

**City of Northville**  
**CITY COUNCIL REGULAR MEETING MINUTES**  
**January 3, 2018**

Mayor Roth called the meeting to order with the Pledge of Allegiance at 7:02 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 Nancy Darga, Councilmembers Sam Ekong, Patrick Giesa, and Marilyn Price

**Absent:** None

**Also**

**Present:** City Manager Patrick Sullivan, City Clerk Dianne Massa, Housing Director Tracey Emmanuel, Public Works Director James Gallogly, and one citizen

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 Darga** to approve the agenda and consent agenda as presented.

Approve City Council Minutes of: None

Receive Bills List:

- Accounts Payable Week of December 18, 2017

Receive Board and Commission Minutes: None

Receive Departmental Reports: None

Board and Commission Appointments: None

Amendment to Fees, Fines and Penalties Schedule / Building Permit and Development Review

Fees for Sign Applicant

Amendment to Fees, Fines and Penalties Schedule / Historic District Application Construction Fee

Request to Schedule Public Hearings for Proposed Uses of Wayne County CDBG Funds PY18

Appointments to Historic District Survey Study Committee

**Motion carried unanimously.**

**PUBLIC HEARINGS**

**A. Proposed Uses of Wayne County Development Block Grant Funds  
Program Year 2018**

The City of Northville is expected to receive an estimated allocation of \$22,924 from Wayne County for the Community Development Block Grant (CDBG) funds for Program Year 2018. CDBG funds are used to target low to moderate-income residents or to provide an urgent community need. The City of Northville has no low/moderate income census tracts for project eligibility; however, the category of senior citizens qualifies as a presumed benefit group eligible for CDBG expenditures.

The CDBG application process requires a public hearing to obtain the views of citizens on the proposed use of the funds. Wayne County requested the City hold two public hearings. The second public hearing will be held on January 16, 2017 at 7:00pm.

Recommendations for the use of PY2018 CDBG funds were as follows:

<u>Project Description</u>	<u>Amount</u>
<i>Public Services – Senior Services</i> CDBG funds may be used for the operation of Senior Citizen Centers for programs to keep seniors active and involved in their community.	\$ 1,529
<i>Public Facilities Improvements - Allen Terrace</i> CDBG funds may be used to perform rehabilitation improvements: Replacement of PTAC Units (individual packaged terminal air conditioners), Interior/exterior doors, refrigerators, parking lot light upgrades, etc.	\$19,103
<i>General Program Administration</i> A percentage of the allocation may be used for program administration.	\$ 2,292
<b>Total Estimated Allocation – Wayne County</b>	<b>\$22,924</b>

The public hearing opened at 7:06pm.

City Council Comment and Discussion: In response to a question from City Council, Staff explained that there are 100 PTAC units in the building. The Housing Commission would like to use the CBDG funds and continue with the current replacement program process. RayVac quoted a fixed rate to replace 10-12 units annually. Under this program, so far 17 units have been replaced. This is a long and expensive project that will pay for itself overtime as the new PTAC units are more energy efficient.

Discussion ensued pertaining to Wayne County’s plan to pool the funds for larger projects. The City Council liaison to the Wayne County CDBG program reported that Wayne County pooled CDBG funds for one or two larger projects and disbursed a smaller amount of funds (an approximate 10-12% decrease) to local jurisdictions. An inquiry will be made to find out more about the location and scope of these larger projects. Questions were raised pertaining to the new tax bill passed by Congress and how this might affect federal funding of the CDBG program. It was also reported that Wayne County is waiting to see if they can reallocate CDBG funds that were not spent by other communities. It was not known if the City could pursue having a portion of the unused funds reallocated to Northville.

There were no public comments. The public hearing was closed at 7:09pm. City Council noted that the second public hearing is scheduled for 7:00pm on January 16, 2018.

**NEW BUSINESS**

**A. Professional Services**

**Rural Hill Cemetery Expansion (Phase 2)**

Recently, City Council authorized moving forward with the Phase 2 expansion of Rural Hill Cemetery, and approved a budget of \$105,000 for this project. On December 19, 2017, the City received proposals for professional services to design and oversee construction on Northville’s Rural Hill Cemetery Expansion project. Four proposals were received as follows:

Zeimet Wozniak & Associates	\$24,650
Diffin-Umlor	\$28,025
Midwestern Consulting	\$28,435
Johnson & Anderson	\$46,834

The low proposal was submitted by Zeimet Wozniak & Associates, a small engineering firm located in New Hudson, Michigan. This firm has designed numerous public and private projects in the Detroit Metro area including cemetery expansion projects in Detroit and Livonia. Having worked with this firm on various Northville street and utility projects, Staff believed Zeimet Wozniak & Associates was capable of performing the design and construction management of the expansion of Rural Hill Cemetery. The City Attorney and Michigan Municipal Risk Management reviewed and approved the professional services agreement for this project.

City Council Comments and Discussion: Staff further explained that Zeimet Wozniak is working with McDonald and Associates on this project. McDonald and Associates is the materials testing firm for soil borings. The Phase 1 drawings were provided to Zeimet Wozniak to give the project expectations. Zeimet Wozniak will follow cemetery standards for the layout decisions for conventional burials and cremains. The Phase 1 drawings will help with the Phase 2 design and layout. Any cemetery roadway improvements will be basic. Staff will also provide direction to preserve as many trees as possible, even if that tree species is not addressed in the Tree Preservation ordinance. It was noted that over the last 10 years, DPW staff has removed dead trees, while preserving healthy trees to keep the natural ambience of Rural Hill Cemetery.

**Motion Ekong, seconded by Darga** to approve and award an Agreement for Professional Services to Zeimet Wozniak & Associates in the not-to-exceed amount of \$24,650 for the design and construction management of the Rural Hill Cemetery Expansion (Phase 2) Program. Further, the Public Works Director is authorized to sign the agreement on behalf of the City of Northville. **Motion carried unanimously.**

**MAYOR AND COUNCIL COMMUNICATIONS**

**A. Mayor and Council Communications**

Roth noted that this was DPW Director Jim Gallogly’s last City Council meeting. City Council thanked Jim for his service. A farewell retirement celebration is scheduled for January 12, 2018.

Roth spoke of the January 11, 2018 Goals and Objectives special meeting. For efficiency, Roth will email Council the list of goals he would like to discuss. Council was asked to review this list, forward their own goals list, and be ready to discuss these on January 11<sup>th</sup>. Council was reminded to not discuss the goals or “reply to all” when goals are forwarded by email.

Ekong and Roth noted that often, when they receive their mail, response deadlines and events have passed. They would like to receive this type of mail sooner. The City Manager will discuss this with his Administrative Assistant.

**B. Staff Communications** None

Being no further business, the meeting was adjourned.

**Adjournment: 7:22 p.m.**

Respectfully submitted,

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Dianne Massa, CMC  
City Clerk

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Ken Roth  
Mayor

Approved as submitted: 02/05/18