

**City of Northville**  
**CITY COUNCIL REGULAR MEETING MINUTES**  
**March 5, 2018**

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 Nancy Darga, Councilmembers Sam Ekong, Patrick Giesa, and Marilyn Price

**Absent:** None

**Also**

**Present:** City Manager Patrick Sullivan, City Clerk Dianne Massa, Police Chief Michael Carlson, Parks and Recreation Director Mark Gasche, Department of Public Works Director Loyd Cureton, 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:

- Closed Session of December 4, 2017
- Regular Meeting of February 5, 2018
- Special Meeting of February 8, 2018

Receive Bills List:

- Accounts Payable Week of January 29, 2018
- Accounts Payable Week of February 12, 2018

Receive Board and Commission Minutes: Housing: 11/8/17, 1/10/18

Receive Departmental Reports: Youth Assistance: 2/18

Board and Commission Appointments: None

Request to Dispose of Assets / Computer Equipment / Finance

Request to Dispose of Assets / Computers/Printers / Allen Terrace

Amendment to Fees, Fines, and Penalties Schedule / No Parking Except Electric Vehicle Charging

Request to Dispose of Assets / Lockers / Police Department

Request to Dispose of Assets / Motorola XTL 2500 Radio / Police Department

**Motion carried unanimously.**

The City Manager introduced the City's new Director of Public Works, Loyd Cureton. City Council welcomed Cureton to Northville, stating they were looking for his insight on moving the Department of Public Works forward.

## **RESOLUTIONS AND ORDINANCES**

### **A. Ordinance Amendment – Chapter 10 Animals First Reading**

During the November 7, 2016 City Council meeting, a resident from North Lexington Condominium Association asked City Council whether or not the police have jurisdiction to enforce laws at North Lexington Condominiums. This request stemmed from two "dog at large" civil infraction charges that were dismissed at court because the City's Dog at Large ordinance (10-2) does not prohibit dogs off leash on private property that is not open to the public. City Council directed the Chief of Police to investigate with the Prosecutor and City Attorney as to how residents of homeowners associations, who have shared use of property, can receive the same enforcement as other City residents in regards to dogs being off leash.

The City Prosecutor was consulted on this matter and determined that amending the existing ordinance language in Chapter 10, Section 10-2 in the Code of Ordinances would provide the protection needed for residents who share private property in common in the City. The City Attorney has reviewed the proposed ordinance amendment to Section 10-2 and has no issue with the change. Violation of Section 10-2, the Dog Running at Large ordinance, is a civil infraction payable at the violations bureau. No fee amendment is needed for violation of this ordinance.

The proposed ordinance amendments was provided to City Council for review and consideration.

City Council Comment and Discussion: City Council directed Administration to have the City Attorney review other ordinances (i.e. disturbing the peace and other general ordinances) to see if the current language is similar in nature and if the ordinance should be amended to allow Police jurisdiction to enforce laws on private property that is not open to the public.

**Motion Ekong, seconded by Price** to introduce for first reading the proposed amendment to Chapter 10 Animals, Section 10-2 Dog Running at Large in the Code of Ordinances as presented, with second reading and possible adoption scheduled for March 19, 2018. **Motion carried unanimously.**

## **NEW BUSINESS**

### **A. Parks and Recreation Vehicles Transfer of Ownership**

With the administrative transition of Parks and Recreation and Senior Services to Northville Township, Parks and Recreation real property, personal property, and vehicles that were insured by the City of Northville are now insured by Northville Township. The Parks and Recreation personal property and vehicles were purchased with Parks and Recreation Funds.

Both the City and the Township use Michigan Municipal Risk Management Authority (MMRMA) as their insurer. MMRMA has been assisting the City and Township with the changes related to the transfer

of Parks and Recreation property and vehicles. Since the vehicles are now insured by Northville Township, MMRMA recommends the vehicles be titled to the Township. In the event of a total loss, the MMRMA will want to see the vehicle title, and having it in the name of the City may cause issues in recouping the loss.

The affected vehicles are:	2016	Ford	F250	1FTBF2B63GEA16193	018x200
	2011	Ford	F-150	1FTFX1EF4BKD92710	018X20
	2008	Ford	F-250	1FTNF21598EE40579	018X20
	2007	Ford	Ranger	1FTYR10U57PA38200	018X22
	2004	Ford	Super Duty	1FTNF21L84ED81825	018X22
	2004	Ford	F-450	1FDXF47S54EA58136	018X22
	2003	Ford	F-150	1FTRF18WX3NB69843	018X22
	2009	Ford	Expedition	1FMFU16569EA78172	018X22
	1995	GMC	Sierra	1GDJC34K7Se502241	018X22

Northville Township will also need to provide license plates for these vehicles. Parks and Recreation will need to return the City-issued license plates to the City Clerk.

Due to the agreements between SMART and the City of Northville, the five SMART buses will remain under the City's insurance. As the buses are replaced by SMART, any new agreements for using SMART buses will be between SMART and Northville Township, and those buses will be insured by the Township.

City Council Comments and Discussion: Staff further explained the rationale for keeping the SMART buses under the City's insurance. The grant is closed and the City was grandfathered in. Since the program no longer exists, new municipalities are not being accepted. Moving the buses to the Township would jeopardize funding for this program. Staff will be meeting with SMART for direction on how to proceed for future bus leases.

**Motion Price, seconded by Ekong** to transfer the titles of the above listed vehicles from the City of Northville to Northville Township and authorize the City Clerk sign the titles on behalf of the City of Northville. **Motion carried unanimously.**

## **B. 2018-19 Goals, Objectives and Project Priorities Finalization**

The City Council begins the annual budget process with formulating goals, objectives and project priorities for the upcoming fiscal year. City Council met for that purpose on January 11, 2018. The City Manager was directed to summarize the collective discussion and list the FY 2019 Goals for discussion at a future Council meeting.

The draft summary provided to City Council lists the goals which remain from FY 2018 in the same priority they were listed last year. Also listed are new goals which need to be discussed and classified as high, medium or low priority. All items identified by Mayor and Council as revised or additional goals have either been added to the summary or incorporated into the departmental goals. The revised departmental goals were also provided to City Council for review.

Following discussion, the current FY2018 goals and added goals discussed at the January 11, 2018 special meeting were classified as FY2019 goals as follows:

## **High Priority**

### **Long-Term Financial Stability:**

- Continuation of the long-term fiscal and financial stability efforts outlined in the City Manager's report dated January 11, 2018.
- Complete the consultant's financial review and implement plan for long-term funding of highest priority needs. *(added)*
- Determine and implement the Cemetery Maintenance Fund investment plan. *(added)*

### **Communications:**

- Continue to improve and expand city-wide communications.
- Complete the website redesign project and implement more self-serve options (fillable forms, online payments, etc.) and implement a searchable zoning ordinance. *(added)*
- New website rollout should include the development of a process for Department Heads to create and maintain communications for their areas. Content should be current. *(added)*
- Explore having a YouTube channel on the website to show snippets of parades and other City events. This might generate interest in the community and increase attendance at events. *(added)*

### **Boards and Commission Training *(new heading)***

- Implement regular training for City Council, and all Boards and Commissions, with emphasis on Freedom of Information Act (FOIA), Open Meetings Act (OMA), and Board standards and conflicts. *(added)*
- Implement operational detail training for specific boards, such as Historic District Commission training on standards, Planning Commission training on new urban planning and design. *(added)*

## **Medium Priority**

### **Manager/Department Evaluations:**

- Implementation of evaluation/annual review of the City Manager based on progress toward accomplishment of goals identified by City Council and Departments.

### **Water and Sewer System Improvements:**

- Continue efforts to detect water loss and continue to monitor the City's water control to meet City Council established goal of 15% or less water loss.
- Include a water meter replacement program as part of the City's capital improvement plan as aging meters are likely contributing to the reasons water loss remains at 20%.
- Continue to remain current with the commitments to Michigan Department of Environmental Quality (MDEQ) to clean 20% of the City's sanitary sewer system each year to comply with Abatement Order No. 2096. To minimize the possibility of sanitary sewer backups in the City, efforts to clean 50% of the City's sanitary sewers should continue.
- Continue to partner with Wayne County and several other neighboring communities to design a Long Term Corrective Action Plan for sanitary sewer excess flow as required under Final Order of Abatement 2096 with MDEQ. Construction of sewer system improvements should occur in 2019/20.

### **Downtown Strategic Plan/Preservation of Downtown Funding:**

- Implement the 2017 Strategic Plan recommendations.
- Complete installation of Phase II of the Wayfinding project.

- Continue to monitor efforts in Lansing that would reduce or eliminate the DDA and TIFA funding mechanisms and work with our legislators to mitigate any negative impact on downtown Northville.
- Review Cady Street density with the Planning Commission.
- Develop a plan for Wing Street property next to the Post Office, and issue a Request for Proposal if appropriate.

**Street, Sidewalk, and Bike Path Improvements:**

- Continue with street improvements.
- Continue with non-motorized pathway opportunities.

**Future City Hall and Fire Station Repairs/Renovations: (*Fire Station added to heading*)**

- The City is working with a local architect on plans for future repairs and renovations to City Hall. The plans and cost estimates will be included in the City’s comprehensive financial analysis.
- Evaluate the long-term needs of the Fire Department. The evaluation would address the location of the Fire Station building, sufficient space to store the ladder truck, parking for paid on-call firefighters when responding to emergency calls for service, etc. The Fire Chief or consultant should do an analysis to determine the Fire Department needs, and to determine if the Fire Station location needs to be addressed. The evaluation should be done before issuing Requests for Proposals for City-owned property. (*added – goal was previously added by City Council as a Fire Department goal*)

**Community Groups: (*new heading*)**

- Work with the Chamber of Commerce, DDA, and non-profits to develop more robust relationships with the entities that impact the City. (*added*)
- Schedule short presentations from various community groups to improve the understanding of the contributions these groups make to the City (i.e. Northville Historical Society, Art House, Beautification Commission). This could be done under “presentations” at a Council meeting. (*added*)

**Development and Redevelopment Issues: (*moved from Low to Medium priority*)**

- Continue to reduce steps to make application processes less burdensome on developers.
- Amend the Master Plan to allow for first-floor residential for redeveloped properties adjacent to the downtown.
- Work on revisions to the Cady Street Overlay zoning district and rezoning the McDonald Ford property to be consistent with the Master Plan.
- Review Cady Street density with the Planning Commission. (*added*)
- Develop a plan for Wing Street property next to the Post Office, and issue a Request for Proposal, if appropriate. (*added*)

**Ford Field Improvements (*new heading*)**

- Develop a plan with Parks and Recreation for Ford Field improvements, such as the play structure and other infrastructure, including restrooms. (*added*)

**Cemetery Build-Out: (*moved from Low to Medium priority*)**

- Complete the Phase 2 expansion of Rural Hill Cemetery.

**Energy Efficiencies and Green Initiatives (*new heading*)**

- Improve the City’s energy efficiencies. Consider retaining a consultant or establishing a committee to analyze the City’s current carbon footprint. The report would include recommendations on short-term/long-term goals to meet a set target date for all City Departments

to be 100% carbon neutral. Objectives would include: purchase electric vehicles, turn off computers and office lights, LED office lighting, purchase wind systems, purchase solar systems, and have Department Heads identify carbon-neutral opportunities. (*added*)

### **Lower Priority**

#### **Retaining the Retail Operation of the Northville Post Office within the Central Business**

##### **District:**

- The Post Office building's current lease expired in 2017. Continue to work with the United States Postal Service to express support for keeping the Post Office in the downtown.
- Future land use of the City-owned property was addressed in the Community Master Plan update. Move forward with intent to issue an RFP for the City-owned land south of the Post Office.

### **Projects on Hold**

#### **Mill Pond Improvements/Watershed Enhancements**

- On hold due to lack of available funding sources. Staff will continue to monitor funding opportunities.

The following goals discussed at the January 11, 2018 special meeting, and not included above, were addressed as follows:

- Review the community organizations listed on the website to ensure that groups are still operational. [This goal is complete and the website is updated]
- Implement evaluation and review process for City Manager, which includes performance of individual Departments' operations. [Duplicate as this is an existing Medium priority goal]
- Complete the cemetery build out. [Duplicate as this is an existing goal from last year. Existing goal was moved from Low to Medium priority.]
- Review the Boards and Commissions to determine which boards are actively meeting, and which boards might be mandated, but do not meet. This will assist with matching citizens to board positions that utilize their talents. [This goal was redefined as a "task." The City Manager will review the various boards/commissions and provide an explanation to Council.]

Additional discussion of the goals noted:

- Presentations from various community groups could also include service clubs that operate or benefit the City. A comment suggested extending invitations to the various community groups. Also, the groups should be given a time limit (i.e. 5-10 minute presentation). Presentations would be ideal at Council meetings when the agenda content is brief.
- Councilmember Giesa and the City Manager will meet to discuss strategy for the Energy Efficiencies and Green Initiatives goal. It was requested the ordinances be reviewed for their carbon footprint impact, and revised where appropriate to encourage energy efficiencies. Three ordinances were identified as needing immediate review: 1) Use of backyard "clothes lines," 2) Composting, and 3) Solar panels on roofs.
- It was reminded that the Housing Director and Youth Assistance Director were newly hired and did not have the opportunity to fully assess their Departments and operations. Each should do a mid-year assessment of their goals and determine if additional goals are needed. Both should report back to City Council in May/June 2018.

The City Manager was directed to finalize the list and add it to the March 19, 2018 consent agenda.

**MAYOR AND COUNCIL COMMUNICATIONS**

**A. Mayor and Council Communications** None

**B. Staff Communications** None

Being no further business, the meeting was adjourned.

**Adjournment: 7:43 p.m.**

Respectfully submitted,

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Dianne Massa, CMC  
City Clerk

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Ken Roth  
Mayor

Approved as submitted: 3/19/18