

City of Northville
CITY COUNCIL REGULAR MEETING MINUTES
July 5, 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, Director of Public Works James Gallogly, and Parks and Recreation Director Mark Gasche. No citizens were 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. Citizens Comments None

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 June 19, 2017

Receive Bills List:

- Accounts Payable Week of June 19, 2017

Receive Board and Commission Minutes:

- Beautification: 5/1/17

Receive Departmental Reports: None

Board and Commission Appointments:

- Arts Commission: Reappoint Linda Liedel, Elizabeth Oliver, terms expire June 30, 2020

- Board of Zoning Appeals: Reappoint David Marold, Patti Mullen, terms expire July 1, 2020

- Board of Zoning Appeals (Planning Commission Member): Reappoint Jay Wendt, term expires June 30, 2020

- Planning Commission Christopher Miller, Jay Wendt, term expires June 30, 2020

Amendment to Fees, Fines and Penalties Schedule – Development Review Fees

Special Event Request / Tour de Ville / September 23, 2017

Request to Place Signs / Northville Garden Walk / July 12, 2017

Special Event Request / NCBA Sidewalk Sale / July 21-22, 2017
Special Event Request / Buy MI Now Festival / August 4-6, 2017
Special Event Request / Beer Garden for Buy MI Now Festival
Request to Place Ribbons / Ovarian Cancer Awareness / September 2017
Request to Dispose of Assets / Computers

Motion carried unanimously.

NEW BUSINESS

A. Beck Road Reconstruction Project Local Share

Recently, the City of Novi began the reconstruction of Beck Road, between Eight Mile and Nine Mile Roads. This project is expected to be completed in August 2017. The design engineer is AECOM and the contractor for this project is Florence Cement Company.

Part of Beck Road (east half of the right-of-way from Eight Mile Road to the Novi City Limits) is under the jurisdiction of the City of Northville. The rest of the road belongs to the City of Novi. The City of Novi was able to secure federal funding through the Surface Transportation Program (STP) in the amount of \$245,870.73. However, the total cost of this project, including engineering, is estimated to be \$1,623,616.00 making the local cost for this road \$1,377,870.73.

In 2015, the City of Novi approached the City of Northville, seeking funding for the local share cost of this road. After some discussion, City Administration determined the City would be able to contribute \$70,000 for this project. This amount was agreeable to the City of Novi.

With private development occurring in this area of Novi, it is important to Novi that that this mile of Beck Road be improved. The City of Northville, which controls 25% of this road, is responsible for keeping its portion of the road in good and safe condition. A \$70,000 contribution to this project is favorable for the City of Northville and welcomed by the City of Novi.

The City of Northville has prepared for the possibility of Novi proceeding with the Beck Road project. The budget includes \$70,000 for this reconstruction project. As MDOT has bid and awarded this project for the City of Novi, it is now appropriate to provide Northville's share of the project.

City Council Comments and Discussion: Discussion ensued pertaining to future maintenance of this section of Beck Road. The DPW Director explained that in the past, Novi and Northville have worked together to take care of this segment of road for repairs and snow removal. City Council suggested there be a more formal arrangement with Novi to outline repairs and maintenance of this segment of Beck Road.

Motion Darga, seconded by Allen to authorize City Staff to process payment in the amount of \$70,000 to the City of Novi for Northville's agreed upon local share of the Beck Road Reconstruction Project.

Motion carried unanimously.

B. Amendments to Shared Services Agreement

With increased administrative activity over the last several years in the Parks and Recreation Department, in 2016, City of Northville and Northville Township officials began discussing the advantages of transferring administrative responsibility from the City to the Township.

The Parks and Recreation Department employs over 100 employees when part-time and seasonal positions are included. Many hours are spent on hiring, benefits administration, payroll, and other personnel related items. The Department generates over \$2.2 million in financial activity which includes management of purchasing, budgeting, contract administration, banking, investments, accounting and auditing.

Administrative activity will continue to increase in the future as the Department will need to plan for the future of aging facilities and the retooling of programs to meet future needs. As the Township pays approximately 84% of all expenses, as determined by the Shared Services Agreement's funding formula, they have a high level of interest in the administrative functions of the Department. The Township has more staff available to address the administrative and financial functions of the Department. Transferring these responsibilities will provide more City staff time to address crucial needs such as financial planning, infrastructure management, and legacy cost reduction.

The working draft of the Shared Services Agreement, with changes highlighted, was provided to City Council for its review. The main changes to the Agreement include:

- Section I(C). Supervision of the Parks and Recreation Director is transferred to the Township Manager.
- Section II. The fiscal year is changed to January 1 through to December 31.
- Section VI(C). Provides a commitment for both parties to share accrued legacy costs according to the Cost Sharing Formula.
- Section VIII. Transfers record keeping and accounting functions to the Township.

Policies for the Department will continue to be the responsibility of the Parks and Recreation Commission whose composition will not change.

City Council Comments and Discussion: The following was noted:

- The City will not be increasing its retirement legacy costs. Current employees are defined contribution employees, which is the same benefit as the Township. The employees will remain as defined contribution unless the Township changes to a defined benefit program. The Township will continue to share its portion of those expenses.
- Comments of concern that open representation of all recreation users must continue. In the past, the Township focused heavily on soccer. Additional comments agreed that past struggles with this issue appear to be resolved and the Recreation Commission now has a strong system in place for programming and cost recovery.
- Comments of concern pertained to the fact that City representation on the Recreation Commission was previously reduced from three to two representatives. It was suggested that the amendments to the Recreation Commission by-laws allow for the City to have an alternate member. If the City representative is not available to attend the meeting, the alternate would attend to provide the City with two votes at the meeting.

Motion Darga, seconded by Allen to approve the amended Shared Services Agreement between the Charter Township of Northville and the City of Northville (Attachment A of Council Communication 9B as provided in the City Council meeting packet). **Motion carried unanimously.**

**C. Water Main Relocation
300 Wing Court**

In 2016, the Northville Planning Commission reviewed and approved a lot split for Lot 270 at the end of Wing Court. This new lot was purchased by former Councilmember Ryan McKindles, who is planning on constructing a new single family home. Through this property, there exists a City of Northville water main which was placed many years ago to connect the water main on Wing Court with the water main on Fairbrook Court. It is important that this water connection of the two courts remain, as it improves water quality and water flow to the neighborhood.

When McKindles purchased the land, he thought he could work around the existing water main. Through the design process, it was found this is not possible and the water main needs to be relocated. In researching City records and the Wayne County Register of Deeds, no record was found that shows the City of Northville has an easement across this property. McKindles is aware that an actual easement document cannot be found, but is willing to work with the City to relocate the water main away from his house, but still on his property where he will give the City an easement for the relocated water main.

To relocate the existing water main around the house will take approximately 180 feet of water main, two valves, and fittings. McKindles agreed to have his contractor excavate the trench for the relocated water main, and the City will provide two laborers to place and connect the new water main. It is anticipated that this modification to the City's water system will cost \$12,000. This amount includes sufficient funds to update the size of this water main from 4 inches to 6 inches, as recommended in the City's 2016 Water Report. With McKindles agreeable to helping the City relocate this water main by providing an equipment operator and excavator, and by providing the City with a new easement for this water main giving the City the right to be there into the future, City Staff believes it is in the City's interest to relocate the water main.

It was proposed that the City's wages, fringe benefits, pipe and materials for this project be charged to the City's Water and Sewer Fund, under Water Operations. As this was not included in the original budget proposal for the FY2018 budget, a future budget amendment may be necessary to cover this cost.

City Council Comments and Discussion: Discussion ensued pertaining to the fact there is city water main on private property that the City technically does not have access to because the easement was not recorded. The importance of securing and recording the easement was stressed as without the recorded easement, the City will not have access to the relocated water main. To avoid problems with the easement, it was suggested that the City Attorney review the easement document, review and verify the legal description, and file the easement on behalf of the City.

Questions were raised pertaining to the value of McKindles contribution to this project, which included having his contract excavate the new water main trench, granting an easement to the City, and providing survey information (approximately \$5,000). In response to further questions, it was noted that the City will do compaction tests after the new water main is placed. The old water main line will be sealed on each side and left in place.

Motion Allen, seconded by Ekong to approve a project with Ryan McKindles in the amount of \$12,000 to relocate a water main across his property and to secure an easement for the relocated water main. The approval is contingent upon the DPW Director securing a memorandum of understanding that outlines Ryan McKindle's responsibilities to the City under the agreement. **Motion carried unanimously.**

MAYOR AND COUNCIL COMMUNICATIONS

A. Mayor and Council Communications

Roth noted that the Independence Day Parade was well attended, with the largest crowd to date. He voiced appreciation to those that worked on and participated in the parade.

B. Staff Communications

Being no further business, the meeting was adjourned.

Adjournment: 7:32 p.m.

Respectfully submitted,

Dianne Massa, CMC
City Clerk

Ken Roth
Mayor

Approved as submitted: 08/07/17