

**City of Northville**  
**CITY COUNCIL REGULAR MEETING MINUTES**  
**January 4, 2010**

Mayor Johnson 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.

**ROLL CALL**

**Present:** Mayor Christopher Johnson, Mayor Pro Tem James Allen, Councilmembers Douglas Bingham, Nancy Darga, Michele Fecht

**Absent:** None

**Also Present:** City Manager Patrick Sullivan, Assistant City Manager/Finance Director Nicolette Bateson, Department of Public Works Director James Gallogly, Parks and Recreation Director Traci Sincock, City Clerk Dianne Massa, Vyto Kaunelis of Orchard Hiltz McCliment, City of Plymouth Assistant Director of Municipal Services Chris Porman, reporter from the Northville Record, and two citizens

**PRESENTATIONS**

**A. Citizen Comments** None

**APPROVAL OF AGENDA AND CONSENT AGENDA**

**Motion Allen, seconded by Fecht** to approve the agenda and consent agenda as presented.

Approve City Council Meeting Minutes: None

Receive Bills List: Checks #68306 to #68440

Receive Board and Commission Minutes: None

Receive Departmental Reports: None

Board and Commission Appointments:

- Appointment to Board of Zoning Appeals: John Rae, from alternate member to fill a full member vacancy with a term expiring July 1, 2010

**Motion carried unanimously.**

**NEW BUSINESS**

**A. Detroit Water and Sewerage Department (DWSD) Contract Amendment #1**

In May 2008, City Council approved a water service contract with the City of Detroit. The contract was the result of a monumental effort by all Detroit Water and Sewerage Department (DWSD) customers and the City of Detroit, and it was specifically designed to treat all communities equally, and reduce water

rate volatility from year to year. The contract was later approved by the Detroit City Council and became effective in July 2008. The water service contract established a “Technical Advisory Committee” (TAC) made up of DWSD and community representatives, charged with the responsibility to review and recommend a resolution to possible issues of disagreement, with the goal of resolving issues by way of cooperation versus litigation. The TAC is recommending changes to the language in the agreement.

In addition, communities now have a history of their flows under the new contract and DWSD has met with Northville officials to work on flow adjustments. Per the 2008 contract, the City of Northville utilizes the existing water storage tanks to control Northville’s water demand from Detroit in a manner that Northville does not exceed 1.59 million gallons per day (mgd) for a maximum day flow, and the City’s peak hour flow does not exceed 2.22 mgd. The City has worked to not exceed this limit, which is based on a projected annual volume of 37,600 mcf. As a result the water rates were reduced for the City of Northville.

With a year of flow history under this contract, it was determined that the City of Northville has a reduced annual volume demand of 35,000 mcf. Therefore, Northville is proposing to make further modifications to its controls to set a peak flow of 1.75 mgd. The cities of Northville and Detroit can reevaluate these numbers again after 5, 10, 15, 20, and 25 years.

The modifications require an amendment to the 2008 contract. The City Attorney reviewed the proposed contract and although he found areas that he would have selected different verbiage, he understands that this contract has been developed by a committee of attorneys from metro communities and DWSD, and that the final language developed was acceptable by both parties. The proposed changes are expected to have a neutral effect on the contract with respect to rates. However, this does not mean that the City will not receive a rate adjustment for 2010. Annual rate adjustments to cover DWSD operation and maintenance expenses are expected.

*Council Comments and Discussion:* Brief discussion ensued pertaining to the efforts led by Genesee County to create a regional system and the likely financial impact to the remaining DWSD customers if they are successful and leave the DWSD system.

**Motion Darga, seconded by Fecht** to approve a resolution approving Amendment No. 1 to Northville’s Water Service contract with the City of Detroit and authorizing the Mayor and City Clerk to sign said contract. **Motion carried unanimously.**

## **B. Request to Purchase Maintenance Software for the Department of Public Works and the Parks and Recreation Department**

The 2009 City-wide organizational report noted that the lack of workload data for both the Parks and Recreation maintenance division and the Public Works Department. This deficiency focuses on the need for tracking worker utilization and job costs. The report suggested that maintenance tracking software could be shared by both departments, avoiding duplication of expenses.

The City of Plymouth Municipal Services Department contacted the City of Northville regarding possible interest in a collaborative purchase of maintenance tracking software. A webinar demonstration was held in November 2009 for City of Plymouth, Plymouth Township, City of Northville and Northville Parks and Recreation representatives to review the Vermont Systems Main Trac software program. This product is a component of the Rec Trac activity registration software currently shared since 2007 by the Plymouth Recreation Department and Northville Parks and Recreation. The Main Trac software tracks

labor, equipment and material use, work requests and history, along with the ability to schedule routine maintenance and special projects. The software also integrates with the Parks and Recreation facility scheduling software, and uses the existing database information.

The City of Plymouth is proceeding with the purchase of the Main Trac product for use in their Municipal Services and Recreation Departments. Plymouth Township has elected not to participate at this time. The purchase price for each community to purchase the software independently exceeds \$21,000. However with a simultaneous purchase and shared training with the City of Plymouth, the cost to the City of Northville is reduced to \$14,774. The software purchase is not a budgeted expense; however, to receive the discounted purchase price and shared training opportunity, Staff recommended the purchase at this time. It was proposed that the Public Works Department and Parks and Recreation Department would share the purchase/training expenses equally (\$7,387 each). The Public Works portion would be paid from the water and sewer fund. The Parks and Recreation portion would be paid from the general administration account.

*Council Comments and Discussion:* Comments pertained to the belief that this software could be used as a tool to analyze and find further cost savings to the Departments as well as serving as a tool for future grant application opportunities. In response to a question on the recommendation to use the Main Trac product verses another software product, it was explained that the City of Plymouth has done extensive research on the programs available. It was found that Main Trac is a component of a program already owned by the City. In addition, other programs would need to be hosted on a City server as opposed to being hosted and maintained on a secured server at the City of Plymouth at no charge to the City of Northville.

**Motion Fecht, seconded by Darga** to approve the purchase of the Main Trac maintenance software from Vermont Systems in the amount of \$14,774. **Motion carried unanimously.**

### **C. Intergovernmental Services Agreement with the City of Plymouth**

In April 2007, the Northville City Council entered into an Intergovernmental Services Agreement for transferring Information Technologies Support to the City of Plymouth for the operation of the recreation registration software. The software is hosted and maintained on a secured server at the City of Plymouth City Hall at no charge to the Parks and Recreation Department.

Northville City Council has been asked to approve a purchase for maintenance tracking software (Main Trac) for the Public Works and Parks and Recreation Department operations. The City of Plymouth is also purchasing the software for their Municipal Services and Recreation Departments. Both communities will receive a discounted purchase price due to the simultaneous purchase and shared training opportunities. Since the software will be hosted and maintained on the same secured server that currently operates the registration software, an Intergovernmental Services Agreement is required to outline the responsibilities of both organizations for this additional software. As the City of Plymouth and the City of Northville are represented by the same general legal counsel, an independent legal counsel was asked to review the Intergovernmental Services Agreement. John Staran of Hafeli, Staran, Hallahan & Christ, P.C. reviewed the proposed agreement on behalf of the City of Northville, and his recommendations have been incorporated into the document.

**Motion Allen, seconded by Bingham** to approve the Intergovernmental Services Agreement with the City of Plymouth for the transfer of Information Technologies Support related to the operation of the Main Trac software to be used by the Public Works and Recreation Departments. **Motion carried unanimously.**

**COMMUNICATIONS**

**A. Mayor and Council Communications** None

**B. Staff Communications** None

There being no further business to come before Council, the meeting was adjourned.

**Adjournment: 7:51 p.m.**

Respectfully submitted,

---

Dianne Massa, CMC  
City Clerk

Approved as submitted: 1/19/2010

---

Christopher J. Johnson  
Mayor