

**City of Northville**  
**CITY COUNCIL REGULAR MEETING MINUTES**  
**October 16, 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 Sam Ekong and Marilyn Price

**Absent:** Councilmember Nancy Darga (excused)

**Also**

**Present:** City Manager Patrick Sullivan, City Clerk Dianne Massa, Public Works Director James Gallogly, Finance Director/Treasurer Sandi Wiktorowski, Fire Chief Steve Ott, 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

Dennis Connor was present this evening on behalf of State Representative Kathy Crawford (38<sup>th</sup> District). Connor stated he was there to listen and observe, and to bring back to Crawford any issues or concerns the City might have.

**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: None

Receive Bills List:

- Accounts Payable Week of October 2, 2017

Receive Board and Commission Minutes:

- Housing Commission: 2/8/17, 4/12/17, 5/10/17, 6/15/17

Receive Departmental Reports:

- Youth Assistance: 10/17

Board and Commission Appointments: None

Special Event Request / Streets of Treats / October 28, 2017

Special Event Request / Holiday Lighted Parade / November 17, 2017  
Request to Place Signs / Scouting for Food Drive / November 4, 2017  
Joint Transfer Agreements / MERS Defined Contribution and Health Care Savings Program Assets  
Request for Public Hearing / Oakland County CDBG Funds FY 2018

**Motion carried unanimously.**

## **RESOLUTIONS AND ORDINANCES**

### **A. Proposed Amendments to Chapter 42 Historic Preservation, Article II Historic District Commission Code of Ordinances / First Reading**

The current composition of the Historic District Commission (HDC) includes the Mayor or a member of City Council. The Mayor or City Council member also serves as the HDC chairperson. The following amendments to Article II Historic District Commission are proposed:

- Section 42-20 Historic District Commission: Currently, the composition of the commission includes the Mayor or a member of City Council. It is proposed this be amended to be the mayor or an alternate selected by the Mayor and confirmed by City Council.
- Section 42-21 Procedures of Commission (1) officers: Currently, the chairperson the Commission shall be the Mayor or City Council liaison. It is proposed this be amended to be the Mayor or the alternate selected by the Mayor and confirmed by City Council.
- Proposed language would also state that members of the Historic District Commission may be removed by the City Council upon their sole discretion for misfeasance, malfeasance or nonfeasance upon written charges and after a public hearing. Members who are absent from three (3) consecutive un-excused Historic District Commission meetings shall be subject to review and/or removal from the Historic District Commission by action of the City Council.

The proposed ordinance amendment was provided to City Council for review.

City Council Comments and Discussion: In response to a question from Council, Staff explained that if adopted on November 6, by Charter, the ordinance would not be effective until 10 days after adoption, which would be November 17. The November HDC meeting is November 15.

**Motion Allen, seconded by Ekong** to introduce for first reading the proposed amendments to Chapter 42 Historic Preservation, Article II Historic District Commission in the Code of Ordinances as presented, with second reading and possible adoption scheduled for November 6, 2017. **Motion carried unanimously.**

### **B. Proposed Amendment to Chapter 94 Vehicles for Hire, Article II Taxicabs Code of Ordinances / First Reading**

Chapter 94 Vehicles For Hire, Article II Taxicabs in the Code of Ordinances regulates taxi cab fees and licenses. PA 345 of 2016, known as the “Limousine, Taxicab, and Transportation Network Company Act” prohibits the City from imposing a tax or fee, requiring a license from a taxicab carrier, or enacting or enforce an ordinance regulating a taxicab carrier. The City Attorney reviewed Section 15(1) of the act, which prohibits the City from imposing a tax or fee, require a license from a taxicab carrier, or enforce an

ordinance regulating a taxicab carrier. Regulations of these entities will now be handled by the State Department of Licensing and Regulatory Affairs. The City Attorney concurred the City's taxicab ordinance cannot be enforced and should be repealed. The proposed amendment would repeal Article II in its entirety.

Repealing this ordinance will have minimal budget impact as only one taxicab company was licensed with the City, with annual fees paid to the City estimated at approximately \$200.

The proposed ordinance amendment was provided to Council for review.

**Motion Allen, seconded by Price** to introduce for first reading the proposed amendment to repeal Chapter 94 Vehicles For Hire, Article II Taxicabs in the Code of Ordinances as presented, with second reading and possible adoption scheduled for November 6, 2017. **Motion carried unanimously.**

The Mayor voiced displeasure with the State continuing to enact legislation that preempts local control, citing fireworks, and short-term rental legislation as recent examples. The Mayor requested Mr. Connor relay this to Representative Crawford. City Council requested to hear back from Representative Crawford on this issue.

### **C. Proposed Amendments to Chapter 38 Fire and Fire Prevention Code of Ordinances / First Reading**

Currently, Section 38-4 of the Northville Code of Ordinances adopts the International Fire Code (IFC), 2012 edition, promulgated by the International Code Council (ICC). The ICC periodically updates and publishes new versions of the IFC, with the most recent version being designated as the 2015 edition. Adoption of the 2015 edition of the IFC will assist the Fire Department in maintaining currency in its fire protection ordinance, and provide for effective enforcement of appropriate fire prevention measures. The proposed ordinance amendment was provided for Council review.

City Council Comments and Discussion: In response to questions from Council, Staff explained that making the "edition" language more vague would cause confusion for residents, business owners, builders, and contractors to know which specific version is being used by the City. It was also explained that the Fire Department prefers to wait and have the State adopt the construction code before the City adopts the newer fire code. It takes time to update the codes so code revisions that began in 2015 might not be ready for adoption for two to three years. As such, it is likely that in 2020, the City will adopt the 2017 edition of the IFC.

**Motion Allen, seconded by Ekong** to introduce for first reading the proposed amendments to Chapter 38 Fire and Fire Prevention in the City of Northville Code of Ordinances as presented, with second reading and possible adoption scheduled for November 6, 2017. **Motion carried unanimously.**

## **NEW BUSINESS**

### **A. Rural Hill Cemetery Expansion**

On October 2, 2017, a special study session was held to discuss Phase 2 expansion of Rural Hill Cemetery. This expansion would add approximately 650 grave sites. Based upon the average grave sales of 44 per year, that would extend the sales capacity for another 15 years. The Phase 2 expansion is estimated to cost is \$105,000. \$179,137 has been set aside for this expansion.

Following discussion, Council members were in favor of the expansion given the following parameters:

- The fee allocation is to be modified so that all sales revenue covers 100% of the maintenance costs in the General Fund. Any surplus would then be split 50/50 between the expansion reserve in the Public Improvement Fund and the Perpetual Care Fund.
- If sales revenue is not sufficient to cover maintenance costs, the fee allocations will be revisited.
- The sale price of existing graves may be decreased once the new graves are available. Council would approve this at a later date.
- The expansion concept was approved. Specific contracts will be brought to City Council for approval.

City Council Comments and Discussion: In response to Council questions, it was explained that \$179,137 is allocated to the Phase 2 expansion. Council would need to determine if the remaining funds are reallocated to the Perpetual Care Fund or used for a paving project in the cemetery. Council noted that at the study session, there was discussion on placing the Perpetual Care Fund into a longer term, higher yield investment. This would need to be done within the parameters of the City's investment policy. Staff expects the expansion project to begin in early spring 2018.

**Motion Allen, seconded by Ekong** to authorize the Public Works Director to proceed with the cemetery expansion; and further that City Council restructure the sales revenue whereas 100% of the maintenance costs are covered before splitting equally any surplus to the expansion reserve in the Public Improvement Fund and the Perpetual Care Fund; and that the Perpetual Care Fund be put into a long-term, higher yield fund within the guidelines of the City's investment policy. **Motion carried unanimously.**

## **B. Purchase of Postage Machine**

The City of Northville has had the current Pitney Bowes postage meter in service at City Hall since 2008. The City budgeted for a replacement meter for FY2019. Recently, the City received a notice from Pitney Bowes that they will no longer support the software after December 31, 2017, rendering the unit inoperable.

There are two main companies that sell postage machines; Pitney Bowes and Neopost. The City received quotes for similar units that were bid out under a cooperative contract from both companies as follows:

<b>Supplier</b>	<b>Meter Cost</b>
Pitney-Bowes SendPro P1000	\$5,771.14
Neopost IN Series 700	\$4,352.00

City staff met with sales representatives from both companies, and both companies have a nationwide extendable cooperative contract with similar pricing and quality equipment. After careful review and forecasting the cost of the equipment over its expected lifespan, the Pitney Bowes meter will cost less in maintenance and rental fees over a five-year period. The contract was reviewed by the City Attorney and the City's insurer, and found to be acceptable. A budget amendment will be necessary to move funds to the current fiscal year.

**Motion Price, seconded by Ekong** to waive the bidding process and approve the purchase of one Pitney Bowes SendPro P1000 postage meter utilizing the cooperative purchasing contract WSCA-NASPO from Pitney-Bowes of Troy, Michigan. **Motion carried unanimously.**

**MAYOR AND COUNCIL COMMUNICATIONS**

**A. Mayor and Council Communications**

Roth spoke of the opening night of Skeletons Are Alive downtown event on Friday, October 6. Despite the weather, it was a well-attended event. This is a popular event that is an asset to the community, drawing people from all over to visit the downtown. The DDA Director and Public Works Director were thanked for their work on this event.

**B. Staff Communications** None

Being no further business, the meeting was adjourned.

**Adjournment: 7:21 p.m.**

Respectfully submitted,

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Dianne Massa, CMC  
City Clerk

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Ken Roth  
Mayor

Approved as submitted: 11-06-17