

# NORTHVILLE CITY COUNCIL

215 West Main Street  
Northville, MI 48167  
248-349-1300

January 18, 2024 — **5:30PM**

## **SPECIAL MEETING**

Residents may attend in-person or via Zoom. Members of the public participating electronically will be considered present at the meeting and may participate as if physically present at the meeting. The following is a link to attend the meeting: <https://us02web.zoom.us/j/84599155065>  
Or Telephone: +1 301 715 8592 or +1 309 205 3325 Webinar ID: Webinar ID: 845 9915 5065

### 1. CALL TO ORDER/ROLL CALL

AGENDA: Approval of Agenda

Action: Motion to Approve - Motion to Approve as Amended

### 2. **2023-2025 Strategic Priorities**

### 3. CITIZEN COMMENTS - *Limited to 3 minutes per citizen/subject. If more time is needed, the item may be placed on the agenda.*

### 4. Mayor and Council Communications

### 5. ADJOURNMENT

Respectfully submitted,

*George Lahanas*

George Lahanas  
City Manager

# Northville City Council

## 2023-2025 Strategic Priorities

Approved: June 2023  
Updated: September 2023  
December 2023

I. High Performing Government: Good Governance				
Intended Outcome	Strategy	Action	Depts	Progress Notes
A. Fiscally responsible and accountable organization	1. Ensure financial solvency	a. Increase OPEB and pension funding percentages	Finance	<p>Per the December 2022 valuations, the pension plan is 92% funded and OPEB is 115% funded.</p> <p>The City contributed an additional \$1.29 million towards the pension plan in calendar year 2023. A new valuation is expected in June 2024. A new valuation for the OPEB plan is expected first quarter 2024.</p>
		b. Conduct direct-indirect cost allocation study	Finance	<p>City Council approved Municipal Analytics to perform this work on 9/7/23. Kickoff meeting was 9/14/23.</p> <p>The study is complete and staff is reviewing. It will be incorporated into the FY25 budget.</p>
		c. Increase bond rating from AA+ to AAA	Finance	<p>Focusing on building and maintaining fund balance.</p> <p>Per the FY23 Audit Report, General Fund fund balance was at 29.9%. The goal for potential bond rating increase is 30% or higher.</p>
	2. Pursue exterior funding sources and administer program requirements	a. Complete an inventory of outstanding grants and develop grant implementation timelines	CM/SP	<p>A spreadsheet has been developed of all grants and pertinent information grant information. This will continue to be updated regularly.</p> <p>The spreadsheet continues to be updated regularly. Current grant funded projects are underway, and a program and timeline for pursuing additional grant funds is being developed.</p>
		b. Develop a grant policy	CM/Fin.	<p>No update.</p> <p>A policy has been drafted and will be finalized early 2024.</p>
		c. Explore funding opportunities to implement the Ford Field Master Plan and downtown dev. plan	CM/SP	<p>A Revitalization and Placemaking grant was submitted to reconstruct Ford Field Playground. The RAP 2.0 grant request to replace Ft. Griswold was unsuccessful and alternative funding options are under consideration. A preliminary design plan is under development to assist in pursuing alternative funding opportunities, including private fundraising and alternative grant options. Funding options for the restrooms and Ford Field Park East will be incorporated into the grant program outlined in Action a, of Strategy 2 above.</p>

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	3. Ensure services are provided via the most efficient and cost effective	a. Evaluate staffing levels and needs to ensure right-level staffing		Ongoing. Added Director of Strategic Planning and Special Projects to manage grants and projects in house. Evaluating current staffing levels/expertise, and where additional support is likely to be needed due to the Downs and Foundry Flask projects. A recommendation is being prepared for the Personnel Committee related to community development and planning.
	4. Provide for stable revenue streams	a. Reduce turn-around time on apartments in Allen Terrace	AT	Prep time has been cut in half. What was taking 6-8 weeks, took 3 weeks with the last vacancy. Turn-around is still taking 3-4 weeks which is a bit longer than last quarter because new flooring is being installed in each unit at turn-over. This is still 2 weeks less than the historic schedule.
B. Responsive and accessible service	1. Provide a variety of ways to inform citizens of important City Information	a. Increase email newsletter subscriptions	CM/Comm	Staff developed a City postcard to encourage enrollment in City News, Nixle and social media. The card is being distributed at all public events. City News enrollment is up slightly from 6/19/23 (@2,295) and the average open rate is 67% ( industry average is 45%). City News subscribers now at 2,321. Open rate ranges from 61 to 71% (industry average is 43% as of 12/27/23) Nixle: 2,919 total subscribers as of 12/27/23 (previous count was 2,886 - undated) - increase of 33 subscribers. Sent 120 messages via Nixle in 2023: relating to weather, water, air quality and 911 service.
		b. Increase followers of social media platforms	CM/Comm	Facebook: increased 164 followers in 3 months - now @ 2,564; X (formerly Twitter) 573 followers, increase of 18 in 3 months. FB: 2,700 followers - up 136 (5%) in 3 months; X: 590 followers; increase of 17 (3%) in 3 months
		c. Evaluate option to film BZA, PC and HDC meetings	CM	No update. We are working with Diligent Communities to first start with City Council Agenda and Meeting Management to be implemented in 1st Quarter 2024. Once we progress through that we will assess the feasibility of including options for the three boards.
		d. Evaluate the use of Zoom for public meetings	CM	No update. We are working with a Diligent Communities and MergeLive to continue these discussions on the most feasible options moving forward in 2024.

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	2. Improve procedures for communicating with residents during emergency situations	a. Promote and increase Nixle registration, and evaluate options to increase frequency of announcements	CM/Comm	2,886 contacts - those registered learned of city-wide power outage, severe thunderstorms during a busy season of weather-related alerts. The City posted a total of 120 Nixel notices in 2023. Breakdown is as follows: > Weather related advisories, water main breaks and limit water usage: 1st Q - 15; 2nd Q - 18; 3rd Q - 43; 4th Q - 29 > Interruption of 911 services: once in August, once in Dec. > Air quality alerts: 2nd Q - 5; 3rd Q - 8
	3. Promote two-way communication with citizens	a. Host open house meetings as appropriate.	CM	An open house was held for the 5-year Parks and Recreation Plan. A joint open house was held for the Non-Motorized Plan, Downtown Traffic Study, and the Ford Field Master Plan. A pre-construction meeting was held with Beal Town residents about the Yerkes water main and road project. An open house was held to gather community feedback on the Ford Field Master Plan and Gateway project. A public meeting was held to collect input on the Ford Field Accessible Gateway design options.
	4. Increase opportunities for face-to-face communication with residents	a. Implement Coffee-with-Council.	CM	City Council has hosted four (4) Coffee with Council events. This program is proposed to restart in February, 2024.
		b. City Manager meet with attend neighborhoods and attend community interest meetings.	CM	City Manager attended three (3) neighborhood and/or association meetings. City Manager attended an assortment of community interest meetings this quarter including meeting with the Chamber, Coffee with Council, parade participation, and joining staff and business owners to discuss the FOG ordinance.

II. Vibrant Economy and Development				
Intended Outcome	Strategy	Action	Depts	Progress Notes
A. Balanced parking system	1. Provide adequate parking to support visitor, business and resident needs	a. Conduct a funding analysis of the parking system including a revenue-expense comparison of paid parking versus parking enforcement	DPW	No Update. Staff to prepare RFP for parking study to evaluate existing parking requirements and capacity, operational costs, parking inventory, funding options and ability to meet zoning requirements.

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		b. Develop plan to address parking enforcement	DDA/DPW/ Police	The Police Department conducted a demo with a parking enforcement device company. Proposals were received from three suppliers of hand-held parking devices and staff are developing an evaluation system for the companies. We hope to conduct additional demos and pick a vendor in early 2024.
		c. Assess and update the existing parking lot/parking system maintenance and capital replacement plan	DPW/DDA/ CM	Not yet initiated. Combined with Section II.A.1.a and II.A.1.b
B. Resilient and vibrant downtown	1. Provide a range of programs to support seasonal operation of the downtown	a. Evaluate the existing menu of programs and offerings to ensure activation of the downtown during all seasons	DDA	The DDA currently offers activities in all seasons including summer concerts, Skeletons are Alive, A Holiday to Remember, Chili-n in the Ville. DDA staff is working through the Marketing Committee to identify existing and new events that are provided by the DDA and others in an effort to activate the downtown. DDA is in the process of reviewing the summer concert offerings to determine the most successful format for providing music in the downtown. DDA/PD/Clerk are working together to address music volume and scheduling and require Entertainment license as per MLCC requirements.
		b. Develop strategic partnerships to expand program offerings in the downtown		DDA is working with several organizations to bring additional activities to the downtown, including a Cornhole Tournament. DDA staff is currently working with two private groups to bring new events to downtown and support existing downtown programming. DDA is working with the business owners to encourage additional planned music for the downtown provided by the private sector.
		c. Develop downtown health metrics	DDA	The Downtown Building Inventory is completed. DDA staff has scheduled training on January 23rd on how to utilize program by project vendor.

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	2. Ensure downtown infrastructure is attractive and safe for all visitors	a. Complete the bollard project and install planters	DDA	The bollards have been purchased for Center and Main Street. Bids have been accepted and a Contract awarded for the installation, which is anticipated to be completed in October. Three of the four corners of downtown have had the bollards installed. One corner - E. Main and N. Center Street will be installed in early spring. The bollards have been utilized successfully during the holiday lighted parade. DDA staff is currently utilizing the DDA's triple planters to fill the gaps created by the bollard locations. New designs for planters will be taken up by the Design Committee in early January. Design Committee scheduled for January to review/select planters.
		b. Study the opportunity for curbless streets in the central downtown.	DDA	A consultant services contract was awarded for concept design and an informational meeting was held with downtown merchants to review and discuss the concepts. GMA provided graphics for the DDA/City to utilize when holding discussions with committee members and the public. In early January the DDA and City will explore contracting with the new City Engineers to perform pre-engineering to evaluate the conditions for a curbless street.

III. Strong Neighborhoods: Strong, Safe, Diverse Communities				
Intended Outcome	Strategy	Action	Depts	Progress Notes
A. Stable neighborhoods	1. Provide clear priorities for land	a. Complete revisions to Historic District Design Guidelines	Building	Progress continues. The Design Guidelines consultant, Kraemer Group, delivered draft Guidelines for review at the November 15, 2023 HDC Meeting. The Kraemer Group, the City's Planning Consultant and the HDC Board are continuing with the final stages of creating a draft and then the draft will be discussed at community engagement sessions with a proposed final adoption in Sept 2024
		b. Update Zoning Ordinance to align with new Master Plan	Building	The Planning Commission determined priorities for ordinance updates and will focus on reviewing them (including this) during their 2024 sessions.
		c. Design and implement a historic district/house signage program		No update.

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	2	Ensure residents' safety and security	a.	Complete the fire optimization study and implement recommendations	Fire	Northville City Fire Department paperwork has been submitted to Center for Public Safety Management (CPSM), the City's consultant on the project. CPSM is working with Superior and Huron Valley Ambulance to obtain additional data. Report is expected to be done at the end of the year. The consultant continues to compile data and develop the report.
			b.	Update Engineering Design Standards	DPW	Draft standards have been developed and are undergoing administrative review. Draft standards were completed and were approved by City Council on December 18.
			c.	Implement lead service line program in accordance with EGLE requirements, including inventory of service lines.	DPW	Reviewing inventory, replacing lead service lines as-needed along with construction projects. Future planning needed. Have received additional information from EGLE and will be developing a revised plan to ensure the City fulfills the new requirements.
B		Sustained population	1.	Support approved development projects		
			a.	Foundry Flask	Building	Site Design and possible revisions are being considered by the applicant.
			b.	711 N. Center Street Condos	Building	Project has been approved by the Planning Commission, and has received engineering approval and a tree removal permit. The Planning Commission approved the Preliminary Site Plan, with conditions and comments to address at the Final Site Plan stage. Over several meetings, the Planning Commission reviewed the Final Site Plan with the applicant, and ultimately approved it, with conditions. This included additional information regarding the condominium documents.
	2.	Support developments that complement the City's Master Plan	a.	Downs development	CM/ Building	The Downs development agreement has been approved and final site plans submitted for review. The Planning Commission approved the final site plan at the November 21, 2023 meeting.
	3.	Support a safe school district	a.	School resource officer (SRO) and other programs to enhance school safety, including training, education and equipment.	Police	The City is moving forward with hiring an SRO per the agreement with the school. The SRO is expected to be in place by the end of December. The SRO has been hired and is starting on January 3rd.

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		b. Conduct an inventory of school routes and develop a Safe Routes to School plan	Police	No update. Staff continues to evaluate options for safe pedestrian routes along Doheny Drive and is working with the Township to explore a pedestrian crossing over 7-mile.
IV. High Quality Environment: Environmental Sustainability				
Intended Outcome	Strategy	Action	Depts	Progress Notes
A. Reduced environmental footprint	1. Utilize green infrastructure to mitigate storm water in the City	a. Complete greening of Mill Race Project in cooperation with Historical Society	DPW	A Subrecipient Agreement with the Northville Historical Society was developed and executed. Construction plans will be finalized over the winter. The Northville Historical Society continues to work with F&V to finalize the construction plans.
		b. Monitor permeable pavement project and evaluate options for continue use	DPW	The current permeable pavement on Wing Ct has operated and functioned with minimum maintenance for the past two years. DPW currently researching maintenance options for cleaning . Have researched options for cleaning the pavement as recommended and determined that the most cost effective method was to contract this service. Have identified a company to perform the work and will be pursuing that in the spring.
	2. Implement energy conservation measures to reduce utility usage	a. Convert interior lights to LED with motion sensors, as appropriate	DPW	The lower level office reconstruction in City Hall includes LED upgrades. Scheduled for Fall 2023. Full city hall inventory with phasing and budgeting needed. The new offices in the lower level have been equipped with dimmable LED lights and as ballasts need to be replaced they are converted to LED. Staff is developing recommendations for a more strategic replacement plan. Continue to evaluate alternate options for energy savings including calibration of the HVAC system.
		b. Install low-flow faucets in public restrooms at City Hall, where appropriate	DPW	No Update. A drinking fountain with a bottle filling feature has been installed on the 1st floor and we will be installing a low-flow faucet in one of the public restrooms to study its effectiveness.
B. Environmental sustainability and resiliency	1. Provide for the conservation of natural resources through reduction and recycling	a. Study and evaluate transitioning to online agenda and packet platform	CM	The administration met with two companies and reviewed the proposals. Currently, evaluating next steps to work with iCompass and to utilize MergeLive to help with the transition. See update under item I.B.c.



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	2. Provide for environmental protection through appropriate programs and regulation	a. Update FOG (Fats, oils and grease) program	DPW	On September 18, City Council adopted FOG Ordinance (Chapter 86 Utilities, Article VI, Installation and maintenance of grease interceptors; Discharge prohibitions). Restaurants have received information about the program in writing and in person. The ordinance will go into effect January 1, with the grease dumpsters remaining in place until March 1 to give time for restaurants to make the transition. Staff is meeting with restaurants who need further guidance and direction.
		b. Evaluate programs for commercial refuse management including dumpster locks, cameras, etc.	DPW	The Police and Public Works departments have reviewed camera options and will be recommending additional camera installations to Council. Cameras were approved by City Council for installation near Mary Alexander dumpster location and continuing to work on developing a plan for additional locations.
		c. Upgrade DPW fuel pump	DPW	An RFP has been developed and is under review. A contract was awarded to Oscar Larsen to complete the upgrade, which includes fuel management software. The materials and parts have been ordered and will be installed once received. We are also evaluating the option to add fleet management software to the fuel management software.
C. Contemporary and responsive regulation	1. Ensure ordinances comply with legal standards and reflect present conditions	a. Update City Ordinances related to City Parks		No update. Staff met with Northville Township staff to review the Shared Services Agreement related to parks and recreation.
		b. Review Tree Ordinance		No update. Staff Consultant is currently drafting language and will work on providing an update this Spring/Summer.
		c. Review lot coverage and non-permeable surface requirements to manage stormwater and runoff		No update. A Request for Proposals has been released to conduct a Green Ordinance Audit to examine the City's codes, policies and operational procedures to determine where barriers exist to protecting water resources and the use of Low Impact Development practices.

V. Enhanced Public Assets: Transportation and Infrastructure				
Intended Outcome	Strategy	Action	Depts	Progress Notes

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A. Integrated mobility network	1. Provide for safe multiple modes of transportation throughout the City	a. Complete non-motorized transportation plan and develop implementation recommendations	CM/DPW	The Non-Motorized Transportation Plan has been completed including review by the Mobility Network Team and online public input. The final plan will be presented to Council in October for possible adoption. City Council adopted the 2023 Northville Non-Motorized Transportation Plan at the October 2, 2023 meeting.
		b. Complete traffic calming report and adopt traffic calming toolkit for application in future projects	CM/DPW	The Traffic Calming Report has been completed. The traffic calming report and tool kit will be presented to City Council on February 5 with a recommendation to adopt.
B. Stable transportation infrastructure	1. Provide safe roads	a. Review and update street asset management plan	DPW	Reviewing Proposal. The City Engineering firm will begin this project in early 2024
		b. Evaluate Cady Street re-routing proposal		City staff continue to communicate with Wayne Co. regarding this concept. No update.
		c. Repair High Street culvert		No Update - Grant status Nov. 2023. The City did not receive the funding requested for this project so staff, with the support of OHM, will continue researching funding options.
		d. Construct round-about at 7 Mile /Center		An engineering consultant services contract has been awarded for project preliminary design and development of an estimate of probable cost. Preliminary engineering design has been completed and will be presented to City Council for input on February 5, 2024.
C. Reliable public services	1. Continue investments in neighborhood streets, water and sewer improvements	a. Conduct a water and sewer rate study	DPW	RFP in review. City Council awarded a contract to Municipal Analytics in November.
		b. Implement water reservoir removal	DPW	Pending Water and Sewer Rate Study. Pending water and sewer rate study and DWRF.
		c. Establish sanitary sewer capacity and procedure with Oakland in key areas	DPW	Developing a MOU to make the connection to Oakland Co. sewers and establish the sewer as a Chapter 21 Drain. A new sewer connection to the Oakland County system has been engineered and is currently under review by Oakland County. Oakland County is working with Wayne County. to establish this portion of the system as an intercounty drain. The necessary agreements will be forwarded to Council once complete

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D. Quality public facilities	1. Preserve existing public facilities	a. Assess and recommend changes to the elevators and HVAC systems at Allen Terrace	AT	Implemented new elevator service contract. Both elevators have been serviced and are running. Still waiting on boiler information. The boiler replacement has been postponed due to staff receiving HVAC training and being able to maintain the existing system while we assess funding options.
		b. Assess the City Hall/Fire Station roof for repair or replacement	CM/DPW	The 2018 Assessment was updated and construction plans are under design. A roofing consultant contract was awarded at the September 18 meeting. Preliminary plans have been developed and bids are expected to be let in late January.
		c. Update activity rooms in Allen Terrace (exercise room, library, game room, computer room)	AT	Purchased new monitors for computer room and exploring options for NEW exercise equipment. A CDBG application has been developed for funds to install new flooring in the activity rooms. Mayor is pursuing a donation of exercise equipment for us from Planet Fitness.
	2. Ensure efficient use of existing facilities	a. Complete the 1st floor office renovation at City Hall.		Construction plans are completed and bids have been received. A contractor recommendation will be forwarded to City Council for consideration in October. The office renovation is approximately 75% completed. The contractor is awaiting delivery of the cabinetry for the kitchenette and the doors for the various offices. Staff has met with M. Architects to discuss a police locker room renovation and the Fire Department space needs.

VI. Enhanced Public Assets: Recreational and Cultural Opportunities				
Intended Outcome	Strategy	Action	Depts	Progress Notes
A. Contemporary recreational facilities	1. Ensure visitors of all abilities can access recreation programs and facilities	a. Complete Ford Field gateway and bank stabilization project	CM	Three design concepts have been developed and meetings are being held with stakeholders to review and provide input. A final gateway design has been developed and was reviewed by City Council on December 18. A consultant services contract was awarded to OHM on December 18 to develop bid documents for the project.
		b. Develop a playground improvement plan for Fort Griswold that is accessible and reflects community expectations	CM	No update at this time. A landscape design firm, Landscape Architects and Planners, has begun to develop a design plan for the playground which will be used to pursue additional funding.

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	2. Enhance visitor recreational experiences through infrastructure improvements	a. Identify alternative location for Farmers Market	CM/DPW	Discussions are ongoing to identify a temporary location for the market for next season. The City and the Chamber are working toward finalizing a temporary location for the market.
		b. Finalize a design for improvements to Serenity Point		No update at this time. The grant has been transferred to the Randolph Street intercounty drain drainage board for implementation by Oakland County who have contract with HRC to develop construction plans for the project.
		c. Develop a plan to fund and construct restrooms at Ford Field Park		No update at this time. Funding options for the restrooms at Ford Field Park West will be incorporated into the grant program outlined in Action a, of Strategy 2 above.
B. Responsive and responsible planning	1. Develop long-range plans to guide future improvements that are reflective of the community	a. Develop a Northville Riverwalk Plan	CM	No update at this time. Plans for a riverwalk are being discussed as part of the grant program outlined in Action a, of Strategy 2 above.
		b. Partner with Northville Township to update the 5-year Parks and Rec. Plan		The community survey is underway. A draft plan has been developed and released for public review.
		c. Finalize a design for the River Daylighting project	Parks	The River Restoration Task force has negotiated a recommended park plan with HP and this plan is included in the Site Plan that has been submitted for review and approval. The final park site plan was approved by the Planning Commission as part of the site plan packet. Staff continues to work with HP to develop the design details. Community members have launched a fundraising campaign to relocate and renovate the log cabin that will be displaced during site demolition.