

# **City of Northville**

## **CITY COUNCIL REGULAR MEETING MINUTES**

### **November 7, 2016**

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

**Absent:** None

**Also Present:** City Manager Patrick Sullivan, Police Chief Michael Carlson, Public Works Director Jim Gallogly, Downtown Development Authority Director Lori Ward, Parks & Recreation Director Mark Gasche, Deputy City Clerk Michelle Massel, and five citizens present.

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.

#### **PRESENTATIONS**

##### **A. Citizen Comments**

Patrice McGrath of North Lexington Condos asked Council whether or not the police have jurisdiction to enforce laws at North Lexington Condos. This request is based on a court case that was dismissed involving a dog that was off leash in the common area of the condos, on private property, and allegedly injured an elderly woman. The Mayor stated that City ordinances need to provide the same protection to condo residents as other City residents and requested that the Police Chief review the court transcript and asked the City Manager to review the City ordinance and report back to Council with their findings.

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

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

City Council Minutes of October 17, 2016

Accounts Payable Week of October 19, 2016, Week of October 26, 2016

Department Report: Youth Assistance: 11/16

Budget Amendments to the 2016-17 Budget through 9/30/16 and Investment Report

Request to Schedule Public Hearing / Oakland County CBDG Funds FY 2017

**Motion carried unanimously.**

#### **PETITIONS, REQUESTS AND COMMUNICATIONS**

**A. Request for Easement Consumers Energy**

The City received a request from Consumer Energy to provide an easement across property in the vicinity of the City's elevated water storage tank. This easement is necessary for Consumers Energy to run a new gas line to a cell phone installation owned by T-Mobile. T-Mobile is requesting gas service to run a standby generator for their equipment in the event of a power supply emergency.

Staff reviewed the request, and has no objections to it. In addition to City approval, Consumer Energy is also obtaining easement rights from Mountain Top Condominium Development and the Northville Schools System to accomplish this gas line extension.

Approving this easement for Consumers Energy will allow them to extend their gas service into this area of the City. This is important, as the City is also considering a change in the water reservoir pump house and elevated water tank from electric heat to gas heat.

The long-term savings to the City in heating the reservoir and the elevated water storage tank with natural gas should be significant. More importantly, gas heat will be more reliable than electric heat, which is critical in maintaining water supply to Northville during the winter months.

There is no budget impact for the City in approving this request.

Council Comments and Discussion: Council noted that the agreement should be reviewed by the City Attorney and recommended the agreement be approved subject to attorney review.

**Motion Price, seconded by Allen** to approve an easement across City property in the area of 600 Baseline Road to Consumer Energy for natural gas supply and to authorize the City Manager to sign said easement subject to review by the City Attorney. **Motion carried unanimously.**

**NEW BUSINESS**

**A. Proposed Change Order / Street Paving Contract for N. Center Street Crosswalk**

At the October 17<sup>th</sup> City Council Meeting, the Police Chief presented a recommendation made by the Traffic Improvement Association (TIA) of Michigan to place a pedestrian crosswalk across N. Center Street at the Lake Street intersection. City Council accepted this recommendation and authorized the Public Works Director to take the necessary steps to place this crosswalk as soon as possible for a cost not-to-exceed \$10,000.

A design of this crosswalk, which will meet Americans with Disability Act (ADA) requirements, was created and then reviewed by the TIA. The design was then sent to Nagle Paving Company, the City's current street improvement contractor, requesting a price to undertake this work for the City.

Nagle Paving Company returned a project cost of \$19,911. This amount is almost double the budget previously approved for this crosswalk.

The proposed design, modified from the TIA's original concept drawing, complies with ADA requirements. To accomplish this, it was necessary to make this project a little larger than originally anticipated. The additional sidewalk work also added to the cost of the project. In addition to this cost increase, the prices offered by the contractor may be a little higher than expected in order for Nagle to accomplish this project before winter.

If City Council wishes to get this crosswalk placed this fall, additional funding in the amount of \$9,911 is needed. However, if placement of this crosswalk can wait until summer of 2017, this work can be bid out next spring with the City's 2017 street projects, where it may get lower unit prices.

*Council Comments and Discussion:* In response to a question from Council it was answered that the unit prices are high due to the project being added late in the construction season and is over the original estimate due to items added for ADA compliance. It was felt that unit prices would be more competitive if bid in February or March. Council commented that many neighbors in the area of the crosswalk are agreeable to having the project done in the spring to save money. Council recommended that the DPW Director move the bidding process for the street and sidewalk repair project from spring to late winter when the City has a better chance of getting competitive pricing. Council concurred that the funding should be carried over and the crosswalk project should be bid along with the street and sidewalk improvement program in order to obtain better unit pricing.

## **B. Projecting Sign Comerica Community Connection**

On July 15, 2013 the Northville City Council approved a temporary canvas sign for the Comerica Community Connection. The temporary sign allowed the Downtown Development Authority (DDA) to provide directional assistance to parking in the Marquis lot while the DDA completed a Wayfinding Sign study that would provide a coordinated system for downtown Northville. The design was completed and the first phase of the Wayfinding system was installed last fall which included the installation of 21 signs directing residents and visitors to destinations around the City and 27 signs directing residents and visitors to parking options.

Phase II of the project was distributed for bids last week. Phase II includes signs along 7 and 8 Mile Roads, directing visitors to Downtown Northville. In addition, the bid packet will include 2 additional parking signs, a sign directing residents and visitors to additional shopping and dining options on Mary Alexander Court, and a permanent projecting sign over the entrance to the Comerica Community Connection directing residents and visitors to the link to parking in the Marquis Parking Lot.

At the October 19, 2016 Historic District Commission (HDC) meeting, the DDA presented the design and received approval of the permanent sign. The sign will be mounted on the existing brackets that were constructed as part of the approved design for the Connection and will be the same size as the temporary sign which is 16.8 square feet. The sign frame is centered over the arched opening on Main Street and is located approximately 15 feet off the ground.

The projecting sign does not meet the current zoning ordinance, as it does not allow projecting signs to be more than 14 feet off the ground and limits signs to 15 square feet in size. The DDA is asking City Council to exempt the Comerica Community Connection projecting sign from the provisions of the ordinance. Section 21.01(d)(6)(g) of the sign ordinance states signs may be exempt if located in the public right-of-way and permitted by City Council.

The design of the project, with the wide arched opening and adjacent glass storefronts made it impossible to locate the projecting sign at the first floor. There is one other wall mounted sign over the opening, the projecting sign, however will be more visible to both motorists and pedestrians and provide direction to this newly created walkway. DDA staff believes that this is a unique situation, and that the previously approved projecting sign at the second floor of the walkway will provide maximum visibility to users as they discover the walkway.

The frame was fabricated and installed as part of the building façade when the historic façade was reconstructed. The permanent sign will be fabricated and installed as part of the Wayfinding Project. There are sufficient funds budgeted for this project.

Council Comments and Discussion: In response to a question from Council it was responded that the current sign bracket was fabricated to hold the weight of the permanent sign and was anchored to the frame of the building during the façade reconstruction.

**Motion Price, seconded by Allen** to grant an exemption to the Sign Ordinance for the installation of a projecting sign at the Comerica Community Connection’s Main Street façade under Section 21.01(d)(6)(g) signs which allows an exemption if the sign is located in the public right-of-way and permitted by City Council. **Motion carried unanimously.**

**C. Policy Development, Tracking, and Training Services through Lexipol**

Lexipol is a risk management resource provider that provides legally defensible, state specific policy content and training for law enforcement, fire, and corrections. Lexipol was founded in 2003 and launched in Michigan in 2015. Lexipol provides policy updates in response to changing statutes, laws, regulations, and best practices. Lexipol’s services also include a web-based daily training tool to keep personnel up-to-date and compliant with Department policy. Officers have the ability to access policies and the training tools online via a computer or through their smart phones. Lexipol is the only company found delivering all these services in one package.

Researching, developing, and vetting policy for the Department is an arduous task which requires dedicated personnel and many hours of uninterrupted time. With the Department more streamlined today than it has been in the past, accomplishing this task has been very slow and difficult, requiring the Department to see outside assistance.

Lexipol’s content is aligned with the newly established Michigan Law Enforcement Accreditation Commission requirements, which will assist in preparing the Department to meet and maintain accreditation with the Michigan Association of Chiefs of Police (MACP). Being a MACP member will give the City a 5% discount off the yearly membership fee to the Policy Manual/Daily Training Bulletins and Supplemental Publication Service (SPS).

The proposal with the terms and conditions for these services were reviewed by the city attorney.

The cost breakdown on the requested services is as follows:

**Lexipol Services**

**Annual Subscription:**

Law Enforcement Policy Manual & Daily Training Bulletins	\$5,445
Supplemental Publication Service (SPS) Incorporates procedures	\$944
5% MACP Membership Discount (Policy manual & SPS)	-\$319
<b>Total Recurring Annual Subscription</b>	<b>\$6,070</b>

**Implementation Support:**

Implementation Support (Gold) – 50 Hours (One-Time Fee)	\$6,950
<b>Recurring Annual Subscription + Implementation Support = Total Due Year 1</b>	<b>\$13,020</b>

The total cost of these services will be funded from the Department's Criminal Forfeiture account. Currently this account has a \$28,889.48 fund balance. This is a professional service and does not require a sealed bid process.

Council Comments and Discussion: In response to a question from Council it was responded that the recurring annual subscription fee will be charged to the training budget going forward and will replace some training expenses that the Department is currently incurring. It was noted that the current budget for training is just over \$12,000, which should support the annual fee or funds may again be available in the criminal forfeiture account if needed. The Chief clarified that this training tool provides best practice policy and is a web-based training program with daily bulletins and tracks test progress.

**Motion Ekong, seconded by Price** to approve the purchase of Lexipol's services in the amount of \$13,020 using accumulated Criminal Forfeiture funds. **Motion carried unanimously.**

#### **D. Lease Agreement for SMART Buses**

Transportation services are provided for Northville City and Township residents age 60+, and residents of all ages who have a documented disability (physician certified). Funding for the transportation program is provided by SMART, Wayne County, Oakland County, Northville Township and the City of Northville. The curb-to-curb service provides bus transportation to medical appointments, shopping and other destinations, including day trips within Wayne, Oakland, Monroe and Macomb counties.

The current fleet of SMART buses includes three Chevrolet 2009 14-passenger buses and one Ford 2004 19-Passenger bus. SMART's replacement policy is 200,000 miles or over seven years old; which the current buses exceed. All four buses are routinely sent to SMART's terminal for repairs.

Two new 14 passenger buses are currently at the Wayne Terminal waiting for signed contracts. Two additional replacement buses will be delivered in 2017, and will include a 19 and 24 passenger bus. All four buses are replacement vehicles for our current fleet. With the two larger buses (in 2017), we will be able to increase revenue on the day trips, as more seniors will be able to participate.

New buses will cut maintenance and driver expenses significantly. The Department has had consistent (weekly) maintenance and repair costs on the buses due to mechanical breakdowns. In addition, when buses are sent to the terminal for repairs, and returned, two drivers are needed to transport. All of these expenses will be reduced with new buses.

Council Comments and Discussion: In response to a question from Council it was responded that the City carries the required insurance in the SMART contract and that buses are replaced when SMART makes them available to the City. The department does not control when they are replaced. Council voiced support for the replacement buses since recent breakdowns have canceled several trips.

A separate comment voiced the belief that buses should be available to all residents for a fee, not just seniors. It was noted that the SMART program is partially subsidized, so the City does not make any money on the program.

**Motion Ekong, seconded by Price** to approve the Vehicle Lease Agreement between Suburban Mobility Authority for Regional Transportation (SMART) and the City of Northville, and further, to authorize the Mayor to sign said agreement. **Motion carried unanimously.**

**COMMUNICATIONS**

**A. Mayor and Council Communications**

Sam Ekong, Housing Commission Liaison presented an update on the Wayne County CBDG program. It was reported that changes to the program will be made over a two-year trial period, at which time, the process will be subject to a comprehensive evaluation to determine if the program changes will continue.

**B. Staff Communications**

None

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

**Adjournment: 8:22 p.m.**

Respectfully submitted,

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Michelle Massel  
Deputy City Clerk

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Ken Roth  
Mayor

Approved as submitted: 11/21/2016