

**City of Northville**  
**CITY COUNCIL REGULAR MEETING MINUTES**  
**August 15, 2016**

Mayor Roth called the meeting to order with the Pledge of Allegiance at 7:30 p.m. in the City of Northville Municipal Building, City Council Chambers, 215 W. Main Street, Northville, Michigan, 48167.

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.

**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, Fire Chief Steve Ott, Housing Director Sherry Necelis, Arts Commissioner Sue Taylor, Art House Director Abby Wright-Geddes, Housing Commissioner Roger Schultz, and three citizens

**PRESENTATIONS**

**A. Citizens Comments**

Laura Keller, 826 Revere Court and Jane Hicks, 802 Revere Court, spoke on behalf of the Lexington Condo Homes Association. They requested an update on the status of plans to dredge the pond and repair the up/down stream weirs. It was understood that funding is an issue. However, the pond continues to deteriorate and remediation costs will increase. They urged the City to consider borrowing funds to complete this project. There was concern that a phased project would still have funding issues and might not be completed. Other communities involved in the project are on board and have the funds needed to contribute to the project (Novi, Wayne County, Oakland County). Concern was voiced that the process to set up a special assessment district could take one to two years. Odor, algae, and the general state of the pond is affecting property values and the matter needs to be addressed.

Comments from City Council and the Director of Public Works explained that in July 2016, the Drain Board met to discuss the pond. It appears the plan is to move forward with the project in phases. The Board will work with the City regarding funding options. The City is responsible for approximately 62% of the project cost. Approximately \$100,000 of the \$300,000+ project cost has been set aside. The Drain Board is researching funding options including borrowing funds, or a special assessment. The City is waiting for further information from the Drain Board. Funding will be a stumbling block as the City does not have sufficient funds for this project and would need to take funds from another project. City Council will need to have further discussion on proposed funding mechanisms.

**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: None

Receive Bills List:

- Checks #99793 to #99914
- Checks #99915 to #100061, EFT #500243
- Checks #100062 to #100219

Receive Board and Commission Minutes: None

Receive Departmental Reports:

- Youth Assistance: 8/16

Board and Commission Appointments: None

Request to Place Signs / 2016 Beautification Awards

Proclamation / September as National Recovery Month

Halloween “Trick-or-Treat” Hours and Street Closures

CDBG Subrecipient Agreement / Wayne County Funds

Revision to Oakland County Mutual Aid Agreement / Police Department

Special Event Request / The Village Workshop Makers Auto Faire / September 17, 2016

**Motion carried unanimously.**

**NEW BUSINESS**

**A. Update to Arts Commission Bylaws**

During the past fiscal year, the Northville Arts Commission (NAC) reviewed and updated their original Articles of Organization, which had last been amended in December of 2006. A committee was formed to recommend changes and clarify roles and responsibilities of volunteer Commissioners, especially in regard to their interaction and relationship with Art House staff.

The committee reviewed the Bylaws of the Housing Commission, Parks and Recreation Commission, and the Senior Advisory Commission. In the update of the outdated Articles of Organization, the committee recommended that NAC follow the template used by other City Commissions and create bylaws that were pertinent to NAC and consistent with other City Commissions.

On April 13, 2016, the NAC reviewed and unanimously approved the amended bylaws and are waiting for City Council approval for final implementation.

As the two documents are formatted very differently, a summary of the key recommended changes are outlined below. Minor changes were also made to be consistent with language used by the other City Commissions in their bylaws.

- Article I, Section 1.1, Purpose – Expanded description.
- Article I, Section 1.2, Responsibilities – Added this category to more clearly specify responsibilities of NAC.
- Article II, Section 2.0, Membership – Reduced size of Commission membership from 15 to 9.
- Article II, Section 2.1, Qualifications of Commissioners – Added and clarified specific requirements and duties of Commission members.

- Article II, Section 2.4, Officers – Officers shall consist of a Chairperson, Vice-Chairperson and Secretary. Elections changed from every year to every two years. Officer responsibilities are described in detail.
- Article III, Committees – Committee work and appointment and membership of committees is described in detail.
- Article IV, Meetings – more detailed.
- Article V, Fiscal Year – Added to Bylaws
- Article VI, Management – Describes roles and responsibilities of NAC and Art House staff and their relationship.
- Article VII, Funding – Describes funding of NAC activities and Art House, particularly as it pertains to budget.

City Council Discussion and Comments: City Council noted that both the Articles of Organization and Bylaws were included in the meeting packet, and questioned if the Articles were being eliminated in their entirety. The NAC explained that the Articles of Organization were not being eliminated, just massively overhauled, and will now be referred to as Bylaws.

**Motion Allen, seconded by Darga** to approve the bylaws for the Arts Commission as presented. **Motion carried unanimously.**

**B. Contract Award / Annual Sidewalk Program**

Annually, the City’s Capital Improvement Plan for streets, drainage, and sidewalks proposes a small amount of improvements to the City’s sidewalk system. In addition to sidewalk improvements performed with each street improvement project, the City annually undertakes a small program of sidewalk repairs throughout the City of Northville. The purpose of this annual program is to improve the walkability of the City’s sidewalk system, and reduce the likelihood of trip and fall incidents. The scope of work for this annual project includes the spot repair of sidewalks at various locations throughout the City. For 2016, the selected locations were based on concerns raised by residents throughout the past year, as well as replacements based on inspections made by DPW staff.

For FY2017, City Council approved \$35,000 for sidewalk replacement. The Fire Department has since requested that the Department of Public Works also bid the replacement of the concrete in the driveway in front of the W. Main Street Fire Hall. Funding for this portion of the project would come the Public Improvement Fund established for City Hall improvements. A budget amendment will be necessary to include this added work.

Through the Michigan Intergovernmental Trade Network, on August 2, 2016 the City received bids from eight contractors as follows:

| <u>Vendor</u>                 | <u>Sidewalk</u> | <u>Fire Hall</u> | <u>Total</u> |
|-------------------------------|-----------------|------------------|--------------|
| A Land Construction           | \$34,123.00     | \$22,500         | \$56,623.00  |
| Lacaria                       | \$89,394.25     | \$28,225         | \$108,619.25 |
| Goretski Construction Company | \$31,178.00     | \$24,645         | \$55,823.00  |
| Rotondo                       | \$33,233.00     | \$19,873         | \$52,873.00  |
| Giorgi                        | \$33,858.00     | \$27,650         | \$61,508.00  |
| KMI                           | \$41,124.00     | \$27,500         | \$68,624.00  |
| Century                       | \$44,774.00     | \$26,550         | \$71,324.00  |
| Merlo                         | \$78,616.00     | \$50,500         | \$129,116.00 |

The bids were reviewed and tabulated, and based on Staff analysis it was recommended that Rotondo Construction Corporation be awarded this project. The Contract Documents prepared for this project have been reviewed and approved by the City Attorney and Michigan Municipal Risk Management Authority.

City Council Discussion and Comments: Further explanation was given to the method used to determine which sidewalks require repair: inspection by DPW staff and resident requests. It was also explained that during the Fire Hall driveway project, the driveway would be reconstructed in phases so the Fire Department has access to the Fire Hall and Fire vehicles. Some Fire vehicles may be stored at the DPW yard. This is the same plan used during the W. Main Street reconstruction project.

City Council questioned the cracked sidewalks on Grace Street, resulting from construction vehicles for new development in that area. It was explained that the contractor would be responsible for replacing any cracked sidewalk before the Building Inspector finalizes the building permit.

**Motion Darga, seconded by Price** to approve and award a contract in the amount of \$52,873 to Rotondo Construction Corporation of Farmington Hills, Michigan, for the 2016 Sidewalk Program, and to authorize the Public Works Director to sign this contract on behalf of the City. Further, a budget amendment in the amount of \$19,873, from the Public Improvement Fund, for improvements to the Fire Hall driveway is approved. **Motion carried unanimously.**

### **C. Contract Award / Annual Crack Sealing Program**

Annually, the City's Capital Improvement Plan for streets, drainage, and sidewalks proposes a small amount of joint and crack sealing on City streets. The purpose of this program is to extend the life of City Streets and reduce the overall expenditures on streets. The scope of work for this annual project includes locating and cleaning cracks and open joints in the roadway, which are then sealed with a hot mastic sealant.

The selected locations are as follows:

- Taft Road** - Eight Mile Road to City Limits (Major Street)
- Ely Court** - off of S. Ely Drive (Local Street)
- Grace Street** - Rayson to Baseline (Local Street)
- E. Baseline** - N. Center to Novi Street (Major Street)
- Lake Street** - N. Center to Grace Street (Local Street)
- East Street** - Baseline to Elm (Local Street)
- S. Rogers Street** - W. Main St, to 7-Mile Road (Major Street)
- W. Main Street** - Rogers Street to Wing Street (Major Street)

Through the Michigan Intergovernmental Trade Network, on August 2, 2016 the City received bids as follows:

|                                |             |
|--------------------------------|-------------|
| Michigan Joint Sealing Company | \$17,315.60 |
| Fahrner Asphalt Sealers        | \$28,716.00 |
| Wolverine Sealcoating          | \$11,156.00 |
| Carr's Outdoor Services, Inc.  | \$14,524.80 |

The bids were reviewed and tabulated, and based on Staff analysis it was recommended that Wolverine Sealcoating awarded this project. Wolverine Sealcoating is out of Jackson, Michigan. Staff has checked the references provided by this contractor, interviewed representatives from this company, and found the

company to be qualified for their work. The Contract Documents prepared for this project have been reviewed and approved by the City Attorney and Michigan Municipal Risk Management Authority.

The City has an approved budget of \$25,000 for this program in the Major Street Fund. The cost for this project is less than what is budgeted.

City Council Discussion and Comments: As the contract amount is well under budget for crack sealing streets, it is recommended that the DPW Director be authorize to add additional crack sealing on other streets up to the budgeted amount. The bid is based on unit prices and would not require renegotiation with the vendor.

**Motion Allen, seconded by Ekong** to approve and award a contract in the amount of \$11,156 to Wolverine Sealcoating of Jackson, Michigan, and further that that the Public Works Director be authorized to sign the agreement and approve additional crack sealing on other streets and parking lots using the contract unit prices up to the budgeted amount of \$25,000. **Motion carried unanimously.**

#### **D. Contract Award / Allen Terrace Parking Lot Reconstruction**

In June 2016, the Housing Commission unanimously approved seeking bids to repair the Allen Terrace parking lot. It was determined that the parking lot repair would be completed in phases to ensure there would be accessible parking during construction.

On July 25, 2016 the City received bids as follows:

| <b>Company</b>    | <b>Asphalt curbs</b> | <b>Concrete curbs</b> |
|-------------------|----------------------|-----------------------|
| Nagle Paving      | \$228,186.05         | \$277,454.95          |
| Pavex Corporation | \$266,877.60         | \$328,783.60          |
| ASI               | \$270,125.00         | \$301,073.00          |
| T&M               | \$280,090.00         | \$316,814.96          |
| Hutch Paving      | \$329,106.85         | \$378,494.70          |
| Fonson            | \$351,958.70         | \$409,343.40          |

The bids were reviewed by the City’s engineering consultant. After reviewing the project in depth with the low bidder, it was recommended that the contract be awarded to Nagle Paving. As the bids came in below the engineer’s projected estimated, is was also recommended the alternate bid of \$277,454.95 be considered in order to install concrete curbs instead of asphalt curbs.

In addition to removing and replacing pavement and curbs, the parking lot project calls for installing additional drains to help reduce pavement cracking and heaving and erosion control improvements. The construction should begin around September 6, 2016, will be done in three phases, and should be completed within six to eight weeks.

The City Attorney has reviewed and approved the contract documents for the project. The documents also were reviewed and approved by the Michigan Municipal Risk Management Authority in regards to recommended insurance requirements.

Originally, \$70,000 was budgeted for this reconstruction. However, a budget amendment is necessary to provide sufficient funds for this project. The additional funds would come from the Allen Terrace Capital Reserve Fund.

City Council Discussion and Comments: In response to questions from City Council, the Housing Director explained that funding would come from the Allen Terrace Capital Reserve Fund of approximately \$1M. The original project cost estimate of \$70,000 was for a parking lot resurfacing only. The project before City Council will be a complete parking lot reconstruction and will address erosion and drainage issues that affect the parking lot.

Brief discussion ensued pertaining to the status of the Capital Reserve Fund. The need to keep a strong capital improvement fund, after this parking lot reconstruction expenditure, was stressed. Following the parking lot project, the Capital Reserve Fund will have approximately \$700,000 remaining. There are several projects on the long-term capital improvement list. During FY2018 budget discussions, City Council will need more accurate project estimates included in the Housing Commission's budget. This is necessary for City Council to review and determine which projects will remain on the capital improvement list for Allen Terrace.

**Motion Darga, seconded by Allen** to approve and award a contract to Nagle Paving Company of Novi, Michigan, for the Allen Terrace parking lot reconstruction project including the concrete curb option in the not-to-exceed amount of \$277,454.95. Further, a budget amendment is approved for this change in the project budget indicating the balance will come from the Allen Terrace capital reserves fund and that the Housing Director is authorized to sign this contract on behalf of the City of Northville. **Motion carried unanimously.**

#### **MAYOR AND COUNCIL COMMUNICATIONS**

##### **A. Mayor and Council Communications**

Darga noted that the Woodward Dream Cruise is this weekend. The Ford Piquette Avenue Plant will be offering coffee and donuts.

##### **B. Staff Communications** None

Being no further business, the meeting was adjourned.

**Adjournment: 8:07 p.m.**

Respectfully submitted,

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Dianne Massa, CMC  
City Clerk

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Ken Roth  
Mayor

Approved as submitted: 09/06/16