

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

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

**ROLL CALL**

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

**Absent:** None

**Also Present:** City Manager Patrick Sullivan, Director of Public Works Jim Gallogly, Housing Director Sherry Necelis, Parks and Recreation Director Jason Spiller, Nancy Piwowar from Finance, Melissa Wyman from Human Resources, Deputy City Clerk Michelle Massel, Doug Bohrer, Kristin Hunt and Amanda Konstandas from Plante Moran, Brian Quinn from PFM Asset Management and 7 citizens.

**PRESENTATIONS**

**A. Citizen Comments** None

**B. Audit Presentation by Plante Moran**

Plante Moran gave a brief overview of items related to the City of Northville's fiscal year ended June 30, 2015. Highlights included in this report was an overall favorable report to the City Council about the financial health of the City, an overview of the City's Financial Report, the Downtown Development Authority Financial Report, Parks & Recreation Commission Financial Report, Annual DDA Report, Annual Water Loss Report and Annual Investment Report.

Discussion included:

- Clarification that the unfunded pension liability has always been included in the report, but is now required to be shown on the balance sheet.
- Record cold last winter contributed to water main breaks and water service lines freezing which raised the water loss percentage slightly.

**C. Investment Portfolio Presentation by Brian Quinn from PFM**

The City's investment advisor, Brian Quinn from PFM Asset Management reviewed the City's Investment Performance and provided an Investment Update.

Discussion included:

- It was clarified that inflation has been just a little over 1% for several years and it is not forecasted to change until the job market picks up.
- Michigan's overall unemployment rate is 5%. Although southeast Michigan is slightly higher than 5%, the unemployment rate is still lower than the national average and down from the double-digits of a few years ago. This report focuses on unemployment, not the problem of underemployment.

- The Mayor commended the Finance Director and staff for the favorable financial status if the City.

### **APPROVAL OF AGENDA AND CONSENT AGENDA**

**Motion Darga, seconded by Ekong** to approve the agenda and consent agenda as presented.

City Council Minutes of September 5, 2015 and September 19, 2015

Checks #95816 to #95934 EFT #500216, Checks #95935 to #96023, EFT #500217, 500218,  
Checks #96024 to #96132

Board and Commission Minutes: Beautification: 8/31/15, Housing: 9/9/15

Compliance with Public Act 152 of 2011 for Calendar Year 2016

Amendments to the 2015-16 Budget through September 30, 2015 and Investment Report

Amendment to Freedom of Information Act Policy

**Motion carried unanimously.**

### **RESOLUTIONS**

#### **A. Resolution / Approval of Historic District Boundary Study**

In 2014, a developer's representative presented conceptual plans to the Historic District Commission (HDC) for the Foundry Flask property located on the southeast corner of Cady and Griswold Streets. The conceptual project included demolition of the existing structure.

This presentation initiated the HDC's interest in the property. In reviewing the project site on the zoning map, it was noticed that the Historic District boundary bisects the parcels that have been aggregated by the developer, as well as a portion of the existing building. Some of the parcels are within the Historic District boundary, and some are outside the Historic District boundary. Research done by the HDC's Staff Liaison at Carlisle/Wortman Associates found that the HDC only has the authority to influence the development of property within the Historic District boundary.

At its October 21, 2015 meeting, the HDC moved to request that the City Council consider establishing a Study committee to investigate potential changes to the Historic District Boundary. Per the *State Historic Preservation Act (PA 169) as amended*, and the City of Northville Historic Preservation Ordinance (Section 42-23 and 42-24), the process to amend a Historic District boundary is the same as establishing a new Historic District. Should City Council concur with the HDC that the Historic District boundary should be investigated for potential changes, a resolution to approve a Historic District study and grant the authority to conduct the study to a Historic District Study Committee would need to be adopted.

The resolution to appoint members of the Study Committee would be brought to City Council at a future City Council meeting. The HDC may not act as a study committee.

Should City Council authorize the study, the project would be complete in September 2016. A detailed timeline was provided to Council.

The process to modify the HD Boundary is not included in the FY2016 budget and a budget amendment would be necessary. Costs to consider include the following:

Consultant fees at the rate of \$75/hour to:

- Assist the Study Committee with conducting a photographic inventory and historic research of any properties to be included in the proposed changes to the Historic District Boundary, work with Study Committee to evaluate the resources in the District, assist the Committee in preparing the preliminary Historic District Study Committee Report, and Final Historic District Study Committee Report.

- Serve as the point of contact for the Study Committee. Also serves as the point of contact between the State Historic Preservation Office (SHPO) and the Study Committee.

- Attend Study Committee meetings and any special HDC and Planning Commission meetings if needed (as part of transmittal and review of the preliminary report).

Recording Secretary for Study Committee meetings, and any special HDC or PC meetings (if needed) at the rate of \$225 per meeting.

GIS costs to generate mailing labels for the public hearing notices (mailed to all property owners within the proposed district), update the Historic District Boundary in the Zoning Map and Historic District Boundary Map at a rate of \$65/hour. (estimated at \$1,000)

Publication of public hearing notice and postage costs mailing public hearing notice to each property owner in Historic District. (estimated at \$600)

Publication costs for the proposed ordinance amendment public hearing notice and ordinance adoption. (estimated at \$300)

Code of Ordinance supplement costs – to incorporate revised boundary in the Code of Ordinances. (estimated at \$700)

*Council Comments and Discussion:* In response to a question from Council, it was answered that this motion was to approve a Study Committee only, not to approve the writing of the grant. It was clarified that the Historic District boundary was set up in the 1970's before the State had guidelines for setting up such a boundary, the lot in question today included the building but not the parking lot on the same property. The Study Committee, if formed, would have to abide by the State's current Historic District guidelines when resetting the Historic District.

Discussion continued regarding the timing of the study group and any perspective buyers for the property in question. Concern was voiced with spending time and money on a study only to have someone purchase the property before the study was complete and boundary was changed. Council suggested tabling the item and waiting until the new fiscal year since only one part of this project had been included in this year's budget.

**Motion McKindles, seconded by Allen** to table the resolution for the approval of the Historic District Study and grant the authority to conduct the Historic District Study and Study Committee to be considered during next year's budget resolution process. **Motion carried unanimously.**

## **NEW BUSINESS**

### **A. Authorization of Grant Application for Historic District Study**

At the October 21, 2015 meeting of the Northville Historic District Commission, the HDC requested that Council consider a proposal from Carlisle Wortman Associates (CWA) to prepare a grant application in order to fund an “intensive level survey” of the District. The survey would include historic information about structures in the District. This information would assist the Commissioners in making appropriate decisions about requests for demolition, building modifications, and new construction in the District.

The Michigan State Historic Preservation Office (SHPO) offers grants to Certified Local Governments (CLG Program) for survey work and other eligible activities. CWA estimates that preparing and submitting the grant application would cost between \$2,800 and \$4,500. If the grant application is successful, it is estimated that the survey itself will cost between \$27,000 and \$32,000. The City would be required to provide at least a 40% match to the grant, plus consulting fees to coordinate the project. Funds are available in the Planning Department Budget for the preparation of the SHPO grant application. Should the City be successful in obtaining grant funding, a budget amendment would be required to allocate grant match funds from the Public Improvement Fund.

*Council Comments and Discussion:* In response to a question from Council, it was answered that the City has a line item in the Public Improvement Fund for grant matches.

In response to a question from Council it was answered that no other consultants were approached for a proposal on this project because Sally Elmiger from Carlisle Wortman, the City’s Planning Consultant, is the liaison to the Historic District Commission. It was clarified that qualified architects will be brought in to evaluate each structure for historical value. The public will not have input as to a structures historical value.

**Motion Darga, seconded by Allen** to authorize Administration to apply for funding from the State Historic Preservation Office for Certified Local Government grant funding to conduct an intensive level survey of the Northville Historic District and to authorize the expenditure of up to \$4,500 for Carlisle Wortman Associates to prepare the grant application. **Motion carried unanimously.**

### **B. Public Improvement Fund Commitments**

Racetrack breakage funds (in excess of the cost of police and fire department service provided at the racetrack) are recorded in the Public Improvement Fund. Over the past decade, those funds have primarily been used for capital outlay and construction related activities.

Typically the discussion about commitment of the breakage funds occurs after the fiscal year-end in which they are received. FY2015’s breakage revenue to be committed is \$154,594.

It was requested that the Northville City Council consider allocating breakage funds for specific purposes specified below.

- Annually, City Council allocates the first \$60,000 for future police and fire equipment purchases. This contribution will lessen the burden on the General Fund for FY2017.
- Two years ago the City began setting aside funds for City Hall building improvements. The remaining \$94,594 is requested to be utilized for this purpose.

Council Comments and Discussion: In response to a question from Council, it was answered that the City, at the direction of the Citizens Budget Committee in 2009, sets aside approximately \$60,000 annually from the breakage funds for equipment replacement to help balance the budget. It was noted that the economy and funding restrictions will not allow the City to return to the 2008 funding levels until 2020 and that this was a stop gap measure put into place until the economy balances out.

In response to a question from Council it was answered that the City currently has about \$1.2 million set aside for renovation to the current City Hall or co-location project. City Hall currently is in need of a new roof, windows, and doors. It was noted that breakage funds are not spent until they are received by the City.

**Motion McKindles, seconded by Darga** to commit breakage funds for the following:

Police and Fire Equipment Reserves	\$60,000
City Hall Building Improvements	\$94,594,
Total proposed allocations	\$154,594.

**Motion carried unanimously.**

### **C. Fiscal Year 2017 Budget Schedule**

As part of the budget process, traditionally, City Council schedules one special meeting in January to discuss its Goals and Objectives and two special meetings in April to review the proposed budget. The meeting schedule must conform to the City Charter and State of Michigan Tax and Budget Laws. The Goals and Objectives meeting and budget sessions will take place at 7:00pm

Council Comments and Discussion: None

**Motion Allen, seconded by Ekong.** to set the dates for the fiscal year 2017 goal setting and budget review meetings as follows:

- Monday, January 11 Special City Council Meeting – Goals and Objectives (7:00 PM)
- Monday, April 4 Regular Meeting - Budget document presented to City Council
- Thursday, April 7 Special Meeting – Budget Review Session #1 (7:00 PM)
- Thursday, April 14 Special Meeting – Budget Review Session #2 (7:00 PM)
- Thursday, May 5 Notice of Availability of Budget and Hearing on Budget (at least one week in advance of the hearing)
- Monday, May 16 Regular Meeting - Hearing on Budget Adoption, subsequent Budget Adoption, and establishment of 2016 Operating Millage Rate

**Motion carried unanimously.**

### **D. Proposed Computer Purchase**

A key aspect of maintaining the City's computer network system is providing reliable computer network workstations. The current computers are over four years old and are in need of replacement. The processor speed, amount of memory, and operating versions are not always sufficient for current data processing needs.

The City's five year financial plan provides for the computer upgrade program in this fiscal year for the upper level of City Hall, the DDA office, and the DPW yard. The Police Department replaced its computers earlier this year.

Three quotes were received for the acquisition of workstation computers.

<u>Vendor Name</u>	<u>Base Price per PC</u>	<u>Discount Program</u>
CDW-G	\$829.00	National IPA Technology Solutions
HP	\$879.00	Federal GSA
New Egg Business	\$859.99	Government Discount

The lowest quote was submitted by CDW-G at a unit price of \$829. Microsoft Office 2016 software would be an additional \$263 per license.

The City's primary vendor over the past few years has been CDW-G for purchase of various printers, monitors, and technology supplies. They are able to offer competitive pricing utilizing the National IPA Technology Solutions contract which is better than the Federal GSA program.

The total cost for 22 desktop computers including Microsoft Office 2016 is \$24,024. The City has \$20,000 budgeted in the General Fund for this purchase in the current fiscal year. Minimal budget amendments will be required in the General Fund, DDA Fund, and the Equipment Fund.

Council Comments and Discussion: It was explained that computers taken out of service are recycled.

**Motion McKindles, seconded by Darga** to authorize Staff to purchase 22 HP desktop computers from CDW-G in the amount of \$24,024. **Motion carried unanimously.**

#### **E. Proposed Purchase of BS&A Software**

The City has utilized BS&A software for its tax and assessing needs since 1990 and its financial software for 13 years. Staff is requesting City Council to consider approval to purchase the following applications.

- Field Inspection – Software loaded on tablets which allows inspectors to enter all inspection information in the field. The data will then sync to the Building Department software eliminating the need for duplicate data entry. When inspections are approved, the inspector can issue and email the final certificate of occupancy right from the field.
- AccessMyGov/Building Department – Allows the following tasks to be performed online: Enables contractors and the general public to easily access inspection and permits they have requested. Request inspections. Allows contractors to submit and pay for permit applications.

The Building Inspector has been using the Field Inspection software for a few months at the City of Plymouth and highly recommends that we implement the same at the City of Northville. The City of Plymouth will allow the Inspector to use his current tablet for the City of Northville software. Two tablets will need to be purchased for the electrical and the plumbing/mechanical inspectors.

The proposal from BS&A, not to exceed \$11,845, is detailed below:

- Software - \$6,530
- Implementation, Training, Travel - \$2,975
- Project Management & Planning - \$2,340

Funds have been set aside in the Public Improvement Fund for this purchase.

**Motion Allen, seconded by Ekong** to authorize the purchase of the Field Inspection and AccessMyGov/Building Department applications for a not to exceed amount of \$11,845 from BS&A Software. **Motion carried unanimously.**

**F. Transportation Award / Ski & Snowboard Club / Parks and Recreation**

The Ski and Snowboard Club is a popular winter program for the Northville Parks and Recreation Department. Annually, over 200 middle and high school age participants join this program, which transports these participants from the Recreation Center at Hillside to the Mount Brighton Ski Area weekly. The Recreation Department solicited requests for proposals (RFP's) for the transportation services for the 2016 Ski and Snowboard Club on the Michigan Intergovernmental Trade Network (MITN) website.

The Department received 2 RFP's for the transportation service. Trinity Transportation was the lowest bidder for Motor Coach Transportation Services at a rate of \$ 592 per motor coach and a \$100 cancellation fee and \$ 250 turn-around fee. Trinity has been providing the Northville Parks and Recreation, Ski and Snowboard Club transportation for the past seven years. Their service provided has been professional throughout this tenure. The direct costs for Parks and Recreation programs are paid by the participants, and the program registration fees include all transportation expenses.

**Motion McKindles, seconded by Allen** to accept the bid from Trinity Transportation of Wyandotte, Michigan for transportation services for the 2016 Ski and Snowboard Club program at a price of \$ 592 per motor coach and a \$100 cancellation fee and \$250.00 turn-around fee. **Motion carried unanimously.**

**G. Final Balancing Change Order / Permanent Utility Cut Repair Program**

On June 1 2015, City Council awarded a contract to Bush Brothers Asphalt Paving Inc. for the 2015 Permanent Utility Cut Repair Program. Bush Brothers provided the lowest price of four companies interested in undertaking this program for Northville.

The company did excellent work for the City, and between the time of award and the time the repair program had been completed, an additional amount of utility cut work was identified and repaired in the city's roadways. When repairing some of the cuts, the area of repair needed to be larger than what had been originally anticipated. In addition there were three additional locations where utility cuts needed to be repaired. This added work increased the contract amount.

It was proposed that a Final Balancing Change Order be approved by City Council to cover the extra cost of the utility cut work. The additional amount requested is as follows:

Extra asphalt patching (3" to 6" thick) 61 SY. @\$105 per SY. = \$6,405  
Extra asphalt patching (8" to 12") 20 SY. @ \$155 per SY = 3.100  
Total Increased Amount \$9,505

This contract change order (\$9,505) added to the original contract (\$19,800) brings the new contract amount to \$29,305. A budget amendment will be required to cover this increased amount.

Council Comments and Discussion: In response to a question from Council, it was explained that the Public Works Director works with contractors to correct problems with their work when repairing utility cuts.

**Motion Darga, seconded by McKindles** to approve a change order with Bush Brothers Asphalt Paving Inc. in the amount of \$9,505 for additional utility cut repair work on the 2015 Permanent Utility Cut Repair Program. Further, move that the Public Works Director is authorized to sign this change order on behalf of the City of Northville. **Motion carried unanimously.**

**H. Bid Award / Carpet Replacement / Allen Terrace**

In April, the Housing Commission solicited bids for carpet replacement and painting for the common areas at Allen Terrace using specifications drawn by Architect Dave Mielock. A request for proposals was published and two bids were opened August 20, 2015.

A summary of the bids is shown in the table below.

Vendor	Carpet	Paint Base Bid	Paint Stairwells	Paint Doors/Frames
Cross Renovation	\$68,333	\$21,777	\$17,865	\$9,577
Shamrock Floors	\$53,608	No bid	No bid	No bid

As only one bid was received for the painting portion, the architect recommended rebidding to achieve better pricing. The Housing Commission is seeking approval to replace carpeting in all common areas in Allen Terrace, with the exception of the lobby area.

\$32,000 is budgeted in the Housing Commission Capital Outlay Fund for carpet replacement. The additional \$21,608 needed would be funded with the Housing Commission Capital Outlay Fund which currently has approximately \$1 million set aside for building improvements.

**Motion Darga, seconded by Ekong** to authorize staff to award a contract in the amount of \$53,608 to Shamrock Floors for carpet replacement. **Motion carried unanimously.**

**I. Bid Award / Painting / Allen Terrace**

In September 2015, the Housing Commission solicited bids for painting the common areas at Allen Terrace using specifications drawn by Architect Dave Mielock. On October 14, 2015 the Housing Commission approved a contract to Cross Renovation in the amount of \$37, 489, pending City Council approval for painting/repairing all common areas in Allen Terrace, with the exception of the lobby area, which has already been completed.

A summary of the bids received on October 1, 2015 is shown in the table below:

Bidder/Vendor	Base Bid	Base+stairwells	Base+doors+frames	Total
J. Williams Const.	\$44,000	\$18,000	\$10,800	\$72,800
Cross Renovation	\$24,328	\$8,767	\$4,394	\$37,489
MV Const.	\$22,000	\$17,500	\$9,450	\$48,950
Howell Const.	\$27,900	\$7,300	\$7,500	\$42,700
LA Painting	\$24,900	No bid	No bid	\$24,900

Funds have been set aside for building improvement in the Housing Commission Capital Outlay Fund.

Council Comments and Discussion: In response to a question from Council it was responded that there are four color schemes, one for each floor to complement the carpet.

**Motion McKindles, seconded by Ekong** to authorize staff to award a contract in the amount of \$37,489 to Cross Renovations for painting the common areas of Allen Terrace. **Motion carried unanimously.**

## **COMMUNICATIONS**

### **A. Mayor and Council Communications**

Councilmember McKindles commented that it has been an honor to serve on Council and that four years ago when he was elected, he had no idea how the City was run.

Councilmember Ekong commented that even though he only served two years with Mayor Johnson and Councilmember McKindles that he felt they did a great job and thanked them both.

### **B. Staff Communications**

City Manager Pat Sullivan expressed his gratitude to Mayor Johnson for his 28 years of service to the community and invited everyone to the Mayor's party on November 13, 2015. He noted that he had not met Councilmember McKindles prior to being elected and has appreciated his ability to sum up issues with residents and his ease in speaking to residents to come up with a solution.

There being no further business to come before Council, the meeting was adjourned.

**Adjournment: 9:10 p.m.**

Respectfully submitted,

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Michelle Massel  
Deputy City Clerk

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Christopher J. Johnson  
Mayor

Approved as submitted: 12/21/15