

City of Northville
CITY COUNCIL REGULAR MEETING MINUTES
October 2, 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, Downtown Development Authority Director Lori Ward, Public Works Director James Gallogly, Finance Director/Treasurer Sandi Wiktorowski, Assistant Public Works Director Chris Poreman, members of the Downtown Development Authority, City Planner Sally Elmiger, Labor Attorney Steve Schwartz, and approximately 22 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

B. Proclamation Presentation

Lynda Heaton – Downtown Development Authority

The Mayor and City Council presented resident Lynda Heaton a proclamation in honor of 25 years of service as a member on the Downtown Development Authority. Following remarks noting the various committees she served on, it was proclaimed:

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Northville, Michigan proclaims that October 2, 2017 is Lynda Heaton Day in the City of Northville.

On behalf of City Council, the Mayor thanked Ms. Heaton for her contributions to the DDA and the City. Ms. Heaton voiced appreciation to the Mayor, City Council, and the City stating it was truly an honor and privilege to work with wonderful people. She reiterated that Northville is a great place to live.

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 September 5, 2017
- Regular Meeting of September 18, 2017

Receive Bills List:

- Accounts Payable Week of September 25, 2017

Receive Board and Commission Minutes: None

Receive Departmental Reports: None

Board and Commission Appointments: None

Request for Waiver of Late Payment Penalty / 2017 Summer Taxes

Amendment to the Fees, Fines and Penalties Schedule / Historic District Commission
Structural Engineer Escrow Fee

Amendment to the Fees, Fines and Penalties Schedule / Historic District Commission
Subcommittee Meeting Fee

Amendment to the Fees, Fines and Penalties Schedule / One Day Liquor Permit

Motion carried unanimously.

NEW BUSINESS

A. Contract Award / Historic District Survey

Intensive-Level Above Ground Historic and Architectural Survey Consultant

The Building Department - Planning and Zoning Services solicited Requests for Proposals (RFP) for the Historic District Intensive-Level Historic and Architectural Survey Consultant. Notices for the RFP were placed in the Northville Record, on the City's website, on BidNet (formerly MITN), and mailed to approximately 30 architects listed on the State Historic Preservation Office's (SHPO) historic architect list.

This intensive-level survey of the Historic District will provide information about the historic features and architectural attributes of up to 343 houses and other buildings in the City's historic district. The information will also be used to submit a new nomination for the National Register of Historic Places. The survey will assist the Historic District Commission (HDC) in knowing which buildings are contributing to the district, allowing them to make informed evaluations of the historic significance of various features of an historic resource. It will also assist the HDC in making informed evaluations and decisions about the impacts that proposed changes will have on the resource.

In June 2017, the City was notified that SHPO received its Historic Preservation Fund grant dollars. As such, the Staff moved forward with this project. The RFP submission deadline was September 5, 2017, and the City received two proposals by the deadline.

Firm	Amount
Commonwealth Heritage Group	\$30,436.68
Kraemer Design Group/Giffels Webster Engineers, Inc.	\$86,315.00

The City's Planning Consultant, who also serves as the liaison to the Historic District Commission, is assisting Staff with this project. After reviewing the proposals, the Planning Consultant recommended the contract be awarded to Commonwealth Heritage Group. The recommendation is based on the following:

- The firm specializes in Cultural Resources Management. The subject of this project is the focus of their daily work.
- The professional focus of the staff assigned to the project is Preservation Planning.
- The staff assigned to the project has more relevant experience in preparing the deliverables of the project than the other proposal submitted.
- All staff members individually meet the Secretary of the Interior's professional qualifications standards established in 36 CFR Part 61, as evidenced by the descriptions of their education and years of experience in research and writing in the proposal.
- This team has GIS capability in-house, making coordination of this service more efficient.
- The proposal is under the project budget established by SHPO/Northville. Therefore, the City has some room for additional public outreach, if necessary.

A Proposal Analysis Table prepared by the Planning Consultant, and the proposed contract between the City and Commonwealth Heritage Group, was provided to City Council. The contract was reviewed by the City Attorney and the City's insurer. The City Attorney had questions on the contract's dispute resolution language and Staff is waiting for a response from SHPO's attorney. The City will not sign the contract until final review and approval by the City Attorney.

The approved FY2018 budget included funding for the Historic District Survey project (101-560-807.11). The project budget is \$44,420, which includes the grant funds and the City's local match. The proposal amount is under the project budget established by SHPO and the City.

City Council Comments and Discussion: Further explanation was given pertaining to the grant amount. In response to various questions from Council, it was explained that SHPO has 30 days to review the contract and approve the recommended consultant; the recommended consultant firm is a Michigan firm, with an office located in Dexter; and confirmation that the City Manager will not execute the contract until final review and approval by the City Attorney.

Motion Allen, seconded by Ekong to award the Historic District Survey Intensive-Level Above Ground Historic Architectural Survey contract to Commonwealth Heritage Group in the amount of \$30,436.68 and authorize the City Manager to sign the contract on behalf of the City, subject to final review of the contract by the City Attorney. **Motion carried unanimously.**

B. Tentative Agreement

Command Officers Association of Michigan

The last negotiated contract between the City and our Police Command Officers (COAM) personnel expired on December 31, 2016. The tentative agreement presently under consideration was ratified by COAM. The agreement is very similar, in terms of changes, with the labor agreements approved earlier in the year by City Council. The Labor Attorney explained this is a three-year contract that mirrors the patrol unit's contract, and briefly reviewed the terms of the tentative agreement. City Council was instructed to go into executive session if they had substantive questions regarding the agreement.

Motion Price, seconded by Darga to approve the attached tentative agreement between the City of Northville and the Command Officers Association of Michigan until December 31, 2020. **Motion carried unanimously.**

C. Financial Planning Consulting Services

Currently, the City has several financial issues on the horizon that need to be addressed. These include: funding legacy costs, the unlevied millage capacity, and infrastructure improvements.

Rather than look at each issue individually, Staff recommended that the City use a consultant to perform a collective, comprehensive analysis of all the issues.

Staff has spoken with four different consultants over the past few months. The preferred proposal is a combination of two firms: Vettraino Consulting, and Municipal Analytics. The scope of work is to analyze the areas that Staff has identified as concerns, to provide different funding mechanisms and their long-term impact, and deliver a comprehensive report to City Council. The proposal was provided to Council for its consideration. The firm would work closely with the City Manager, Finance Director, and Public Works Director to gain a thorough understanding of the City's concerns.

The Purchasing Ordinance does not require seeking sealed bids for professional services. The consultant's fee is \$130 per hour plus expenses, with a not-to-exceed fee of \$14,690 plus actual expenses. This is not a budgeted item. Therefore, use of contingency in the General Fund would be required.

City Council Comments and Discussion: Staff explained the actual expenses were estimated to be approximately \$2,500, with the approximate total fee of \$17,000. Data provided to the consultant would come from reports prepared for the City by other consultants. This includes the 2016 Water and Sewer Report, and the Street Improvement Report prepared by Spaulding Dedecker. The consultant will provide funding options for City Council to consider.

Comments from Council noted that an analysis of these financial issues and their cost implications is complex. There is a need for clear analysis, long and short-term financial impact, and funding options to assist Council in making decisions.

Motion Ekong, seconded by Darga to award the Financial Planning Consulting Services project to Vettraino Consulting, and Municipal Analytics for a fee of \$130 hourly, with a not-to-exceed amount of \$14,690 plus actual expenses. **Motion carried unanimously.**

D. Contract Award

2017 Permanent Utility Cut Repair Project

Throughout the year, the City experiences watermain breaks. After the watermain break is repaired, temporary repairs are made to the road surface using cold patch material. In addition to emergency cuts into the roadways for watermain break repairs, cuts are made into the roadway to bring water and sewer leads to new construction (residential and commercial). Repairs to the roadway cuts and spot repairs to areas of failing asphalt is done through the City's annual permanent utility cut repair program. The program retains a contractor to remove cold patch, or damaged asphalt material, and replace it with new hot mix asphalt to restore a smooth surface to the road and extend the life of the road.

On September 27, 2017, the City received the following bids for this project:

Bidder	Amount
Fiore Enterprises	\$34,970
S & J Asphalt Paving Co.	\$26,140
Bidigare Contractors, Inc.	\$41,400
Ajax Paving Industries	\$75,889

The bids have been checked, and analyzed, and based on Staff review, the low bid from S & J Asphalt Paving Company is considered a qualified bid. The City Attorney and Michigan Municipal Risk Management Authority reviewed the contract documents for this project and both have approved them for City use. S & J Asphalt Paving Company has a good reputation as a small asphalt firm, and they successfully performed this work for Northville in past years.

Funding for permanent utility cut repairs is included in the FY2018 budget in the Water and Sewer Fund. S & J Asphalt Paving Company's bid of \$26,140 is slightly above the approved budget of \$25,000. As this unit price project proceeds, if the full amount is required, a budget amendment will be presented for the additional \$1,140.

City Council Comments and Discussion: The DPW Director explained that since the project was bid, two additional utility cut repairs are needed. One is for a watermain break, and the other was due to installing water service for new construction. The DPW Director believed he could find additional funds to complete those repairs before winter, using the contractor's unit prices. Comments from Council concurred any additional repairs should be done this calendar year on a unit price basis.

Motion Darga, seconded by Allen to approve and award a contract in the amount of \$26,140 to S & J Asphalt Paving Company of Canton, Michigan for the 2017 Permanent Utility Cut Repair Program, and any additional repairs are done on a unit price basis. Further, the Public Works Director is authorized to sign the contract agreement for this project on behalf of the City of Northville. **Motion carried unanimously.**

MAYOR AND COUNCIL COMMUNICATIONS

A. Mayor and Council Communications

Roth spoke of the Skeletons Are Alive downtown event, opening on Friday, October 6. The DDA Director spoke about the activities planned for this event.

Allen questioned the type of signage that would be posted at the new crosswalk on N. Center Street, by Kroger and Lake Street.

Roth asked the DPW Director for an update on the status of the 2017 street improvement project.

B. Staff Communications None

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: 11/06/17