

**City of Northville**  
**CITY COUNCIL REGULAR MEETING MINUTES**  
**June 20, 2016**

Mayor Roth 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.

Mayor Roth read a statement advising that the City Council meeting was being recorded for rebroadcast on the City's website. By remaining present at this meeting, this was consent to have your voice and image recorded and posted on the City's website.

**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, Police Chief Michael Carlson, Director of Public Works James Gallogly, Finance Director/Treasurer Sandi Wiktorowski, Communications Manager Liz Cezat, reporter from Northville Record, and approximately 30 citizens

**PRESENTATIONS**

**A. Citizens Comments**

**B. Water and Sewer Rate Setting**

A report on the proposed rate increases was presented by the Director of Public Works and the Finance Director/Treasurer. The report focused on the following:

- Infrastructure Needs:
  - o Water Reliability Report
- Water Main Replacement Needs:
  - o FY2017 \$225,000 for S. Wing and Walnut Streets
  - o Future years estimated at \$400,000 per year
- Meter Replacement Program:
  - o Estimated at \$1 million
- Water System Charges by Great Lakes Water Authority (GLWA):
  - o 5.9% increase approved by GLWA on 5/26/16
  - o Rate is based on the 4% not-to-exceed revenue requirement promised to wholesale customers and 1.9% due to seven communities renegotiating their contracts, shifting costs to other communities

- GLWA charge structure of 60% fixed cost and 40% usage based
- Sewer System Charges by GLWA and Wayne County:
  - 14.9% increase approved by GLWA on 5/12/16
  - Wayne County is expected to approve the rate increase
  - Charges are 100% fixed cost
- Proposed City of Northville Rates – (usage based):
  - Water: increases from \$6.32/unit to \$7.51 unit; allows for 2 water main improvements in FY2017
  - Sewer: increases from \$5.83/unit to \$5.98 unit
  - Dual Sewer: increases from \$3.55/unit to \$4.01/unit
- Proposed City of Northville Rates – (fixed charges):
  - Service Charge: decrease from \$5.83 to \$3.31 bi-monthly to cover meter reading and billing preparation/mailing
  - Meter Replacement Charge: new charge of \$2.52 bi-monthly allows for Phase 1 of meter replacement program (\$34,000)
  - The FY2017 combined service charge and meter replacement charge equals the FY2016 service charge
- Impact to Utility Bill
  - Combined water and sewer charge increase is 10.82%
  - Average household with usage of 5 units/month would see increase in utility bill of \$6.70/month
  - \$4.13 of the increase is a direct pass-through of GLWA and Wayne County increases

City Council Questions, Comments, and Discussion:

- It was explained that the accumulated Highland Park debt was assessed to other communities. GLWA has new measures in place to avoid other communities defaulting and of placing payment of the default on other communities.
- The number of homes impacted by the water meter change out program is approximately 2,400 homes or businesses. Meter replacement last done in 1997. Meters are designed to last 20 years.
- Of the \$6.70/month rate increase, the City assumes \$2.50 of that amount and the rest goes to GLWA.
- Discussion of how the GLWA rate setting formula is determined.
- Improvements made two years ago were done to avoid peak flow charges. The City continues to see benefits from that investment.

Mary Starring, 402 Randolph requested further explanation of the dual meter program.

Bill Elsesser, 20440 Lexington noted a comparison of water rates across the country found that Northville's water and sewer rates are lower than those in other areas (Santa Fe, New Mexico, Phoenix, Arizona) and are lower than a lot of cities in the Midwest. Offered the suggestion that the City consider a hybrid fee structure that would raise rates after using a preset number of water units. This might encourage conservation. Staff explained that a hybrid fee structure is more complex to administer. Also, the City may also be penalized by GLWA if it uses less water than expected.

**APPROVAL OF AGENDA AND CONSENT AGENDA**

Ford Field Policy Discussion was added to the Agenda as the first item for New Business.

**Motion Ekong, seconded by Price** to approve the agenda and consent agenda as amended:  
Approve City Council Minutes of:

- Regular Meeting of June 6, 2016

Receive Bills List:

- Checks #99080 to #99216, EFT #500238
- Checks #99217 to #99327

Receive Board and Commission Minutes:

- Beautification Commission: 4/4/16

Receive Departmental Reports:

- Youth Assistance: 6/16

Board and Commission Appointments:

- Arts Commission: Reappoint Ellen Bennett, Lesa Buckland, and Mark Kassa, to three-year terms expiring 6/30/19
- Planning Commission: Reappoint David Mielock, Marc Russell, and Jeff Snyder, to three-year terms expiring 6/30/19

Street Closure Request / Linden Street Block Party / July 14, 2016

Street Closure Request / Bealtown Block Party / August 13, 2016

Budget Amendments to the 2015-16 Budget through 5/31/16 and Investment Report

**Motion carried unanimously.**

## **NEW BUSINESS**

### **A. Ford Field Rental Reservation Policy Discussion**

At its June 6, 2016 meeting, City Council received public comment and discussed high impact and major events held in Ford Field and the impact of those events on the neighboring Mill Race Village (MRV). Following the discussion, City Council approved the Ford Field Rental Reservation Policy to add “Ford Field High Impact/Major Event fee (\$2,200)” to the list of established rental rates in the policy, with the understanding that non-profit organizations will not be charged the Mill Race Village closure fee until 2017.

On the weekends when Ford Field is used for high impact and major events, MRV is not able to schedule weddings. Weddings are the greatest source of fundraising revenue for MRV. The established fee of \$2,200 for use of Ford Field for larger events was to offset the revenues lost by MRV. In an attempt to work together so that MRV and non-profits using Ford Field are not hurting each other, it was proposed that the Ford Field Rental Policy be further amended to consider a day-by-day fee, as opposed to a weekend fee, which would apply only to the two existing non-profits: Relay for Life and Chamber of Commerce Food Truck Rally. All fees would be waived for 2016 and would be assessed beginning with 2017. In addition, MRV would agree to not book events one year out.

City Council comments and discussion included:

- Concern that one non-profit is paying for another non-profit. Other comments countered that MRV has taken a revenue loss by not booking weddings during large events at Ford Field, so that other non-profits could hold their event and fundraise.
- The existing non-profits (Relay for Life and Chamber of Commerce’s Food Truck Rally) would be grandfathered. Going forward, new events would not be allowed the discounted daily rate and would pay the full weekend rate.
- Concern that it appears the City is favoring MRV over other non-profit groups. Comments countered that the City has supported other non-profits and the Tipping Point Theatre parking lot was cited as an example. City Council needs to look at the community as a whole and not group by group.

- Concern that the downtown will lose business if other non-profits must pay a fee to use Ford Field. Some non-profits have suggested they will move their event to another community, such as Plymouth or Northville Township.
- Total rental rate is reasonable compared to rental rates of other venues. A survey of surrounding areas found that City of Plymouth charges \$750/day for use of the band shell. Metro Parks charge \$800/day for pavilion rentals. The fee for use of Ford Field is less.
- Concern that valued groups are being pitted against each other. The goal is to compromise with a structured policy for high impact events so that all groups may coexist. Existing non-profits would retain their location in Northville with a reduced rental rate and MRV would recoup lost revenue.
- MRV is amenable to a prorated fee for current non-profit events. MRV is also agreeable to not scheduling any events on those weekends.
- Changes to the policy would not prohibit MRV from being open to the public on Sunday.
- Concern that the discounted rate would apply only to the Chamber's food truck event and any new Chamber event would be lost to another community due to the rental fee. Comments noted that if the Chamber has a new event, it should come to the City first. Perhaps a sponsorship for a new event might be found in order to bring the rental fee down to the \$1,000 range.
- Parks fees are assessed for Northville residents to use parks. This fee is similar in nature.

Jennifer Luikart, MRV Office Manager, comments included appreciation of the rental fee to offset lost revenues; the \$2,200 Ford Field rental fee being an “average” of the amount of weekend revenue MRV receives for booking weddings; loss of revenue for wedding bookings MRV has had to deny due to events at Ford Field in 2017; MRV shares its financial statements with the City each month; MRV cannot afford hiring weekend monitors when there are large events at Ford Field; Ford Field having only three to four events a season and MRV will not get the fee for all weekends, just those booked; and the location of activities within a Ford Field event does affect the visual from the gazebo used for weddings.

Jody Humphries, Chamber of Commerce, comments included initial concern at the timing of the fee adoption and appreciates not having to pay the fee this year; Chamber events are not scheduled three months in advance; for a non-profit, a \$2,200 fee is a lot and even \$1,000 has an impact as fundraising revenue margins are slim; Chamber events are not only fundraisers, they are for the community and bring people to the downtown, which benefits the merchants; the Chamber will need to make a business decision to determine if the fee is sustainable or if moving the events to another venue is necessary; and the need to retain a good partnership with the City.

Dan Ferrara, Northville Central Business Association member, Chamber of Commerce board member, and business owner, comments included appreciation for City Council having more discussion on the Ford Field rental policy; no one wants to see MRV be hurt by events; questioning MRV claims of losing revenue when their 2014 tax return shows over \$700,000 in reserve funds; the Chamber of Commerce diversifies its programs and fundraising events to ensure a sound budget; MRV should diversify their events so that wedding revenue is not its primary source of funding; special events provide a community benefit; suggestion to choose four weekends that are reserved for Ford Field events for the next 10 years so that all parties are aware and can adjust their fundraising accordingly; unfair to grandfather only non-profits as for-profit events provide value to the community; it appears all other events and merchants in the downtown adapt to special events except for MRV; and consideration to include the Main Street League as one of the defined non-profits.

John Webster, 413 Larry Drive, comments included that he was not from any organization; complained about Rib Fest last year (letter to Northville Record); consideration of what is an appropriate use for Ford Field needs to be determined; and there are other places in Northville where Rib Fest (now Food Fest) could be held.

Mary Starring, NCBA member and business owner, comments questioned why Mill Race Village could not be used as part of the special event location as the group is paying a fee.

Jim Bone, Northville Historical Society board member, comments included that MRV is operated and maintained by the Northville Historical Society (NHS), which is a group of volunteers; the buildings at MRV are more than 100 years old, in delicate condition, and cannot handle festivals; four weekends out of the summer when weddings cannot be booked is more than 30% of MRV revenues; and the \$700,000 of funds in reserve is actually an endowment that cannot be used for MRV operations.

Bill Stockhausen, Northville Historical Society member, comments included the history of MRV and how it came to be; how MRV is marketed and promoted; the NHS board and various committees of volunteers that make MRV events possible; buildings at MRV and the MRV grounds are maintained by volunteers; volunteer hours are tracked, and over 44 years over 500,000 hours have been volunteered at MRV; there is a part-time paid staff to assist MRV with archives, event bookings, etc.; and the NHS invites people to volunteer their time to MRV.

Cindy Bone, Old Bedford, Northville Township, comments included that MRV is the only non-profit adjacent to Ford Field; MRV has a small budget, with nothing left at the end of the year; and \$2,200 may not cover the maximum revenue that might have been raised for that weekend if weddings had been booked.

**Motion Darga, seconded by Price** to amend the Ford Field Rental Reservation Policy as follows:

- Existing high impact/major events run by existing non-profits (Relay for Life and Chamber of Commerce) would be grandfathered in at rate of \$500 a day.
- Mill Race Village would be prohibited from holding weddings or scheduling other rental events on dates when they are receiving the closure fee.
- Policy in effect at Ford Field April 1<sup>st</sup> through November 30<sup>th</sup> (effective Friday, Saturday, Sunday), which is the parks season.
- Fee of \$2,200 for all other high impact/major events at Ford Field (both non-profit and for-profit events).

**Motion carried unanimously.**

## **B. Purchase of In-Car Radar Units and Dispose of Old In-Car Radar Units**

Currently, the Police Department's six patrol cars are outfitted with Decatur Genesis II Select Radars. The units were purchased around 2008. The useful life of these radars is normally seven to eight years. In recent months, these radar units have started to fail. These radars are no longer under warranty.

Police Department staff researched three manufacturers for replacement radars: Kustom Signals, Applied Concepts, and Decatur Electronics. While looking at various models from each of these manufacturers, the Department staff kept in mind the features on the existing radars. In doing so, the Department was able to keep the price of the radar units within budget.

The Kustom Signals Golden Eagle II was chosen as the replacement radar. It has all the options of the current radars, is less expensive than others with the same features, and can be purchased under the State contract. Proposed is the purchase of six Kustom Signals Golden Eagle II in-car radar units to replace the existing radars. The Police Department also requested to have Cruisers, the Department's patrol vehicle outfitter, install the new radar units.

The cost for each radar unit is \$1,539. The cost for each installation is \$290. In addition to purchasing the new radar units, the Police Department requested City Council approve the sale of the existing radar units at auction as allowed by Section 2-188 in the City's Code of Ordinances. Total cost for all six radars and installation is \$10,974, which is within the \$14,000 budgeted in FY2016 for this purchase.

City Council Comment and Discussion: As the old units are failing, it is uncertain how much the City will recoup from auctioning the old equipment. It was also noted that the old radar units do not retain sensitive data and will not need to be "scrubbed" before disposal.

**Motion Darga, seconded by Allen** to authorize the expenditure of \$10,974 for the purchase and installation of six radar units from Kustom Signals, Inc., and further approve the sale of the six existing radar units in accordance with Section 2-188 in the City of Northville Code of Ordinances. **Motion carried unanimously.**

### **C. Michigan Mutual Aid Box Alarm System**

In 2014, with the adoption of the most recent version of the Interlocal Agreement creating the Western Wayne County Mutual Aid Association, the Mutual Aid Association's member communities also became a part of the Michigan Mutual Aid Box Alarm System (MI-MABAS). MI-MABAS provides structure for mutual aid response, not only within the local Mutual Aid Association, but for those instances in which the Fire Department may be requested to respond "out of division" to other communities.

MI-MABAS has proposed an amendment to the MI-MABAS agreement concerning reimbursement for expenses of special operations teams, such as the Mutual Aid Association's Hazardous Materials Response Team and the Urban Search and Rescue Team. The City's Fire Department contributes two members to each of these teams. Under the existing agreement, the first eight hours of response by such teams is at no cost. With the amendment, reimbursement would start at the first hour. This reflects the high cost and special equipment needs associated with such teams. The amendment is consistent with current practice regarding special operation teams and is appropriate for the MI-MABAS agreement.

**Motion Darga, seconded by Allen** to authorize the Mayor to sign the amended MI-MABAS agreement. **Motion carried unanimously.**

### **D. Community Emergency Medical Service Contract Renewal / Fire Department**

In 2012, the City solicited bids for the provision of Advanced Life Support (ALS) transport services. This was done in conjunction with the City of Novi. Following the receipt of bids, on December 12, 2012, the City entered into a contract with Community Emergency Medical Service (CEMS). A CEMS ALS unit is dispatched to medical calls in the City, along with the Police Department, and the Fire Department's Basic Life Support (BLS) resources. The contract requires no monetary payment to the City as CEMS invoices the actual user of the service.

The contract is up for renewal and provides for two-year renewal periods. CEMS communicated that it is interested in renewing the contract. The Fire Department regularly monitors the performance of CEMS. The Fire Chief meets quarterly with the Director of Operations for CEMS and receives monthly reports. At this time, the Fire Department is satisfied with the performance of CEMS.

**Motion Allen, seconded by Darga** to approve a two-year extension of the contract with CEMS for Advanced Life Support transport services. **Motion carried unanimously.**

**E. Purchase of Thermal Imaging Cameras**

The Fire Department Equipment Replacement Fund includes funding for the purchase of two Thermal Imaging Cameras (TIC) in FY2016, with a total of \$13,000 earmarked for this purpose. On May 27, 2016, the City received sealed bids as follows:

| <u>VENDOR</u>            | <u>TOTAL BID</u> |
|--------------------------|------------------|
| Ronald Mouser            | \$16,699.30      |
| Argus-Hazco (Scott X80)  | \$19,730.00      |
| Argus-Hazco (Scott X80N) | \$21,904.00      |
| Pressure Vessel Testing  | \$21,900.00      |
| Douglas Safety Systems   | \$ 9,883.68      |
| Apollo Fire Equipment    | \$26,827.00      |

Prior to seeking bids, the Fire Department evaluated a number of different TICs and produced specifications that would meet the Department's needs, as well as bring value to the process. Douglas Safety Systems submitted the low bid, in the amount of \$9,883.68. This price includes two FLIR K55 TICs with hard case, truck charger, lanyards, associated software and two batteries each. The FLIR K55 is a product the Fire Department evaluated, and is satisfied with it. The bid from Douglas Safety systems meets the Fire Department's specifications.

City Council Comment and Discussion: In response to a question from City Council, it was explained that the FLIR K55 is lower in cost likely due to the fact that the K55 model is being replaced with the K65 model and there is stock to move.

**Motion Price, seconded by Allen** to approve the purchase of two FLIR K55 Thermal Imaging Cameras and associated equipment as specified in the bid submitted by Douglas Safety Systems in the amount of \$9,883.68. **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: 9:12 p.m.**

Respectfully submitted,

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Dianne Massa, CMC  
City Clerk

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Ken Roth  
Mayor

Approved as submitted: 7/5/16