

City of Northville
CITY COUNCIL REGULAR MEETING MINUTES
November 21, 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, Police Chief Michael Carlson, Finance Director/Treasurer Sandi Wiktorowski, Parks and Recreation Director Mark Gasche, Housing Director Sherry Necelis, Accountant Nancy Piwowar, Doug Bohrer and Kirsten Hunt from Plante Moran, Brian Quinn from PFM Asset Management, and 21 citizens

PRESENTATIONS

A. Citizens Comments

Adam Danes, 538 Grace, voiced concern with the recent paving of the alley near the homes on Carpenter and Grace Streets. Over the years, changes to the alley, including grade changes, have caused drainage issues, backyard flooding, and erosion. The paving was done by a homeowner without a permit.

Randall Kupfer, 551 Carpenter, voiced concern with the recent alley paving. Concerns included likely increase in flooding of private property, increased traffic speeds, who is responsible for maintenance, and that a public alley was paved by a private citizen without a permit or consultation of the property owners abutting the alley. He requested that the property owners be notified before work is done to the alley, as the alley goes through their property.

Brent Flewelling, 561 Carpenter, questioned if there is an ordinance or process to notify property owners of changes to the alley. He voiced concern with traffic speed that and the fact that the alley was paved by a private owner without a permit. He also voiced concern with sidewalks that are blocked and unusable during construction projects, forcing residents to walk in the street.

Comments from City Council noted that the alley is public property and the paving was not a city project and was done by a builder contracted by the homeowner without a permit. The City became aware of the

paving after the fact. The homeowner was notified that this work needs a permit and is in violation and may need to be removed. The City is following up with the homeowner and builder that installed the pavement and will determine if the pavement will be removed or remediated to address water flow. The alley is City property and public right-of-way and the City will defend its right-of-way. Approval to pave the alley requires a right-of-way permit that may be issued by the City Manager. Right-of-way permits do not require notification to surrounding property owners.

The City Manager will keep the neighborhood informed of the eventual resolution pertaining to the alley paving at Carpenter and Grace. Residents were encouraged to contact the City Manager or Mayor with any questions that were not answered. City Council also requested a timeline for remediation on this matter.

It was also noted that City Council is researching model ordinances that require temporary sidewalk egress or a walk around area during construction.

B. Audit Presentation by Plant Moran

Plante Moran gave a brief overview of items related to the City of Northville's fiscal year ended June 30, 2016. Highlights included in this report was an overall favorable report to the City Council of the City's financial health, an overview of the City's Financial Report, the Downtown Development Authority Financial Report, Parks and Recreation Commission Financial Report, Annual DDA Report, Annual Water Loss Report, and Annual Investment Report.

City Council Comments and Discussion:

- Review of the Water Loss report, questioning the number of leaks found during the water leak survey, and the action plan to address smaller but contributing leaks.
- The need to estimate the amount of unmetered water used for hydrant flushing, watermain breaks, etc.
- Many of the water system pipes are more than 90 years old. This is one of the issues the Infrastructure Subcommittee will need to review.
- For more than 10 years, the City smoothed rate increases from Detroit Water and Sewer by using Water and Sewer reserves to cover a portion of the rate increase so that the full rate increase was not passed on to the users. In FY2017, the methodology for water rates was changed and rate increases are passed to the users.
- Explanation of the new Accounting Standard for reporting Government Wide Statement of Net Position Projection pertaining to OPEB (Other Post-Employment Benefits), effective 6/30/18.

Motion Darga, seconded by Ekong to accept the City of Northville's Fiscal Year 2016 Financial Statements. **Motion carried unanimously.**

C. Presentation of Investment Performance Review

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

Motion Allen, seconded by Ekong to accept the City of Northville's Investment Report. **Motion carried unanimously.**

APPROVAL OF AGENDA AND CONSENT AGENDA

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

Approve City Council Minutes of:

- Regular Meeting of November 7, 2016

Receive Bills List:

- Accounts Payable Week of November 2, 2016
- Accounts Payable Week of November 9, 2016
- Accounts Payable Week of November 16, 2016

Receive Board and Commission Minutes: None

Receive Departmental Reports: None

Board and Commission Appointments: None

Compliance with Public Act 152 of 2011 for Calendar Year 2017

2017 City Council Meeting Schedule

Request to Solicit / Goodfellows Newspaper Drive / December 10, 2016

Special Event Request / OLV Victory Run / June 3, 2017

Motion carried unanimously.

PUBLIC HEARING

A. Proposed Use of Oakland County CDBG Funds / FY 2017

The City of Northville is expected to receive \$6,000 from the Oakland County Community Development Block Grant (CDBG) program. CDBG funds are used to target low to moderate-income residents or to provide an urgent community need. The City of Northville does not have any 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 use of the funds. Recommendations for uses of FY2017 CDBG funds:

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

The public hearing opened at 8:47 p.m. No public comment. The public hearing was closed at 8:47 p.m.

Motion Darga, seconded by Price to adopt a resolution authorizing the use of fiscal year 2017 Oakland County Community Development Block Grant Funds as proposed. **Motion carried unanimously.**

NEW BUSINESS

A. FY2018 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 7:00 p.m.

Motion Darga, seconded by Allen to set the dates for the fiscal year 2018 goal setting and budget review meetings as follows:

- Monday, January 9 Special City Council Meeting – Goals and Objectives (7:00 p.m.)
- Monday, April 3 Regular Meeting - Budget document presented to City Council
- Thursday, April 6 Special Meeting – Budget Review Session #1 (7:00 p.m.)
- Thursday, April 13 Special Meeting – Budget Review Session #2 (7:00 p.m.)
- Thursday, May 4 Notice of Availability of Budget and Hearing on Budget (at least one week in advance of the hearing)
- Monday, May 15 Regular Meeting - Hearing on Budget Adoption, subsequent Budget Adoption, and establishment of 2017 Operating Millage Rate

Motion carried unanimously.

B. Reallocation of Public Improvement Fund Commitments

Periodically, staff reviews the allocation of funds designated in the Public Improvement Fund. The source of these funds is from racetrack breakage and other governmental sources (typically the General Fund). Upon review of the current commitments, it was determined that some projects are complete. Remaining funds of \$25,758 are available for reallocation. Completed projects include:

- Certified Local Government Application Process (\$528)
- 222 S. Wing Demolition (\$15,222)
- Mill Pond Dam Repairs (\$507)
- Street Light Improvements (\$3,205)
- August 2015 Election Costs (\$3,091)
- Building Department Software Upgraded (\$3,205)

In addition, \$107,463 had been designated for utilization of internal loans to other funds. There has not been much demand for this type of loan. Currently, the Arts Commission owes the Public Improvement Fund approximately \$10,000 for their roof loan. Staff proposed to lower the amount committed for internal loans to \$25,000. This allows for \$82,463 to be reallocated.

Typically the discussion about commitment of the breakage funds occurs after the fiscal year-end in which they are received. Racetrack breakage revenue of \$93,961 was received during FY2016. It was requested that City Council consider allocating breakage funds for the following projects:

- Randolph Drain Improvements: The pond at Lexington Condos is in need of repair. This involves dredging the pond, located at the northwest corner of Eight Mile Road and Taft Road, and replacement of the inlet and outlet weirs to the pond. This pond was constructed by the developer of the Lexington Condominium Development and is an amenity to the condominium site. However, because it is within the actual water flow of the Randolph Street Drain, the Drainage Board has concluded that it is the Board's responsibility to maintain the pond as part of the drain. Northville's estimated share of costs for this project are 62.19% of the total, or \$219,313. The remaining portion will be paid by City of Novi, Wayne County, and Oakland County. The City has already set aside \$113,673 towards this project. An additional \$105,640 is needed.

- Postage Machine: The postage machine located at City Hall will need to be replaced within the next few years. Currently \$3,143 is allocated for that purchase. Estimated cost is \$5,700.
- Police and Fire Equipment Reserves: After direct costs of the racetrack are covered, it has been the practice of City Council to commit the next \$60,000 towards the next fiscal year's Police and Fire equipment reserves.

Staff requested City Council consider reallocating the \$25,758 from closed projects funds for the following:

- \$23,771 for Randolph Drain Improvements
- \$2,581 for future postage machine at City Hall

Staff also requested City Council consider the following:

- \$82,463 of internal loan funds be reallocated and committed for the Randolph Drain Improvements.
- \$60,000 of the FY2016 racetrack breakage revenue be committed for Police and Fire Equipment reserves.
- \$33,961 to be committed at a future time when a specific project is identified.

City Council Comment and Discussion: Discussion ensued pertaining to the pond at Lexington Condos and the Drainage Board decision to maintain the pond as part of the Randolph Drain.

Motion Allen, seconded by Ekong to reallocate \$25,758 from closed projects, \$82,463 of internal loan funds, and \$60,000 of the FY2016 breakage revenue to be committed for the following:

- Randolph Drain Improvements - \$105,640
- Postage Machine - \$2,581
- FY2018 Police and Fire equipment reserve contribution - \$60,000

Motion carried unanimously.

C. Transportation Award for Ski and 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 participants from the Recreation Center at Hillside to the Mount Brighton Ski Area weekly. The Recreation Department solicited requests for proposals (RFPs) for the transportation services for the 2017 Ski and Snowboard Club on the Michigan Intergovernmental Trade Network (MITN) website.

The Department received four RFPs for the transportation service. Trinity Transportation was the lowest bidder for Motor Coach Transportation Services at a rate of \$609 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 eight years. The 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 Price, seconded by Allen to accept the bid from Trinity Transportation of Wyandotte, Michigan for transportation services for the 2017 Ski and Snowboard Club program at a rate of \$6090 per motor coach, with a \$100 Cancellation Fee, and \$250 Turn-around fee. **Motion carried unanimously.**

D. Purchase of Replacement Police Vehicles

The Police Department proposes to replace the two 2011 patrol vehicles. The Department has researched the available models from Chevrolet, Dodge and Ford. The Ford Utility best fits the needs of the Department. The Ford Police Interceptor Utility is equipped with a V-6 engine, all-wheel drive, and is offered in an Eco-Boost package.

The Department is requesting the purchase of two 2017 Ford Police Interceptor Utility vehicles. This vehicle has proven itself to be a very effective patrol vehicle offering considerably more room for both the officer and equipment with fewer vision obstructions. In addition, the all-wheel drive has been found to be very beneficial in the snow and on wet pavement. The Ford Utility Police Interceptor is offered on the Macomb County competitive bid at \$25,976 per vehicle.

The two 2011 Crown Victoria sedans currently in use as fully marked patrol units will be stripped out and used as administrative vehicles. The 2009 and 2010 models currently being used as administrative vehicles will be auctioned at a later date with Council approval. The replacement of the 2011 vehicles is within the time schedule recommended by the Rehmann Robson Organizational Review. Last year, these two vehicles were scheduled to be replaced. However, due to low mileage at that time, the purchase was pushed back one year. The Department carried over the funds for this purchase to this fiscal year.

The cost for the two vehicles is \$51,952, which will come from the Police Equipment Replacement Fund. This amount is within the approved budget of \$80,000.

Motion Darga, seconded by Allen to approve the purchase of two 2017 Ford Utility Police Interceptor vehicles using the Macomb County competitive bid in the amount of \$51,952. **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: 9:03 p.m.

Respectfully submitted,

Dianne Massa, CMC
City Clerk

Ken Roth
Mayor

Approved as submitted: 12/19/16