

**City of Northville**  
**CITY COUNCIL REGULAR MEETING MINUTES**  
**September 6, 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 informing those present that the City Council meeting was being recorded for rebroadcast on the City's website. By remaining at the meeting, consent is inferred by those present to have their 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, Director of Public Works James Gallogly, and Finance Director/Treasurer Sandi Wiktorowski. No citizens were present.

**PRESENTATIONS**

**A. Citizens Comments** None

**APPROVAL OF AGENDA AND CONSENT AGENDA**

**Motion Darga, seconded by Price** to approve the agenda and consent agenda as presented:

Approve City Council Minutes of:

- Regular Meeting of August 1, 2016
- Regular Meeting of August 15, 2016

Receive Bills List:

- Checks #100220 to #100352
- Checks #100353 to #100408
- Checks #100409 to #100472

Receive Board and Commission Minutes:

- Beautification Commission: 5/2/16

Receive Departmental Reports:

- Youth Assistance: 9/16

Board and Commission Appointments:

- Board of Zoning Appeals: Appoint Louis Ronayne to fill an Alternate member position with a term expiration of 7/1/18
- Liquor License Review Committee: Reappoint John Buckland to a two year term

expiring 10/1/18

- Housing Commission: Reappoint Roger Schultz to a five year term expiring 10/15/21  
Street Closure Request / Block Party / Eaton Drive / September 10, 2016  
Request to Canvass / Clean Water Action  
Special Event Request / 3rd Grade Victorian Activities / September 16, 2016  
Special Event Request / Northville High School Homecoming / September 30, 2016  
Special Event Request / Cemetery Walk / October 9, 2016

**Motion carried unanimously.**

## **NEW BUSINESS**

### **A. Guidelines for Boards and Commissions**

In January 2016, City Council adopted its goals for the current fiscal year. One of those goals was to refine the Boards and Commissions appointment process, and to implement standards of practice for Board and Commission members. The City Council Boards and Commission Selection Committee, with input from City staff, has developed the “Boards and Commissions Guidelines.”

The guidelines call for all vacancies on Boards and Commissions to be advertised on the City website, in other City publications, the Northville Record, and announced at City Council Meetings.

The guidelines also call for a minimum attendance rate of 75% and address such issues as conflict of interest, meeting preparation, prompt response to emails and other contacts, compliance with the Open Meetings Act, and courtesy and respect. These guidelines would be applicable to all boards and commissions appointed by Council. Once adopted, the guidelines would be distributed to all current board and commission members, and to all future appointees.

The previously adopted “Standards of Conduct and Ethics Resolution” still applies and will be attached to the guidelines.

City Council Discussion and Comments: Comments from City Council reiterated that the guidelines formalize what has been in practice. It was also explained that the attendance policy does not preclude unusual circumstances that might affect a board member’s attendance. The importance of a having a quorum was stressed as the board cannot function or conduct business without a quorum.

**Motion Darga, seconded by Allen** to adopt the Northville Boards and Commission Guidelines as presented, that the Guidelines are applicable to all Boards and Commission appointed by the City Council, and that the Guidelines are to be distributed to all current and future appointees to Boards and Commissions. **Motion carried unanimously.**

### **B. Contract Award / 2016 Permanent Utility Cut Repair**

Throughout the year, the City experiences watermain breaks. After the watermain break is repaired, temporary repairs are made to the road surface using cold patch material. In addition to emergency cuts into the roadways for watermain break repairs, cuts are made into the roadway to bring water and sewer leads to new construction (residential and commercial). Repairs to the roadway cuts and spot repairs to areas of failing asphalt is done through the City’s annual permanent utility cut repair program. The program retains a contractor to remove cold patch, or damaged asphalt material, and replace it with new hot mix asphalt to restore a smooth surface to the road and extend the life of the road.

Following advertisement on the Michigan Intergovernmental Trade Network, on August 16, 2016, one bid was received from this program. The bid was for \$16,500 from Bush Brothers Asphalt Paving, Inc. The bid was reviewed and analyzed and considered to be a qualified bid. Bush Brothers Asphalt Paving, Inc. is a reputable asphalt firm and satisfactorily completed the City’s 2015 program.

The City Attorney and Michigan Municipal Risk Management Authority reviewed the contract documents and approved them for City use. Funding for permanent utility cut repairs is included in the FY2017 Water and Sewer Fund budget. Bush Brother’s bid of \$16,500 is within the approved budget of \$25,000.

City Council Discussion and Comments: In response to a question from City Council, Staff explained that City staff is onsite and inspects the cut, material mix, and depth of the repairs to the roadway. Staff was not certain why only one bid was received, when typically the City receives three to four bids for this type of project. It was speculated that contractors are very busy this season and unable to bid the project.

**Motion Price, seconded by Allen** to approve and award a contract in the not-to-exceed amount of \$16,500 to Bush Brothers Asphalt Paving, Inc. of Farmington Hills, Michigan for the 2016 Permanent Utility Cut Repair Program. Further, the Public Works Director is authorized to sign the contract agreement for this project on behalf of the City of Northville. **Motion carried unanimously.**

**C. Contract Award / 2016 E. Cady Street Parking Lot Improvement Project**

The City owns a 15-stall parking lot on the north side of E. Cady Street, between the Cady Deck and Hutton Street. The paved parking lot is in poor condition, and funding to improve the parking lot was included in the approved FY2017 budget. The parking lot improvements include removing and replacing the asphalt pavement, and restriping.

Following advertisement on the Michigan Intergovernmental Trade Network, on August 16, 2016, the following bids were received:

Bush Brothers	\$25,680.00
Pavex Corporation	\$25,994.50
Best Asphalt	\$29,452.50
Nagle Paving Co.	\$27,970.00

City staff reviewed and analyzed the bids and based on this review, Staff determined the low bid submitted by Bush Brothers meets the requirements of the contract documents. The City Attorney and Michigan Municipal Risk Management Authority reviewed the contract documents and approved them for City use. Funding of \$23,000 for this project was included in the approved FY2017 Parking Fund budget. The low bid is \$2,680 above the approved budget and will require a budget amendment in the Parking Fund to cover the cost for this project.

City Council Discussion and Comments: Staff provided further explanation on the planned drainage of the lot. Water, snow, and ice will continue to drain to the center driving lane and out to the gutter. Staff also explained that while the project was not reviewed by the Parking Committee, generally, the Parking Committee is supportive of any parking lot improvements, provided that no parking spaces are removed.

**Motion Ekong, seconded by Allen** to approve and award a contract in the amount of \$26,680 to Bush Brothers Asphalt Paving, Inc. of Farmington Hills, Michigan, for the 2016 E. Cady Street Parking Lot Improvement Project, to authorized the Public Works Director to sign the contract on behalf of the City of

Northville, and to authorize a budget amendment in the Parking Fund to cover the full cost of this project.  
**Motion carried unanimously.**

#### **D. General Fund Transfers for Fiscal Year Ended June 30, 2016**

The accounting for the City's fiscal year ended June 30, 2016 is almost complete and the annual audit began on September 6, 2016. Before the financial accounting is completed, City Council was being asked to consider a final year-end fund balance transfer.

City staff has continued to closely monitor expenditures. The General Fund is expected to end with a surplus of approximately \$252,000 for FY2016. It was budgeted to end with a surplus of approximately \$35,000. The additional \$217,000 is due to the following:

- Professional services are not consistent from year to year. The following professional services were under budget:
  - General, Prosecution, Labor, and Tax Appeal Attorney services: \$15,000
  - Planning and Zoning Services: \$27,000
- Overall Department of Public Works (DPW) costs for maintenance of property and administration were approximately \$34,000 under budget. DPW services are allocated to the fund in which they actually worked. Lower than projected DPW services were performed in the General Fund.
- The Police Department came in \$57,000 under budget. Officer in Charge and overtime pay, including fringe benefits, were \$30,000 lower than anticipated. Training expenditures were \$10,000 lower. Radio maintenance is no longer paid annually; rather it is paid at time of new radio purchase, resulting in a savings of \$3,000. The remaining \$14,000 was due to close monitoring of expenditures.
- The Fire Department came in \$41,000 under budget which is primarily related to wages and fringes which are dependent upon number of runs. \$4,725 of that savings was due to a budgeted contingency that was not needed.
- Technology came in \$14,000 under budget primarily related to budgeted audio visual upgrades planned for FY16 that have been delayed until FY17.
- The remaining surplus of \$29,000 is spread throughout the administrative portions of the General Fund budget.

During the fiscal year, the City also contributed an additional \$380,000 out of the General Fund towards unfunded legacy costs. The City is being very proactive in contributing additional funds towards the City's legacy costs when funding is available.

Several years ago, the City began setting aside funds for City Hall building improvements. Savings-to-date total \$1,223,816. A transfer of \$188,000 from the General Fund to the Public Improvement Fund was requested to be committed for future City Hall Building Improvements. The unspent money for audio/visual improvements to the Council Chambers of \$14,000 was requested to be transferred to the Public Improvement Fund to be committed for that purpose in FY2017. The remaining surplus of approximately \$50,000 would stay in the General Fund.

The budget impact would be to transfer \$202,000 from the General Fund as of June 30, 2016 to the Public Improvement Fund. The net effect is that the fund balance of the General Fund will increase by approximately \$88,000.

City Council Discussion and Comments: Discussion ensued pertaining to OPEB funding (other postemployment benefits), contributions toward unfunded legacy costs, how values are determined, and whether the surplus funds should be used for unfunded legacy costs instead of renovations and improvements to City Hall.

It was explained that most of the Public Improvement Funds are allocated to dedicated projects. Funds moved to the Public Improvement Fund may be reallocated to another project. Funds that are specifically dedicated to unfunded legacy costs cannot be reallocated.

**Motion Darga, seconded by Price** to authorize City staff to transfer \$202,000 from the General Fund to the Public Improvement Fund as of June 30, 2016 for future City Hall building improvements (\$188,000) and future technology improvements in the Council Chambers (\$14,000). **Motion carried unanimously.**

## **MAYOR AND COUNCIL COMMUNICATIONS**

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

Allen requested a status update of the citizen request to place a crosswalk on N. Center and Lake Streets. Staff responded that the Police Chief forwarded the request to the Traffic Improvement Association (TIA) for its review and recommendation.

Ekong voiced concern with proposed changes in the Wayne County CDBG funding model, program structure, and the impact those changes might have on the subrecipient communities' budget, staffing, and programs. He will continue to represent the City at Wayne County CDBG Advisory Council meetings and provide updates to Council.

### **B. Staff Communications** None

Being no further business, the meeting was adjourned.

**Adjournment: 7:56 p.m.**

Respectfully submitted,

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Dianne Massa, CMC  
City Clerk

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Ken Roth  
Mayor

Approved as submitted: 9/19/2016