

City of Northville
CITY COUNCIL REGULAR MEETING MINUTES
December 7, 2015

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

ROLL CALL

Present: Mayor Ken Roth, Mayor Pro Tem James Allen, Councilmembers Nancy Darga, Sam Ekong, and Marilyn Price

Absent: None

Also Present: City Manager Patrick Sullivan, City Clerk Dianne Massa, Public Works Director James Gallogly, Parks and Recreation Director Jason Spiller, Housing Director Sherry Necelis, several members of the Boy Scouts, reporter from Northville Record, and approximately six citizens.

PRESENTATIONS

A. Citizens Comments

George Fomin, 17545 Rolling Woods Circle, Northville Township, voiced a safety concern for pedestrians and children crossing from the south side of Northville Square to the parking lot. Many children are crossing after attending dance classes. Higher volume of traffic, traffic speed through the parking lot (which is an extension of W. Cady Street), and one-hour parking near the building that is being used as a “standing” lane, have raised safety concerns. The cars have no regard for pedestrians and children entering/leaving Northville Square. There is concern that a child will be hit by a vehicle.

Fomin offered solutions, which included posting two “yield to pedestrian” signs, similar to the signs posted on E. Main Street at the crosswalk near the town clock. The current parking lot pedestrian yield signs are posted off to the side of the parking lot and are difficult to see. The second solution, if the yield signs are not placed, is to create a “no stopping, no standing, no parking” area near the building. He encouraged City officials to view the area and observe the traffic and vehicles.

The DPW Director noted that the City hired Spaulding DeDecker, an engineering firm, to perform a traffic study of this area. This was done in response to merchant requests to have a crosswalk installed at the south entrance area of Northville Square. The current crosswalk is designed and striped per the Traffic Engineer’s recommendation. The City was concerned with placing a crosswalk as people generally see a crosswalk as a “safe zone.” Cars using the parking area as a “standing zone” is a matter that will be forwarded to the Police Chief for further review.

City Council directed the City Manager and DPW Director to review the area and give consideration as to if either suggestion offered by Fomin should be implemented, if other changes are needed, or if the crosswalk should remain as is, and report back to City Council.

APPROVAL OF AGENDA AND CONSENT AGENDA

Historic District Survey Grant Resolution was added to the agenda as New Business 9E.

Motion Darga, seconded by Allen to adopt the agenda and consent agenda as amended:

Approve City Council Minutes of: None

Receive Bills List:

- Checks #96405 to #96488, EFT #500220

- Checks #96489 to #96561, EFT #500221

Receive Board and Commission Minutes: None

Receive Departmental Reports:

Youth Assistance: 11/15

Board and Commission Appointments:

- Northville Youth Assistance: Appoint Michele Fecht and Suzanne Lynn to fill two vacancies, with a term expiration of 12/31/17

Subrecipient Agreement for Wayne County Community Development Block Grant Funds

Motion carried unanimously.

PUBLIC HEARING

A. Public Hearing for Proposed Uses of Oakland County Community Development Block Grant Funds for Fiscal Year 2016

The City of Northville is expected to receive \$6,000 from Oakland County Community Development Block Grant (CDBG) program for fiscal year 2016. CDBG funds are used to target low to moderate-income residents or to provide an urgent community need. The City of Northville has no low/moderate income census tracts for project eligibility; however, the category of senior citizens qualifies as a presumed benefit group eligible for CDBG expenditures.

The CDBG application process requires a public hearing where residents are allowed to provide input on the proposed uses of the funds. Recommendations for uses of FY2016 CDBG funds:

Project Description	Amount
<i>Public Services – Senior services</i>	\$6,000
CDBG funds may be used for Senior Citizen Centers staffing, etc.	
Total Estimated Allocation – Oakland County	\$6,000

City Council Comments and Discussion: A comment from City Council voiced concern with allocating CDBG funds for senior staffing. Staffing is an on-going function that needs a sustainable funding source. It was also questioned why these funds were not being directed to senior transportation, as in the past.

Staff explained that these funds would provide for additional senior staff to create additional senior programming, including transportation staffing. CDBG Funds are not the only funding source for programming. In addition, the transportation program has other funding mechanisms, including a \$10,000 grant from Mission, user fees, and other miscellaneous grants. If CDBG funds were not

allocated next year to use for senior staffing, the remaining available grants and funds could be redistributed, some programming might be eliminated, and Staff would also seek other grant and funding opportunities.

The public hearing was opened at 7:53 p.m.

Joey Kocian, resident, questioned the amount of CDBG funds the City expects to receive from Wayne County. It was responded this amount is expected to be \$25,471.46.

Being no further comment, the public hearing was closed at 7:55 p.m.

Motion Darga, seconded by Allen to adopt a resolution authorizing the use of fiscal year 2016 Oakland County Community Development Block Grant Funds as proposed. **Motion carried unanimously.**

NEW BUSINESS

A. Contract Award / Allen Terrace Drainage Project

The Housing Commission solicited bids for installing drainage pipes to capture and drain storm water runoff in back of Allen Terrace (west end). The Housing Commission worked with Architect Dave Mielock to create specifications for the project, conduct a pre-bid walk-through meeting, and review the bids received.

On November 5, 2015, three bids were received as follows:

<u>Bidder/Vendor</u>	<u>Base Bid</u>	<u>Voluntary Alternate #1</u>	<u>Voluntary Alternate #2</u>	<u>Voluntary Alternate #3</u>
Macomb Pipeline	\$29,900	none	none	none
Merlo Construction	\$34,175	none	none	none
Kocian Excavating	\$ 8,845	none	none	none

The project architect reviewed the bids and determined the low bidder, Kocian Excavating, meets the bid specifications. At its November 12, 2015 meeting, the Housing Commission recommended approval of a contract with Kocian Excavating. As part of their bid, Kocian was requesting a 50% down payment to cover the cost of material. The Director of Public Works contacted Kocian and they agreed to drop the down payment request. The DPW Director also examined the drainage plan and concurred that the proposed design will pick up water from the roof downspouts without exceeding the capacity of the existing storm sewer pipe. Kocian's insurance documents will be forwarded to MMRMA for review.

As funding for this project is not included in the FY2015 budget, Fund Balance will be used to pay for this project.

City Council Comments and Discussion: A comment from City Council voiced concern with the low bid being 50% lower than the other two bids received. Staff explained that Kocian was the company that installed the original drainage system for a different part of the building. Kocian is familiar with the building and does not believe the new drainage project will be that involved or difficult. They have also done other work for the City. Any project over-run would be at the expense of Kocian. However, a change in project scope would be at the expense of the Housing Commission.

Motion Allen, seconded by Ekong to authorize staff to award a contract in the amount of \$8,845 to Kocian Excavating for installing drainage along the west end of the rear of Allen Terrace. **Motion carried unanimously.**

B. Approval of Additional Funding / Seven Mile and Edward Hines Drive Project

In 2014, City Council approved a standard Intergovernmental Agreement with Wayne County for the rehabilitation of Seven Mile Road and E.N. Hines Drive in the City of Northville. This project was administered by the Engineering Division of the Wayne County Department of Public Services under an agreement with the Michigan Department of Transportation (MDOT) utilizing federal program dollars. It was necessary for the City to enter into this Intergovernmental Agreement to share local costs in order for the project to commence. The project was completed on schedule in August of 2014.

The original contract amount was \$1,179,879.57. However, during the course of the project, additions were made by Wayne County, increasing the contract amount to \$1,334,173.29. This increase was mostly covered by federal funds. However, the City and Wayne County are contractually obligated to share the increase in local share costs. The additional amount needed from the City of Northville for this project is \$6,190.81, making the total amount required from the City of Northville to be \$124,570.47.

Wayne County received federal funding totaling \$1,088,875.35 for this project. As standard practice, Wayne County shares the local cost of the project with the cities that their projects are in. Based on the project estimate in the Intergovernmental Agreement with Wayne County, the City budgeted \$100,000 for this project. With this project's increase in cost it will be necessary to make a budget amendment to increasing the amount budgeted for this project to a final total of \$124,570.47. Funding for this increase in project cost will come from reserves in the Street, Drainage and Sidewalk Improvement Fund.

City Council Comments and Discussion: Discussion ensued pertaining to the local match required for Wayne County projects and whether local government is consulted when a project scope changes or overruns occur that results in an increased cost. While this project change was less costly, there was concern that the City could be responsible for changes to the cost of future projects, much higher than this.

Staff explained that the City is consulted on project scope. However, construction numbers may vary from the project estimate and the City is bound by the terms of the Intergovernmental Agreement to pay a certain percentage of the project cost. The various steps involved to receive funding and project approval were explained, including MDOT policy and federal funding requirements. Wayne County cannot secure grant funding of projects if the project goes outside of the overall scope and outside of the Intergovernmental Agreement. It was also noted that this project was unique in the fact that the City approached the County for a project scope change for shoulder and bicycle lanes.

A separate comment from Council believed the \$6,000 additional cost is minor compared to the overall benefit this project will bring to the community.

Motion Darga, seconded by Allen to approve an increased amount of \$6,190.81 for a total payment of \$124,570.47 to Wayne County for the City's local share of the rehabilitation of Seven Mile Road and E.N. Hines Drive project. **Motion carried unanimously.**

C. Contract Award / Professional Printing Services / Parks and Recreation Brochure

The Parks and Recreation Department produces bi-annual activities brochures for the community to inform of upcoming class, programs, and events. The brochure has expanded recently due to the addition of programs and expanded services. Traditionally, the brochure has been printed using mainly black and white print with the addition few pages of color for advertising purposes. Many departments are now moving toward a full-color brochure to help attract potential customers and advertisement opportunities.

On December 4, 2015, the Parks and Recreation Department received bids for professional printing services for full color print using the Michigan Intergovernmental Trade Network system as follows:

<u>Vendor</u>	<u>40 Page</u>	<u>48 Page</u>	<u>52 Page</u>
Community Publishing/Printwell	\$ 8,689.20	\$10,508.60	\$ 9,844.17
ID Enterprises	\$11,660.00	\$12,155.00	\$13,781.08
Signature Offset	\$11,224.68	\$12,197.00	\$13,559.89
Lawson Printers	\$14,300.00	\$16,600.00	\$18,500.00
EGT	\$15,797.50	\$17,921.36	\$19,061.41

The costs for the Parks and Recreation Activities Brochure printing are included in the FY2015 budget. Advertisements help to off-set the costs of the printing and publishing.

Motion Allen, seconded by Ekong to accept the bid from Community Publishing/Printwell of Taylor, MI for Professional Printing Services for the 2016 Spring/Summer Activities Brochure. **Motion carried unanimously.**

D. Non-Union Wage Adjustments

In 2013, Council ratified labor contracts which implemented certain health insurance plan changes and wage adjustments with non-union personnel. The package established a pattern for wage and benefit adjustments which have occurred over the last two years with the four collective bargaining units. The plan called for modest increases of 2%, 1%, 1% over three calendar years and substantial changes to the health insurance plan which would offset the impact of the wage increases.

The standard health insurance plan is a high deductible, HMO plan with a Health Savings Account (HSA). Employees are now contributing 20% of the premium and HSA contribution. The non-union personnel started the new health insurance program in 2013, and the union personnel started with the new plan January 1, 2014.

Non-union personnel follow the MAPE (clerical union) contract for most fringe benefits. It was proposed that all regular full-time and regular part-time, non-union personnel receive the same 1% wage increase due to the union personnel under the third and final year of their contract.

Motion Allen, seconded by Price to grant a 1% wage increase, for the 2016 calendar year for all regular full-time and regular part-time, non-union employees. **Motion carried unanimously.**

E. Historic District Survey Grant Resolution

On November 2, 2015, City Council authorized Carlisle/Wortman to prepare a grant application to the Certified Local Government (CLG) Program of the State Historic Preservation Office (SHPO). If

successful, the grant would be used to conduct an intensive-level survey of the Historic District. The resolution provided for City Council’s consideration authorizes the City Manager to apply for a grant of \$38,420, and to sign the application and documents required to administer the grant. The resolution pledges a City contribution of up to \$15,368. Funding for grant matching is available in the City’s Public Improvement Fund.

City Council Comments and Discussion: In response to a question from City Council, it was clarified that the grant application is for \$38,420. If the grant application is approved, \$23,052 would be the actual grant amount awarded, and the City’s contribution would be \$15,368, for a total of \$38,420.

Motion Allen, seconded by Ekong to approve the Resolution of Acceptance of Certified Local Government Grant, Execution of Required Grant Agreement, and Designation of Authorized Signatory.

Motion carried unanimously.

MAYOR AND COUNCIL COMMUNICATIONS

It was explained that City Council would be going into Closed Session. It was not expected that City Council would have any further business to discuss or would be taking any action following the Closed Session. As such, Mayor and Council, and Staff Communications were moved up on the agenda.

A. Mayor and Council Communications

Allen noted that there is a vacancy on the Board of Review. There will soon be a vacancy on the Historic District Commission.

Roth invited everyone to the “new ladder truck arrival” event on December 8th at Plymouth Station 1.

B. Staff Communications None

Being no further business, the meeting was adjourned.

Adjournment: 8:17 p.m.

Respectfully submitted,

Dianne Massa, CMC
City Clerk

Ken Roth
Mayor

Approved as submitted: 12/21/15