

City of Northville
CITY COUNCIL REGULAR MEETING MINUTES
May 7, 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, DDA Director Lori Ward, Director of Public Works Loyd Cureton, Police Chief Michael Carlson, Finance Director/Treasurer Sandi Wiktorowski, Bond Counsel Pat McGow, members of the local Boy Scout Troop, and four 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

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:

- Special Meeting of March 22, 2018
- Special Meeting of April 5, 2018
- Special Meeting of April 12, 2018
- Regular Meeting of April 16, 2018

Receive Bills List:

- Accounts Payable Week of April 23, 2018

Receive Board and Commission Minutes:

- Housing Commission: 3/14/18

Receive Departmental Reports: None

Board and Commission Appointments:

- Board of Zoning Appeals (Planning Commission Member): Appoint Donna Tinberg, term expires 6/30/20

Proclamation / May as Mental Health Awareness Month

Special Event Request / Friday Night Concert Series
Request to Dispose of Assets / DDA / Downtown Materials
Request to Dispose of Assets / Police Uniforms
Special Event Request / Orin Rocks 85th Anniversary Block Party / May 26, 2018
Proclamation / Emergency Medical Services Week / May 20-26, 2018

Motion carried unanimously.

NEW BUSINESS

A. Ballot Language Street Improvements

In October 2017, City Council approved a proposal for the Financial Planning Consulting Services project to the team of Vettraino Consulting and Municipal Analytics. The team was tasked with analyzing the areas that Staff identified as concerns and to provide feedback with different funding mechanism and their long-term impact. The final report was presented to City Council in April 2018.

One component of the report pertained to street improvements. According to the 2016-2017 study performed by Spalding DeDecker, 57% of the City's streets were rated in poor condition. An important concept in the study is the "Overall Condition Index" (OCI) rating. As of May 2017, the City's OCI rating was a 4.57 on a ten-point scale. Spalding DeDecker expressed an opinion that an OCI rating of higher than 5.7 produces a pavement network that has satisfactory driving conditions and allows for efficient use of resources to maintain the pavement.

In order to achieve a goal of 6.0 or higher in ten years, additional investment is required. Various funding scenarios were tested, and the preferred scenario utilizes a combination of its current street millage, fund balance, and a debt issuance. Projecting out fifteen years under the preferred scenario, the OCI is expected to be 6.21 and the percentage of poor streets will decrease by 40%. With the additional investment up front, the cost to reconstruct the remaining poor streets in fifteen years will be \$6.8 million lower than if the City continues its current improvement plan.

Staff presented City Council with ballot language for the November 2018 election and the corresponding resolution. The ballot question asks the voters if they would support the issuance of \$3,250,000 in Unlimited Tax General Obligation (UTGO) bonds to finance the proposed street improvements. That amount includes \$50,000 in bond closing costs. If approved, the estimated millage to be levied beginning in 2019 would be 0.9786 mills.

The City's bond counsel, Miller, Canfield, Paddock & Stone, presented a "Resolution Submitting Street Improvements Bond Proposal" that includes the proposed ballot language. At this time, City Council was asked to approve the following ballot language. The resolution will be presented at the May 21, 2018 meeting for Council's consideration.

Street Improvements Bond Proposal

Shall the City of Northville, Counties of Wayne and Oakland, Michigan, borrow the principal sum of not to exceed Three Million Two Hundred Fifty Thousand Dollars (\$3,250,000), and issue its unlimited tax general obligation bonds, in one or more series, payable in not to exceed ten (10) years from the date of issue, to pay the cost of constructing street improvements throughout the City, consisting of paving, repaving, grading, resurfacing, reconstructing and improving streets, including curb, gutter, sidewalk, drainage, land and right-of-way acquisition and related improvements? If

approved, the estimated millage to be levied in 2019 is 0.9786 mills (\$0.98 per \$1,000 of taxable value) and the estimated simple average annual millage rate required to retire the bonds is 0.9729 mills (\$0.97 per \$1,000 of taxable value).

YES

NO

City Council Comment: It was explained that tonight’s action would be to approve the ballot language. Most of the ballot language presented is statutory or driven by case law and there isn’t much leeway for changes. Action to place the bond proposal on the November 2018 ballot could be voted on at the May 21, 2018 Council meeting.

Other comments note that the City has poor roads and action is needed. The .097 mills is needed to generate \$3.2M to gets roads up to a 6.0 OCI rating, which is the “bottom” of good condition. Over 15 years, bonding versus “pay as you go” will save taxpayers over \$2.5M.

Motion Ekong, seconded by Price to approve the ballot language shown on Exhibit A of the “Resolution Submitting Street Improvements Bond Proposal.” **Motion carried unanimously.**

B. Special Event Request **Armed Forces Day Concert**

In 2017, the City received a request from Northville Public Schools - Northville High School Baseball program to consider a reduced fee to close Mill Race Village and utilize Ford Field to hold an Armed Forces Day special events celebration on Friday, May 18, 2018.

The fee was paid to the Historical Society and a preliminary special event application was submitted and reviewed by City Staff. The requestor has since submitted a final application that was reviewed by City Staff. Event details include:

- Set up of the beer tent and stage would begin on Friday, May 18, 2018 at 1 p.m. and taken down that evening.
- The beer tent and a food truck will serve from 5:00 p.m. until 10:00 p.m.
- The event will include live bands that will play until 10:00 p.m. Noise levels will remain within the ordinance limits.
- Additional porta-johns will be delivered, and volunteers will handle trash removal.
- The beer garden would be fenced off so patrons cannot leave the designated area with beverages. The fenced area will need to meet Police Department/MLCC approval prior to serving. Security has been hired to check ID’s and watch for over serving and the Police Department will have two officers on-site for the duration of the event for an estimated cost of \$900.
- The requestor has asked for additional handicapped parking in the Ford Field lot for attendees. City staff recommends that the parking spaces north of the southernmost driveway be designated as such, leaving the southernmost parking for patrons of Fort Griswold or the surrounding businesses. Attendees will be able to utilize the parking lot at Mill Race Village, which will be closed after 4 p.m. and any other public parking lots.
- Volunteers would handle set-up and clean-up of the site. Any support from the Police, Parks and Recreation, or the Department of Public Works will be invoiced accordingly.

Insurance requirements are as follows:

- **Northville Public Schools:** Certificate of Insurance for \$1M General Liability naming the City of Northville, Northville Township, and Parks and Recreation as an additional insured, copy of

their policy Endorsement, and execute the Hold Harmless Agreement indemnifying the City of Northville, Northville Township and Parks and Recreation.

- **American Legion:** Certificate of Insurance for \$1M General Liability, \$1M Liquor Liability, naming the City of Northville, Northville Township, and Parks and Recreation as an additional insured, copy of their policy Endorsement, and execute the Hold Harmless Agreement indemnifying the City of Northville, Northville Township and Parks and Recreation.
- **Food Vendors:** Certificate of Insurance for \$1M General Liability, naming the City of Northville, Northville Township, and Parks and Recreation as an additional insured, copy of their policy Endorsement, and execute the Hold Harmless Agreement indemnifying the City of Northville, Northville Township and Parks and Recreation.

Certificates need to be turned in to the City Clerk within one week following approval of the event. The beer tent will need to meet fire code, the temporary membrane structure, any generators and the food truck will need to be inspected by the Fire Marshall. Fire extinguishers must have a current inspection tag and any visible propane tanks must be secured.

City Council Comment: City Council questioned the timing of the review and approval process, as City Council is considering approval 11 days before the event. Staff explained the applicant did not provide the final event details until two weeks ago.

Motion Ekong, seconded by Price to approve the request from Northville Public Schools to conduct the Armed Forces Day concert on Friday, May 18, 2018 given the required insurance and hold harmless agreements are received by the City Clerk within one week following approval. **Motion carried unanimously.**

C. Special Event Request Party in the ‘Ville

The City received a special event application from Kevin DeGrood, the owner of North Center Brewing Company, to hold a kick-off to summer celebration in the downtown on June 2, 2018, from 1:00pm-9:00pm. Event details include:

- Food will be provided by downtown businesses, craft beer offered by North Center Brewing Company, and booths promoting businesses and events in the downtown.
- Expected attendance is 1,000 patrons.
- Main Street, from Hutton to Center, will already be closed for the Our Lady of Victory Run, and will remain closed after the last runner has cleared the course to allow for set up of this event. Set up may not begin until after the run is complete.
- Town Square was reserved through the Downtown Development Authority (DDA) for alcohol service.
- Clean up will be completed by 10:00pm, and the streets will reopen at 11:00pm.
- Live music will be from 1:00pm-9:00pm, and music levels will remain within the levels allowed by the noise ordinance.
- Tipping Point Theatre will be serving beer and wine in accordance with MLCC guidelines. Drink wristbands will be issued to patrons who present proper ID.
- The downtown will be fenced as depicted in the special events application. Security will be stationed at all entrances, exits and roaming the event to ensure alcohol does not leave the fenced area, enter or leave any business and monitor underage drinking and overserving. Businesses will have signs posted on their outer doors stating that alcohol is not allowed inside. The DDA has also sent an email to downtown businesses to that effect. In addition, two Police Officers will be on site to ensure MLCC compliance.

- The applicant will be invoiced for Police services in an estimated amount of \$1,385.
- North Center Brewing will work closely with the DDA and the Department of Public Works (DPW) to ensure proper use of electrical boxes by the band and vendors.
- The applicant is required to provide additional two portable toilets for the event, DPW will provide trash receptacles and barricades. Volunteers will empty trash after the event.
- The event shall be set up with a vertical clearance of 14' minimum to allow for the passage of emergency vehicles. Tents and food vendors will be inspected prior to the event opening.

Insurance requirements are as follows:

- **North Center Brewing Company:** Certificate of Insurance for \$1M General Liability naming the City of Northville as an additional insured, copy of their policy Endorsement, and execute the Hold Harmless Agreement.
- **Tipping Point Theatre:** Certificate of Insurance for \$1M General Liability, \$1M Liquor Liability, naming the City of Northville as an additional insured, copy of their policy Endorsement, and execute the Hold Harmless Agreement.
- **Food Vendors:** Certificate of Insurance for \$1M General Liability, naming the City of Northville as an additional insured, copy of their policy Endorsement, and execute the Hold Harmless Agreement.
- **Band:** Execute the Hold Harmless Agreement.

City Council Comment: City Council reviewed the event map. In response to questions from Council pertaining to alcohol control measures, the applicant explained the security plan, the number of volunteers assisting the security teams, and the location of the four entry/exit points to the event. The written security plan is on file with the Police Department. In addition to wrist bands, alcohol will be served in an “event” cup with a special logo. Businesses are aware of the logo and will direct people to leave alcohol outside if patrons attempt to enter with a logo cup. Servers are TIPS certified. Volunteers are there to assist, but are not trained security. The wristbands do not guarantee alcohol service. Booth operators may ask for identification. The wristbands will be the type that break apart and cannot be removed and transferred to another person.

It was further explained that all food vendors have a vested interest in Northville. The event sponsor is North Center Brewing. Tipping Point Theatre is selling and serving alcohol.

Motion Price, seconded by Ekong to approve the request from Kevin DeGroot of North Center Brewing Company to conduct a kick off to summer celebration in the downtown on June 2, 2018 from 1:00pm-9:00pm as specified above given the insurance certificate, Endorsement and Hold Harmless are received by the City Clerk. **Motion carried unanimously.**

D. Conceptual Utility Master Plan

Northville Downs is bound by Cady Street, S. Center Street, W. Seven Mile, and Griswold. The land area is approximately 56 acres, and based on the City of Northville’s 2018 draft Master Plan the proposed occupancy is mixed use, including apartments, town houses, duplexes, and single-family homes.

In order to support future development of this area, a Utility Service Master Plan is needed. The City’s utility infrastructure must be evaluated in order to determine what capacity the existing utilities have and to determine what improvements are necessary. Systems requiring review include the City’s potable water, sanitary sewer and storm water systems.

The purpose of this Plan will be to provide anticipated water demand, waste water generation flows, develop normal sizing, conceptual routing, provide tie-in points for water and waste water utilities and to project anticipated capital improvement costs. Storm water management analysis must also be performed to understand what storm water features may be required by Wayne County storm water ordinances.

Orchard, Hiltz, and McCliment (OHM) Engineers and Advisors provided the City with a proposal to perform professional services related to developing a conceptual master plan of the water, wastewater and storm water systems within the project area. OHM has provided engineering services for the City's utilities in the past, are experts in this field, and are very familiar with the City of Northville. The cost for OHM to provide these services as stated in the proposal is \$9,800, with an optional task of obtaining sanitary sewer inverts at a cost of \$2,200 if needed. This proposal was reviewed and approved by the City Attorney and insurance carrier.

City Council Comment: City Council suggested that Foundry Flask be included in this plan to prepare for future development. Staff will review this area and others and evaluate if those areas should be added to this portion of the project, and may come back to Council with a Change Order. Further discussion and questions pertained to storm water management, and the likelihood of an on-site retention pond. For the optional task to complete a sanitary sewer invert survey, some of this information may already be available on the original sewer plans. If those are located, the City would not have OHM conduct this survey.

Motion Price, seconded by Giesa to approve the agreement with OHM Advisors of Livonia, Michigan to develop a conceptual Utility Master Plan for the City of Northville and to have the Public Works Director sign said agreement on behalf of the City with a cost not to exceed \$12,000. **Motion carried unanimously.**

E. Proposed Sanitary Sewer Agreement

As WUTA (Western Townships Utilities Authority), and Northville Township had not yet approved the agreement, the City Manager requested this item be tabled to a future meeting.

As this agreement affects Northville Estates, resident Chuck Murdock, representing Northville Estates, thanked the City for its efforts on this matter.

F. Downtown Light Fixtures Purchase

Over the past month, three downtown streetlights were hit by cars and destroyed. These fixtures were located on Cady Street and E. Main Street, and are the old style High Pressure Sodium. The City and Downtown Development Authority (DDA) have been evaluating options to complete the conversion of the remaining downtown streetlights from High Pressure Sodium to either Induction Lighting or LED. Induction lighting was selected several years ago, with best industry information at the time. Since then, LED technology has made remarkable improvements, which compelled the DDA to further compare the two technologies in order to make a recommendation for future lighting purchases.

When ordering the replacement fixtures to replace those that were destroyed, the DDA proposes to replace the fixtures with High Pressure Sodium. The City is evaluating a conversion kit that will convert the High Pressure Sodium to LED at a cost of approximately \$40 per pole plus labor. Alternatively, the DDA explored ordering the new light fixtures to come with LED lighting installed. However, if the light

fixtures come from the manufacturer directly, the LED light source is located at the top of the lamp and not the bottom as it would with the existing Induction lights or a conversion kit.

DDA staff is working with DPW to find a LED bulb that is a warm white appearance that will match the current Induction 3,000k light bulbs. A light demonstration project was installed at the light located on the southeast corner of Center and Cady Streets. A warm white LED light was installed adjacent to the Induction Lighting for comparison. DPW has ordered the lights in 2,700K, and 4,000K in order to compare the lights in advance of making a decision on the conversion.

The DDA would purchase four Herwig light poles and four Herwig High Pressure Sodium lights to replace the three destroyed this winter and to have a replacement pole and head in the DPW's inventory. The total cost for the four poles and light fixtures is \$13,632 (\$3,408 per pole). The purchase for three of the lights will be reimbursed by insurance proceeds and the fourth light will be purchased by the DDA with funds in the Design Budget – Street Furnishings line item.

City Council Comment: City Council requested that Staff evaluate all costs, not just the cost of electricity, to ensure there will be an overall savings to convert the fixtures. It was also noted that the conversion does include removing the ballasts, resulting in electricity being the only cost.

Staff also explained that the motion does not include a purchase amount, as the pole replacement costs are reimbursed by insurance.

Motion Ekong, seconded by Darga to approve the purchase of four street light poles and four High Pressure Sodium light fixtures from Herwig Lighting of Arkansas to replace three lights that were destroyed and purchase a replacement pole and light to have in inventory.

Motion carried unanimously.

MAYOR AND COUNCIL COMMUNICATIONS

A. Mayor and Council Communications None

B. Staff Communications None

Being no further business, the meeting was adjourned.

Adjournment: 7:44 p.m.

Dianne Massa, CMC
City Clerk

Ken Roth
Mayor

Approved as submitted: 6/4/18