

City of Northville
CITY COUNCIL REGULAR MEETING MINUTES
September 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 and City Clerk Dianne Massa, representatives from Northville District Library, representatives from Poole's Tavern, and three 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 Ekong, seconded by Allen to approve the agenda and consent agenda as presented.

Approve City Council Minutes of:

- Regular Meeting of August 21, 2017

Receive Bills List:

- Accounts Payable Week of August 28, 2017

Receive Board and Commission Minutes: None

Receive Departmental Reports: None

Board and Commission Appointments:

- Planning Commission: Appoint Donna Tinberg to fill a vacancy, term expires June 30, 2020

Proclamation / Constitution Week / September 17-23, 2017

Special Event Request / The Village Workshop Makers Auto Faire / September 16, 2017

Request to Close Street / Eaton Drive Block Party / September 9, 2017

Request to Canvass / Clean Water Action

MML Annual Meeting / Northville Official Representative / Sam Ekong

Motion carried unanimously.

NEW BUSINESS

A. Agreement to Provide Public Parking Spaces Northville District Library

In 1995, the Library's site plan application for a new library building on E. Cady Street required 120 parking spaces. The Library did not have any land available to provide parking. A survey of the existing parking lots to the west of the Library, and owned by Northville Public Schools, found 250 existing parking spaces, with 120 spaces not being used and available for use by the Library. As part of the Planning Commission approval of the Library's site plan, the Library was required to work out an agreement with Northville Public Schools (NPS) to reserve those parking spaces for the Library. Research by Library staff and NPS staff found that a formal agreement had never been worked out or executed.

Now, the Northville District Library proposes to add 800 square feet of floor area to the lower level. The addition will fill in the open area on the east side of the building, which lies underneath the cantilevered second floor. The new area will accommodate two new study rooms and one meeting room. Existing study rooms are also being reconfigured. The new area increases the parking space requirement for the Library.

The addition to the Library requires five new parking spaces as determined by the Planning Commission. At its August 15, 2017 meeting, the Planning Commission granted conditional site plan approval. One of the conditions required the Library to execute an agreement with the City to contribute toward the construction of five public parking spaces. The Library has no land available to provide these parking spaces, and the main lot used for Library patrons is owned by Northville Public Schools and jointly used by the Library, NPS, Parks and Recreation, and the City. The purchase of parking credits is only allowed in the Central Business District (CBD) and the Library is located outside the CBD.

The City developed a plan to add on-street, parallel, public parking spaces on the north side of W. Cady Street, west of Wing Street and east of the Library. Meetings with the Library and the City produced an agreement to have the Library contribute toward the construction of the new parking spaces on W. Cady Street. The Planning Commission agreed that this arrangement would satisfy the Library's parking requirement for the new addition. Under the agreement, the Library will contribute \$22,500 toward the City's parking project. This is the same amount the Library would have been charged if it were eligible to purchase five parking credits. The spaces will remain public and will count toward the Library's total parking space count for zoning purposes. The Library Board has approved the agreement.

In addition to reaching an agreement on this parking agreement, the City, Library and School District had a productive meeting regarding the future of the parking area owned by the District and used by the NPS, Library, Parks and Recreation, and the City. All entities agreed that with future developments on the block, it will be necessary to work together to preserve the parking areas for joint use. This might include all parties taking some responsibility for those areas in maintaining the lot for future use if NPS is able to provide parking spaces to the other users.

At this time, it is not likely that a long-term, joint use parking arrangement could be worked out. NPS may move to Old Village School and they will need most of the parking if that occurs. Until they know what is going to happen with their use on this block, they are not able to make any long-term commitments to the parking area. Another factor is that currently, Parks and Recreation has a licensing agreement with the parking area behind the Community Center.

City Council Comment and Discussion: Key discussion and comments pertained to:

- Comments clarifying that the information provided about the parking spaces in the lots west of the Library was only for historical purposes. The five parking spaces were the Planning Commission's requirement for the expansion of an existing facility. The five spaces are not meant to be a permanent, long-term parking solution.
- A comment from Council stated it was unfortunate that the new parking spaces will be located downhill from the Library as this is challenging for patrons to use.
- It was pointed out that Parks and Recreation has an agreement with NPS for jointly using the parking spaces behind the Community Center. This agreement expires in 2019 and has two subsequent five-year options (to 2029).
- A study for a long-term strategy to maximize parking in front of the Community Center was suggested.
- There are known parking problems in this area with parking used by the Library, Old Village School, NPS, and the Community Center. NPS is likely selling part of their property, which may decrease the amount of parking that will remain available.
- A comment suggested that employees versus citizens park in the new W. Cady Street parking spaces.
- A comment from the Library representatives stated that during discussions, NPS spoke of expanding parking in front of Old Village School as part of their redevelopment project. A comment from City Council countered that NPS has since removed this option from the table due to accessibility issues at Old Village School.
- Comments supporting the Library expansion while questioning if the addition of five parking spaces is enough considering the current parking available for the Library is insufficient.

Darga, seconded by Ekong to approve the Agreement with the Northville District Library to provide five public parking spaces. **Motion carried unanimously.**

B. Approval of Leasehold Improvement Poole's Tavern Outdoor Seating Area

In 2015, Council approved a lease with Poole's Tavern for the City-owned open space on the northwest corner of Main and Hutton Streets in order for them to refurbish and expand their outdoor seating area. The lease specifies that the City must approve any leasehold improvements on City property. In April 2017, Council approved the first phase of the improvements, which included new paving, a deck area, decorative railings, and improved handicapped access to the rear of the building.

Poole's is now seeking approval to proceed with the second phase of their improvement, which is the installation of a glass awning, approximately 17ft x 37ft. Poole's will also be replacing the mansard roofs, painting the exterior, and installing brick in the affected areas. Under the lease agreement, City Council must approve the improvements to be made on City-owned property. A conceptual plan was provided for City Council consideration. After Council approves the conceptual plan, the Planning Commission will conduct a Site Plan Review, and the Historic District Commission will review the architecture.

John Casey of Poole's Tavern, briefly described the project reviewed the conceptual plans. It was noted that the footings are already in place. Once all approvals are received, they will proceed and complete the project before winter.

City Council Comments and Discussion: In response to a question from Council, Casey explained that Poole's will remain open during this project, and that the awning and improvements would not impact the

Bak Bar. Council voiced appreciation for the building and site improvements made to date, which have also made the area behind the building safer to walk on.

Motion Ekong, seconded by Allen to approve the second phase of Poole's Tavern leasehold improvements on City property as shown in the conceptual plans dated 8/25/2017 (Squire Architectural Group, PLLC). **Motion carried unanimously.**

C. Purchase of RecPro Software and Credit Card Payment Processing Agreement Parks and Recreation

Since 2007, Parks and Recreation has operated under an intergovernmental agreement with the City of Plymouth for the purchase and maintenance of its recreation activity registration software, RecTrac, from Vermont Systems, Inc. Currently, the City of Plymouth hosts the server that supports the recreation software. Plug N Pay and World Pay have been used as the third party gateway and credit card payment processors.

Parks and Recreation has experienced many difficulties with customers attempting to set up accounts and executing on-line registrations, particularly since RecTrac switched to a web based platform. Customer difficulties with registering have been due to both hardware trouble and software issues related to RecTrac. Parks and Recreation staff has also had difficulties navigating the RecTrac software and fully utilizing it to meet Department needs. Some of the trouble is also related to the integration between the recreation software and the Parks and Recreation website.

In light of the ongoing problems with RecTrac experienced by customers and Staff, the Department explored local options and found that RecPro provided a low cost software platform solution that addressed the needs of the community. The proposal from RecPro, a Michigan based recreation software company, was provided for City Council's review. RecPro has provided their software and related products to many Parks and Recreation Departments in Michigan and a list of those departments was included with their quote. Parks and Recreation also has four staff members who have previously used RecPro in other communities, and have direct experience with RecPro's proven solution in the industry. Their experience with tech support from RecPro has been very positive as well.

Analysis of the RecPro proposal found it provides a very cost effective option for new recreation software that will provide a higher level of customer service and satisfaction and will be more user friendly for staff. RecPro software features will also provide for data collection and reporting capabilities to help better manage the Department programs, facilities, and customer demographics. The cost of the software is included in the first year support and maintenance fee of \$3,750, which is comparable to the annual support and maintenance fee for RecTrac. New, upfront costs include \$2,500 for training, \$500 for hosting the eCommerce website, \$250 for providing the SSL (Secure Sockets Layer – provides security for credit card information), and \$1000 for data migration services, for a total of \$4,250.

By moving to this software and processing option, Northville Township would host the database on an internal server, but still retain PCI compliance by having credit card payments processed on the payment gateway website. It would benefit Parks and Recreation to have immediate in-house IT support from the Township, rather than having to go through an outside party. With approval of this purchase, the Department could proceed with the setup of the software and payment processing and have it ready to launch prior to our winter program registration date of November 28, 2017. That would closely align with the transition of administrative functions in the Parks and Recreation Department from the City to the Township. This timing would also make it possible to integrate the software and online registration with the proposed new Township website. The Department would discontinue the intergovernmental agreement with the City of Plymouth.

City Council Comments and Discussion: It was noted that the RecPro proposal had been reviewed and approved by the Parks and Recreation Commission. Northville Township is already in the process of transferring data from Plymouth to the Township's new server. In response to a question from Council, it was confirmed that Parks and Recreation may withdraw from the intergovernmental agreement with Plymouth without notice. Withdrawing will not impact Plymouth as it still uses RecTrac and their own server.

Motion Darga, seconded by Ekong to approve the purchase of RecPro recreation software and related services for a total initial cost of \$8,000, approve Forte as the third party provider for software integration and credit card payment/processing, utilizing their service fee model, and purchasing payment processing equipment and supplies in the amount of \$800, for a combined total of \$8,800. **Motion carried unanimously.**

D. Engineering/Design and Professional Services Proposal Fish Hatchery Park

Due to the failing condition of the retaining wall at Fish Hatchery Park between the pond and Johnson Creek, as well as deteriorating conditions and needed improvements in other areas of the park, Parks and Recreation applied for funding of improvements with two grant applications. The latest grant application through the Department of Natural Resources Aquatic Fish Habitat Restoration Grant program was denied. After reviewing the application with the grant staff, it appears that the parks and Recreation Department would likely face a challenge for securing funding through future applications in this program.

With the impending deadline of September 30, 2017 to use the remaining Wayne County Park Millage Funds from FY 2014-15 (\$65,000), the Fish Hatchery Task force met and decided the best course of action would be to reduce the planned scope of work and utilize the existing funds available for this project. Currently, there is a potential of \$165,000 available. A summary of the potential available funds was provided for City Council's review.

In light of that strategy, a proposal was solicited from SME, the consultant that worked on the original design of the retaining wall, to prepare bid documents for the project, and to assist with other professional services including pre-bid award services and construction administration. The scope of the project would focus on replacing the retaining wall, and necessary related work. The proposal from SME was also provided for City Council's review. Staff recommends approving a contract with SME to prepare a design bid package and assist with pre-bid award services to determine the scope of work needed.

By focusing on the retaining wall replacement with the funds available now, Parks and Recreation can take care of a potential future liability of the wall failing, and leverage the Wayne County Park Millage Funds. Since it would be impossible to have construction completed or even begin on this project by September 30, 2017, assurance from Wayne County is needed, stating that by getting construction design and specifications, and soliciting bids for the project, FY 2014-15 funding would not be lost.

City Council Comments and Discussion: Discussion ensued pertaining to the total cost of SME's bid, and spending the minimum amount that would show Wayne County that we are moving forward, versus spending the full amount as this is what was approved at the Recreation Commission meeting. There was concern that Parks and Recreation is not gaining anything by approving \$6,000 instead of \$34,000. It was countered that it is better to know the scope of the project before fully committing. Other comments expressed doubt in the ability to complete the project for the \$128,000 connected to SME, with no backup plan if the bids come in higher. It was pointed out that until the project is bid out, it is unknown how much the project will actually cost.

Further discussion and comment pertained to the problems with the failing wall, the amount of county funds that will actually be available to assist with the project, and the need for an accurate idea of the project funding shortfall. A separate comment suggested some type of separate fundraising effort to raise enough funds for this project. The retaining wall continues to fail and needs to be addressed. The Parks and Recreation Director was directed to let City Council know if Wayne County allows the proposed spending plan.

Motion Darga, seconded by Ekong to approve hiring SME for professional engineering services on the design and bid package and pre-award bid services for the Fish Hatchery Park Project, for a not-to-exceed amount of \$6,000, pending confirmation from Wayne County that this approach will allow Parks and Recreation to maintain the approved Park Millage Funding from FY 2014/2015. **Motion carried unanimously.**

MAYOR AND COUNCIL COMMUNICATIONS

A. Mayor and Council Communications

Roth recognized Carter Guider from the Village Workshop. Guider spoke about the upcoming Makers Faire Car Show to be held in conjunction with the Heritage Festival.

B. Staff Communications None

Being no further business, the meeting was adjourned.

Adjournment: 7:38 p.m.

Respectfully submitted,

Dianne Massa, CMC
City Clerk

Ken Roth
Mayor

Approved as submitted: 10/2/17