

**City of Northville**  
**CITY COUNCIL REGULAR MEETING MINUTES**  
**February 21, 2017**

Mayor Roth called the meeting to order with the Pledge of Allegiance at 7:00 p.m. in the City of Northville Municipal Building, City Council Chambers, 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, City Clerk Dianne Massa, Housing Director Sherry Necelis, Downtown Development Authority Director Lori Ward and ten citizens

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. Citizens Comments** None

**APPROVAL OF AGENDA AND CONSENT AGENDA**

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

Approve City Council Minutes of:

- Regular Meeting of February 6, 2017

Receive Bills List:

- Accounts Payable Week of February 1, 2017

- Accounts Payable Week of February 15, 2017

Receive Board and Commission Minutes:

- Housing Commission: 8/4/16, 8/10/16, 11/9/16

Receive Departmental Reports:

- Youth Assistance: 2/17

Board and Commission Appointments: None

Request to Canvass / Clean Water Action

Special Event Request / Arts and Acts / June 16-18, 2017

Special Event Request / Flower Sale / May 26-27, 2017

Finalization of 2017-18 Goals, Objectives, and Project Priorities

Resolution to Approve Guidelines for Hardship Exemptions for Board of Review

**Motion carried unanimously.**

**PUBLIC HEARING**

**A. Second Public Hearing for Proposed Uses of Wayne County Community Development Block Grant Funds – Fiscal Year 2017**

The City of Northville is expected to receive \$25,471 from Wayne County Community Development Block Grant (CDBG) program for fiscal year 2017. 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 FY2017 CDBG funds:

<u>Project Description</u>	<u>Amount</u>
<i>Public Services – Senior Services</i> CDBG funds may be used for the operation of Senior Citizen Centers for transportation, staffing, etc,	\$ 3,821
<i>Rehab Public Residential - Allen Terrace</i> CDBG funds may be used to facilitate improvements: Activity Room atrium; interior doors; arc fault circuit breakers; roof ventilation etc,	\$19,103
<i>General Program Administration</i> The CDBG program allows a percentage of the annual allocation for program administration.	\$ 2,547
<b>Total Estimated Allocation – Wayne County</b>	<b>\$25,471</b>

Two public hearings asking for public input are required. The first public hearing was held on February 6, 2017.

Public hearing opened at 7:03 p.m. No public comment. Public hearing closed at 7:03 p.m.

**Motion Allen, seconded by Darga** to adopt the resolution authorizing the use of Fiscal Year 2017 Wayne County Community Development Block Grant Funds as proposed. **Motion carried unanimously.**

**NEW BUSINESS**

**A. Wayfinding Signs Phase II**

On November 4, 2013, City Council awarded the contract for the design of a comprehensive wayfinding project to Bizzell Design of Davidson, North Carolina. The intent of the project is to provide visitor (internal and external) experience to downtown Northville by helping them reach their desired destinations, increase community identity, support and enhance the community’s sense of place, and to create an overall unified signage and wayfinding system.

In March 2015 the fabrication of Phase I of the wayfinding system was awarded to Signs by Crannie of Flint, Michigan. Phase I included the fabrication of 20 downtown directional signs (Type “B”), and 27 downtown parking signs. The signs were installed in fall 2015.

Bizzell Design has completed the Phase II signs which include ten main road directional signs, two additional downtown parking signs, a pole-mounted sign directing visitors to additional parking and dining on Mary Alexander Court, and projecting signs at the Comerica Community Connection. The project was issued for bids in late 2016 and three bids were received as follow:

WCI	\$53,800.00
Universal Signs, Inc.	\$73,187.52
Signs by Crannie	\$91,075.00

Because of the large spread in bids received, Downtown Development Authority (DDA) staff and Architect John Argenta, a member of the DDA’s Design Committee, met with the low bidder WCI to discuss the project and ensure that representatives from WCI clearly understood the project. WCI is a General Contractor from Detroit. In communications with their representatives, Staff learned that they were partnering with a sign fabricator out of Brighton, Performance Creative Resources (PCR). PCR was not mentioned in the bid proposal. During the meeting with WCI it was discovered that PCR had substituted poles for the project and not included the information in the bid documents under Proposed Items of Substitution. When Staff followed up with sign designer Bizzell, it was determined that the poles were inadequate to carry the load of the signs. After speaking to the City Manager and legal counsel, Staff contact WCI and informed them their bid had been rejected.

Staff contacted the second low bidder, Universal Sign Systems, to determine if they were still available for the job and to determine if they would honor the bid amount, even though the bid documents only require the bid price to be held for 60 days. Universal indicated that they were interested and would hold the price. DDA staff has previously worked with Universal Signs on the fabrication and installation of the exhibit installed in the Comerica Community Connection. Staff had a positive work experience, and the vendor came in on budget and on schedule.

Staff confirmed with the architect and Bizzell that the \$73,187.52 bid was consistent with the project estimate. Both confirmed that the project estimate was \$77,000 and the price was acceptable. One of the signs that is part of the bid packet is a double faced single-business sign that would be fabricated and installed as part of the project, but the DDA would be reimbursed for the cost of the sign. The sign would be located on N. Center Street and Old Baseline Road and would have a directional arrow and the words:

Cider Mill  
Winery and Brewery

The single business sign was approved as part of the overall signage family and is to be utilized to drive traffic to high volume venues that are not covered with the Type B signs installed last year. Other examples would be the Race Track. It was noted the signs provide a generic message and do not advertise a specific business, similar to theaters on the downtown Type B signs. There is currently \$80,000 budgeted to complete this project in fiscal year 2016-17.

City Council Comments and Discussion: It was also noted that the DDA Board voted to award the project to Universal Sign System. In response to a question from City Council, it was explained that the Cider Mill is aware that they would need to reimburse the DDA for the cost of the sign. The actual cost was unknown until the bids were received. The Cider Mill will be advised of the actual cost. If they choose to accept the cost, the sign will be installed. This is the actual cost of the sign and there is no subsidy by the DDA for this sign.

**Motion Darga, seconded by Allen** to approve the award of the fabrication and installation of ten Type-A main road directional signs, two double-faced parking signs, one double-faced pole-mounted sign, one

double-faced building mounted sign, and one single business sign to Universal Sign Systems in an amount not to exceed \$73,187.52, and to seek reimbursement from the Northville Cider Mill in the amount of \$3,275.51 for the single business sign. In addition, the DDA Director is authorized to enter into the contract with Universal on behalf of the City of Northville and the DDA. **Motion carried unanimously.**

### **B. Non-Union Wage and Benefit Adjustments**

In December, Council approved negotiated changes to the collective bargaining agreements for the police patrol group, Department of Public Works group, and clerical group. These agreements contained several consistent provisions including:

1. Four year agreement.
2. 2.5% wage increase each year.
3. Increase in the defined contribution retirement plan employer contribution of 1%, 0%, .5% and .5% over the four year contract.
4. Elimination of future retiree dental insurance, and elimination of the reimbursement for Part B Medicare.

As previously discussed, these adjustments are within budget and yield significant reductions in legacy cost liabilities. In general, non-union employees follow the provisions of the Michigan Association of Public Employees (MAPE) agreement for the clerical group. City Council approved the negotiated changes in December 2016.

City Council Comments and Questions: In the past, the non-union group wage adjustments have been done on an annual basis. Approval would follow the four-year schedule in the MAPE agreement, provided the amount is in the budget. Not all non-union positions will receive the 2.5% wage adjustment (new employee, reorganization of positions, etc.). Staff was commended for negotiating contracts that greatly reduced the City's liability costs.

**Motion Price, seconded by Ekong** that Administration be authorized to implement the wage, benefit and other applicable changes in the MAPE agreement with all non-union personnel for the duration of the agreement, subject to annual budget appropriations. **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: 7:15 p.m.**

Respectfully submitted,

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Dianne Massa, CMC, City Clerk

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Ken Roth, Mayor

Approved as submitted: 3/6/2017