the ability to call in when there are violators. The Parking Committee voted unanimously to approve a three-hour time limit for the area behind the Connection and the area behind Bee’s Knees.

At the DDA’s February meeting, the Board discussed the Parking Committee’s recommendation and asked that the Parking Committee meet to consider signing the area for “No Parking Before 10:00 a.m.” The DDA Board believed the City’s previous efforts to limit parking to three hours were not successful and that it was time to consider a new option.

On March 3, 2015, the Parking Committee met to discuss the two alternatives. Numerous merchants contacted the DDA office and attended the March 3rd meeting. Many of the merchants expressed opposition to the “No Parking before 10:00 a.m.” signage because they have customers that utilize the parking spaces prior to 10:00 a.m. There are three restaurants that back up to this parking area and all are open for breakfast. In addition, several office tenants attended the meeting and expressed opposition to prohibiting their early morning clients from utilizing the area. Merchants encouraged the Parking Committee to try posting the areas for the three-hour limit. As an additional measure, the Parking Committee recommended that the fine schedule be amended to eliminate the graduated fine schedule and replace it with a flat fee of \$25 for parking violations. The first infraction would result in a warning; the second violation and any further issuances would result in a \$25 ticket. The Parking Committee unanimously voted to support both posting the area for three-hour limit, and implementing the higher parking ticket fee structure.

In addition, DDA staff met with the owner the building at 134 N. Center and the building tenant Rebecca Goode. Several issues were discussed, including persistent parking in the loading zone behind Rebecca’s, problems with the use of the common dumpsters, and application for outdoor dining. During the discussion, the owner of the building requested that the DDA consider posting the loading zones with the hours of enforcement similar to other loading zones in the lot. Currently, the loading zones behind the Marquis Theater area are posted Commercial Loading from 8:00 a.m.-6:00 p.m. This would free up the spaces in the early hours and in the evenings for parking when the loading zones were not utilized for deliveries. DDA staff spoke to the Police Chief about this recommendation, and the Chief requested additional information about the use of the loading zones in that area so that he could evaluate the impact. DDA staff agreed to survey the businesses in the area to collect data on delivery schedules and types of vehicles used for deliveries.

On March 18, 2015, the DDA Board of Directors accepted the Parking Committee’s recommendation on the three- hour time limit in the agreed upon areas. The vote was four in favor and one opposed.

City Council Comments and Discussion: A comment from City Council voiced concern with the proposed three-hour parking limit as this limitation has been unsuccessful in the past, and instead voiced support for trying other methods, such as the 10:00 a.m. parking restriction. The Gibbs Report was cited in pointing out that a “parking issue” is an indicator that the downtown is successful. The problem the City is trying to solve is business owners allowing employees to park in areas that should be available for customers.

Staff pointed out that the closer spots are used by senior citizens patronizing the restaurants and it is the office employees that park in the close parking spaces. DDA staff noted that the area is under video surveillance and the Police Chief is confident that parking tickets could be written using this footage to establish the time of the car being first parked.

Pertaining to the loading zones, it was explained that DDA staff will collect the data using an electronic survey, and personally visit those businesses that do not response to the survey.

Dan Ferrara, Northville Central Business Association, noted that the business owners realize that a number of parking solutions have been attempted. Limiting parking to three hours in the selected areas might be an immediate solution to the problem. Certain merchants will monitor the spaces and report any issues to the Police Department for review and enforcement. The rest of the parking lot is all-day parking and a majority of the merchants want to keep the close parking spots for customers, not employees.

City Council pointed out that the change to the parking ticket fines should be discussed and possibly amended during the annual fees, fines, and penalties schedule review presented to City Council.

**Motion Darga, seconded by Ekong** to approve posting three-hour limits for parking in the area behind the Comerica Community Connection and Bee’s Knees and direct DDA staff to collect information regarding deliveries in the areas to share with the Parking Committee and Chief to determine if time limits for the signed loading zones would be beneficial. **Motion carried unanimously.**

#### **D. Professional Services Contract for the 2015-2016 Downtown Planting Project**

On March 30, 2015, the Downtown Development Authority (DDA) received Requests for Qualifications (RFQ) for downtown landscaping services. The RFQ request contained a list of two dozen common plants, shrubs, and trees as well as labor and design services. A selection of a preferred vendor, based on personnel, qualifications, similar work, and unit prices would be awarded for the entire calendar year. The DDA seeks to establish a contract with one vendor, which accommodates a range of landscape services as needed throughout the year. This practice will maximize efficiency, cost and project management.

DDA staff reviewed the three RFQ submissions received, and after consideration, recommends awarding the contract to Commercial Grounds Services, Inc. (CGS) of Redford, Michigan. This firm has successfully completed DDA planting and maintenance projects for the past two years, including large scale seasonal planting and various services such as hardscape repair, cleaning and plant material replacement. CGS successfully executed the 2013 fall and winter planting and the 2014 summer, fall and winter plantings for the Northville DDA as the lowest bidder. The Contract for Professional Services was reviewed by the City’s insurer and the City Attorney.

The DDA budget for landscape services is \$39,750 and the unit prices for plant material provided by CGS will be utilized for individual project budgets.

City Council Comments and Discussion: It was further explained that the DDA is working from previous designs and working with the Beautification Commission to develop the summer palette. The design service aspect of this project is in the event the DDA decides to change some of the planting beds.

**Motion Darga, seconded by Ekong** to approve a contract with Commercial Grounds Services for professional landscape services as needed based on the unit prices provided in the RFQ submission and authorize the DDA Director to execute the contract on behalf of the City and DDA. **Motion carried unanimously.**

#### **E. Lawn Maintenance, Mowing and Weed Control Program**

To reduce costs and maintain the same level of service, the Department of Public Works (DPW) contracts lawn maintenance services. In the past, this work was done by DPW employees. After extending the 2010 lawn mowing contract for five years, in March the Department of Public Works solicited bids through the Michigan Inter-governmental Trade Network (MITN). The request for bids listed twenty four areas for routine mowing from as small as Ely Court (0.10 acre) to as large as Rural Hill Cemetery (15.0 acres) and the Novi Road Flood Plain Area (18 acres). In addition, the bid package listed 14 areas where weed control is to be applied.

On March 25, 2015, the City received bids as follows for the 2015 and 2016 mowing seasons, with the possibility of extending the contract another two years, as follows:

<u>Contractor</u>	<u>2-Year Bid</u>
K & M Landscaping	\$ 36,500
U.S. Lawns	\$ 65,912
Premier Group Associates	\$ 69,022
Franks Landscaping	\$ 70,502
Green Meadow Landscape, Inc.	\$ 84,690
Apartment Services	\$ 91,352
Commercial Grounds Services	\$ 98,952
Sod Masters	\$147,008

These bids were reviewed, checked and tabulated. The apparent low bid was rejected by Staff for being improperly prepared. The bidder did not fill in the “Bid and Award” page, providing only a total number, and this number was for one year and not for two as required in the bid document. After discussing this with the City Attorney and the bidder, K & M Landscaping, the bid was rejected, returned, and pulled from consideration for this project.

U.S. Lawns is the lowest qualified contractor for this program. U.S. Lawns is a franchise company with over 250 locally owned offices throughout the country. The local office for U.S. Lawns is in Southgate, Michigan. City staff met with this company, reviewed the lawn mowing program, and presented the project expectations. Staff believes the contractor understands what is required, and can perform the requirements of this program for the City of Northville. U.S. Lawns is a lawn mowing company (not a landscape company), with experience in mowing cemeteries. As mowing in Rural Hill and Oakwood cemeteries is considered the most difficult element of Northville’s mowing program, it is important that the City retain a contractor who understands the sensitivities of work in a cemetery, yet can efficiently accomplish all the mowing required by the City in a safe and timely manner.

The City Attorney has reviewed and approved the contract for this work and Michigan Municipal Risk Management Authority (MMRMA) has set the insurance limits required for this work. For the past two years, the mowing contract averaged approximately \$36,000 per year. If approved by City Council, the contract will average \$32,956 per year. Awarding this contract will provide a small reduction of cost to several different DPW funds.

**Motion Darga, seconded by Ekong** to approve and award a two-year Lawn Maintenance, Mowing, and Weed Control Program agreement in the amount of \$65,912 to U.S. Lawns of Southgate, Michigan, and authorize the Public Works Director to sign this contract. **Motion carried unanimously.**

**F. Professional Services / 2015 Street Improvement Program**

On March 25, 2015, the City received proposals for professional services to design and oversee construction on Northville’s 2015 Street Improvement Program. This project is expected to take place during the summer of 2015. Advertised through the Michigan Inter-governmental Trade Network, the City is proposing improvements to the following streets:

- Rayson Street ( N. Center to Horton Street)
- Horton Street (Rayson Street to Lake Street)
- Elmsmere Drive ( Glenhill Drive to west cul-de-sac)

The City received proposals from eight engineering firms as follows:

Zeimet Wozniak & Associates	\$24,650
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Huron Consultants	\$33,780
Metro Consulting Associates	\$36,100
Edgewater Resources	\$40,000
Spalding DeDecker	\$43,110
AECOM	\$52,500
Hennessey Engineers	\$56,500
OHM	\$62,842

Zeimet Wozniak & Associates, of New Hudson, Michigan, submitted the low proposal. This firm has designed numerous public and private projects in the Detroit Metro area, including several for the City of Northville. They plan to use McDowell and Associates as a sub-consultant for geotechnical and materials testing work and construction observation, while using their own staff for surveying, design, and construction management. Based on previous experience with this firm, City staff believes that Zeimet Wozniak and Associates is capable of performing the final design and construction management for the City's 2015 street improvements.

The City Attorney and Michigan Municipal Risk Management have reviewed and approved the professional services agreement for this project, which was also provided for City Council consideration. City Council will soon review the City's FY 2016 budget which includes proposed funding for the above mentioned projects. The estimated budget amounts for these projects are as follows:

Horton Street	\$ 60,000
Rayson Street ( <i>Local</i> )	\$ 90,000
Rayson Street ( <i>Major</i> )	\$ 85,000
Elmsmere	\$160,000
<b>Total Budget:</b>	<b>\$395,000</b>

The engineering fee submitted by Zeimet Wozniak & Associates is approximately 6.2% of the project budget. Though these streets are for FY2015/16, awarding the engineering early will assure the project will get completed before fall. To achieve an early start, half of the budgets for this project are in the current FY2015 budget with the remaining amount in the FY2016 budget available after July 1, 2015.

City Council Comments and Discussion: A comment from City Council voiced concern with the low bid that is 6.2% of the estimated project budget. Site inspection and testing will need to be performed for four separate locations and it was expressed that the low bid will not be thorough on inspections and testing due to the low figure.

**Motion Darga, seconded by Ekong** to approve and award an Agreement for Professional Services to Zeimet Wozniak & Associates in the not-to-exceed amount of \$24,650 for the design and construction management of the City's 2015 Street Improvement Program, and further that the Public Works Director be authorized to sign the agreement on behalf of the City of Northville. **Motion carried unanimously.**

#### **MAYOR AND COUNCIL COMMUNICATIONS**

**A. Mayor and Council Communications** None

**B. Staff Communications** None

Being no further business, the meeting was adjourned.

**Adjournment: 7:53 p.m.**

Respectfully submitted,

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Dianne Massa, CMC  
City Clerk

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Christopher J. Johnson  
Mayor

Approved as submitted: 05/04/2015